

**Board of Directors Meeting Minutes**  
**Meeting Date: Wednesday, January 21, 2009**  
**Meeting Time: 7:30**

**PRESENT**

Bushman, Dr. Patrick – Ludwick Fdn.  
Carpenter, Miki – FPH  
Chiappetta, Dennis – Athens Services  
Conway, Mike  
Garvin-Smart, Dena – Stellar Business Bank  
Hamlow, Cliff – APU  
Hermann, Linda – A & J Cake & Candy  
Imboden, Fawn – ACCU  
Jafari, D. J. – Glendora Tire & Brake  
Lunde, Rona – Jan's Towing  
Macias, Anthony - Primerica  
Murabito, Gene – Business Systems Support  
Overlock, Daryl – America's Home Source  
Perri, Dr. Geraldine – Citrus College  
Woods, Anne – Express Employment Professionals

**ABSENT**

Bartlett, Matt – Century 21  
Frisella, John – Frisella's Roastery  
Harwick, Dr. Clint – COUSD  
Nichols, Dr. Catherine - GUSD  
Herman, Ken – City of Glendora  
Wood, Brian – Brian Wood Automotive

**STAFF**

Kathy Hodge, Director of Operations  
Jen Loomis, Director of Business Development  
Valarie Thompson, Administrative Assistant

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**Call to Order – President Miki Carpenter      7:35 a.m.**

***Pledge of Allegiance***

***Approval of Minutes from the September, 2008 Board of Directors Meeting*** – Motion to accept the September minutes made by Dennis Chiappetta and seconded by Fawn Imboden.

**EXECUTIVE COMMITTEE REPORTS**

***President, Miki Carpenter*** – Miki commented that the two strategic planning sessions went well giving the Chamber a good working document and plan to implement its ambitious goals. Our new vision and mission statements are included in your packets of information as are the critical goal categories. Everyone was thanked for their participation, ideas and suggestions. Miki then asked everyone to note the change in format of the agenda. By streamlining the meetings, the hope is to have more time to discuss issues or have speakers, such as Jeff Kugel from the City. One way of making the meetings more streamlined is to have the staff present written reports instead of giving oral ones. You will find their reports in the packet of information in front of you. Please take the time to read the reports to keep informed about what is going on with the Chamber. Now, for a little fun! Miki then challenged to committee to a game of Trivia about the Chamber and City.

***Treasurer's Report, Gene Murabito*** – Gene Murabito reported that we are at 68% of budget for events and special projects. Total revenue is at 51% of budget at \$188,800. Expenses are in line at 47% of the budget for a net gain of \$3,675.00 However, the decrease in membership is going to affect revenues. Our combined total in checking and savings is \$53,474.33. Total accounts receivables are \$22,005.25.

***Ambassador Report, Jen Loomis*** – Jen reported that the Ambassador Committee is going great with a strong core group of dedicated volunteers. They are taking on the responsibility of contacting 6 month members to invite them to events and hopefully get them involved. It's also a great way to remind them of their benefits.

Anne Woods suggested that when the Ambassadors make their 6 month calls, they have a membership checklist. It is not easy to remember all the benefits the Chamber has to offer, especially for a new member, so a reminder seems like a great idea.

**STAFF REPORTS**

***Director of Operations, Kathy Hodge*** - Kathy Hodge reported that sales on the business directory are moving along and a mass mailing to all Glendora businesses offering the opportunity to advertise in the directory is being

done by the directory company. 66 reservations have been received for the State of the City Address on January 23<sup>rd</sup>. One nomination has been received for Citizen of the Year and all nominations are due by 5:00 pm on February 6<sup>th</sup>. Mark your calendars for the banquet on April 16<sup>th</sup> at Citrus College. A New Member Checklist to educate members on the benefits and services available to them has been developed. The joint Holiday Mixer at the Country Club with the San Dimas and Azusa chambers has been declared a success. A profit of \$2,000 was made and the Country Club would like to do the same thing in 2009.

Gene Murabito asked if the Country Club thought the joint mixer was successful.

Kathy Hodge replied that yes, they were very pleased with the turn-out at the event.

***Director of Business Development, Jen Loomis*** – Jen Loomis reported that a business development seminar entitled “Survive, Thrive and Prosper During the Recession” with keynote speaker, Daniel Morales from the Small Business Development Center will be presented on Thursday, February 19<sup>th</sup> at Bidwell Forum from 11:45 to 1:00 p.m. Admission is free and open to the public. A Guide to Membership Benefits has been developed to offer our businesses a comprehensive overview of the benefits available to them. Also a Renewing Member Benefit Package has been developed and will be provided to all renewing members. The value of the package is \$180 and includes a free business card ad, flyer insert, email blast and admission to a mixer. The staff is going to track these benefits to see how many members take advantage of the offers.

