



Our mission is to grow, enhance, and support a vibrant business climate through leadership, professional development, and community involvement.

BARAGA COUNTY CHAMBER OF COMMERCE

Board of Directors Meeting
Wednesday, October 9, 2024 - 8:30 AM
Chamber of Commerce Conference Room

Call Meeting to Order - President Debbie Stouffer called the meeting to order at 8:32 AM.

BCCC Mission Statement - The mission statement was read by Nathan Grave.

Roll Call -

- Board Present: Debbie Stouffer, Jamie Smith, Nathan Grave, Burt Mason, Daniel Mares, Cielle Waters-Umfleet, Nicole Acciaccia, Cody Mayer, Carla Engle, Trevor Juntunen.
- Staff Present: Mary Mervar, Dianne Koskinen.
- Board Absent: Annie Fish, Chelsea Klobucher.

Guests and Visitors - Robert Carlyle of Beyond RX Studios, public (1), Karisa Mukka

Consent Agenda -

- Agenda 10/09/24, Minutes 9/14/24
- *Discussion:* Remove 2025 Calendar from action items, move budget and sponsorship asks to top of discussion items, add Dynamo to committee updates.
Action: Motion made to approve the consent agenda by Burt Mason, supported by Cielle Waters-Umfleet. All in favor.

Finance Report -

- Main Account
Beginning balance 9/1/24 = \$33,001.79
Ending balance 8/31/24 = \$32,267.73
- NextGen Account
Beginning balance 8/1/24 = \$14,582.40
Ending balance 8/31/24 = \$14,582.40
Discussion: MAHA fees were paid from 2023.
Action: Motion made to approve the finance report by Jamie Smith, supported by Cielle Waters-Umfleet. All in favor.

Support Staff Report -

- BOD addresses: Board members agreed to share their addresses, phone numbers, and email addresses with Chamber employees and BOD.

Action Items -

- A. Audit
Discussion: Karisa Mukka found no huge issues when conducting the financial audit. She provided the following recommendations:

- Develop formal financial policies and procedures: designate who is responsible for accounts payable and receivable with no overlap in duties, require two signatures on checks and other financial transactions, keep all records of financial transactions in files according to the month and year, keep a physical record of accounts payable and receivable with documentation of payroll, develop a procedure for debit card use with two signatures on invoices from those transactions and a spending limit before requiring board approval.
- Petty cash policy: develop a policy that includes an agreed balance to be maintained, how often the petty cash is reconciled, and how to record those expenses; or eliminate petty cash.
- Separate Chamber from NextGen in Quickbooks: NextGen should be established as their own company in Quickbooks rather than an account listed under the Chamber.

Cody, Nicole, Nathan, and Debbie will try to meet in November or work remotely to develop a financial policy; cash prizes, gift cards, cash acceptance, petty cash, and 1099s should be made part of the financial policy and cover both the Chamber and Next Gen. Someone should look into lowering our Quickbooks plan from \$90 to \$60/month.

Action: Motion made to accept the 2023 audit by Trevor Juntunen, supported by Daniel Mares. All in favor.

Discussion Items -

- A. Budget: NextGen being included in the budget threw the profit/loss statement out of whack, so NextGen was removed as an item. Someone needs to check on ROZA fees. The budget for donations may need adjustment. Let's Eat needs to be included in the budget at \$650. Dues are designated at \$35,000 and approximately \$30,000 has been received. Dynamo funding should be secure for one more year with the CD investment but a fundraiser should be held. Changes to the budget will be made and adopted at the November meeting.
- B. Sponsorship asks: Overlap between the Chamber and NextGen sponsorship solicitation continues to be problematic. A combined brochure with both Chamber and NextGen sponsorship opportunities needs to be created with an option to pay quarterly.
- C. Veterans health fair: Jamie will represent the Chamber at the veterans health fair on November 9.
- D. Opportunities: The Chamber declined to participate in co-hosting this business and tourism symposium that Bay College is trying to re energize.
- E. Baraga County Business list: The list of businesses obtained from the State of Michigan DTMB website <https://milmi.org/DataSearch/EmpDb> is inaccurate. Robert and Trevor will work on the list that Dianne obtained.
- F. SBAM usage: A more specific report of Chamber member use of SBAM services is needed for November. Advertising to Chamber members regarding the services offered needs to be done. FOCUS magazine is one benefit. Addresses need to be updated.
- G. Word from the Chamber: The BCEDC eblast about the upcoming webinar on Earned Sick Time Act (ESTA) and the Improved Workforce Opportunity Wage Act (IWOWA) will

be the “Word” for October’s newsletter. Robert will write the “Word” for the November newsletter.

H. Update Bingo cards: Mary updated the bingo cards.

Board Training - None.

Committees Updates -

- **Dynamo:** There were fifteen applications received of which five are in contention. The grant awards will be finalized 10/11/24. Cody will prepare a news release. The next Dynamo application should include a section that asks how the applicant learned of this opportunity.
- **Next Gen:** The takeover of Business After Hours and the Old Timers Hockey Tournament will be discussed at the November meeting. To eliminate confusion among accounts, a renaming of the NextGen account at SNB is necessary.
Action: Motion made to rename the SNB account ending in 0091 to “Baraga County Next Gen” by Nicole Acciaccia, supported by Trevor Juntunen. All in favor.
- **PLAN:** see notes in board packet. The ATV event had a last minute route change due to property permission issues; some participants traveled 800 miles; 62% reported staying two or more nights; was a feature story on TV6 Discovering.
- **Membership:** Thirty-four pending for approximately \$6,000. \$23,500 received to date.
- **Housing Taskforce:** no report
- **Branding:** no report
- **Scholarship:** The scholarship committee will reactivate in January.

Announcements / Members’ Good News -

- Webinar Earned Sick Time Act (ESTA) and the Improved Workforce Opportunity Wage Act (IWOWA) on October 23.
- Business After Hours sponsored by Smith Holistic Care at Carla’s Bears Den on October 16.
- Talon Metals open house at the Press Box on October 9 (tonight).
- Boo on the Bay on October 11.

Next Meeting - The next BCCC board meeting will be held on Wednesday, November 13, 2024 at 8:30 AM in the Chamber conference room.

Adjournment -

Action: Motion to adjourn at 10:18 AM by Trevor Juntunen, supported by Dan Mares. All in favor.