#### COMMITTEE REPORTS

***Business Affairs, Miki Carpenter*** - Miki reported that the “I Shop Glendora” program is on hiatus due to problems with advertisers. The committee is looking into ways to reformat and will resume in the spring. Miki commented that more resources need to be offered to our business membership, for example a member’s only section on the website listing the business resources available to them such as the Small Business Development Center and the Small Business Administration. Miki then informed the Board that if they receive a phone call asking about the Chamber, she has one of her students doing a phone survey about the Chamber to members.

***Legislative Action, Cliff Hamlow*** – Cliff Hamlow reminded everyone of the upcoming State of the City Address on January 23<sup>rd</sup>. The committee is hosting a City Council Candidate Forum on Wednesday, Feb. 11<sup>th</sup> from 7:30 to 9:30 pm at the High School Event Center. If you have questions for the candidates, please email them to me. Also, the committee is looking for topics and a speaker for the next Legislative Luncheon in late April. It has been suggested that a discussion on small business survival take place. The lunches have proved to be very informative and I encourage all of you to attend.

***Flashback, Daryl Overlock*** – Daryl Overlock informed the Board of the date for Flashback – Saturday, August 29<sup>th</sup> which is only 8 months away. 8 very busy months. Work is already started on getting sponsorships and the decision to go back to only having one band perform has been made. It makes more sense to put the fun zone into the area occupied by the second band, than pay for a second stage. Glendora High School students have been approached about coming up with the design for this year’s event.

***Scholarship Committee, Miki Carpenter*** – No report.

Linda Hermann did ask if there was going to be scholarship money for 2009 since the Chamber’s budget is tight. And if the answer is yes, it is time for the committee to reconvene.

Miki Carpenter replied that yes, \$2,000 has been allotted. Remember the scholarship money is available this year to students attending community as well as four year colleges.

***Citizen of the Year, Patrick Bushman*** – Dr. Bushman reported that the Ludwick Foundation is not accepting outside organizations for grant monies due to the economic down turn of the country. The Foundation was started

in 1990 and along with the ArsyIn Foundation has worked hard to promote civic youth programs and educate our youth on the importance of getting to the polls. They are currently involved in 26 schools. As a side note, the Rainbird Float won the Sweepstates Award in this years Rose Parade. It's quite an honor. Mark your calendars for the Citizen of the Year banquet on April 16<sup>th</sup>. Citrus College does a wonderful job of hosting the Citizen of the Year Banquet and we are appreciative of the facility and the staff for the fine job they do for us. Remember the deadline for nominations is February 5<sup>th</sup>.

### **CITY AND COMMUNITY REPORTS**

***Glendora City Council, Ken Herman*** – No report.

***Village Business Association, Dena Garvin- Smart*** –Dena Garvin-Smart reported that at the last meeting of the Association, parking issues were discussed. Monday thru Saturday, 3 hour parking limits are going to be enforced. The Bid process is moving along, the Association held a mixer at Classic Coffee and an event calendar is being mapped out.

### **REPORTS FROM EX-OFFICIO MEMBERS**

***Charter Oak School District, Clint Harwick*** –No report.

***GUSD, Catherine Nichols*** – No report.

***Citrus College, Dr. Geraldine Perri*** – Dr Perri reported that things are busy at the college. Due to the budget crisis and the need to reduce their budget by 3 million dollars, 250 classes have been cut from the schedule. This means that existing classes are filled to capacity. The college is working hard for their upcoming accreditation. Enrollments are up as many people are returning to college to retrain or update their skills. The ongoing parking challenges are being met and construction is still underway.

Miki Carpenter asked if there was anything the Chamber could do to assist the college?

Dr. Perri replied that they are in the process of doing a telephone survey to find out what is the perception of the college within the community.

***Coordinating Council, Mike Conway*** – Mike Conway commented that the Coordinating Council is feeling the bite of the economy as are many other civic organizations. People are talking about and asking for the return of the Great Glendora Festival. It was a wonderful community event. Dr. Bushman is scheduled to speak at an upcoming Coordinating Council meeting as are speakers from Citrus College and Azusa Pacific University.

Miki Carpenter commented that the Great Glendora Festival keeps resurfacing and maybe it is something the Chamber needs to consider once again.

***New Business*** - Miki Carpenter asked the Board to take a look at the Bylaws, Article V – Officers, Section 1 - Officers regarding the order of authority for officers.

The following was added to the bylaws: *As required by our incorporation in the State of California, the Officers of the Board of Directors shall be President, Treasurer, and Secretary. For operations purposes, the Treasurer and Secretary shall act as First and Second Vice-President respectively.*

On Section 7 – Executive Director, the following was eliminated: *If the Executive Director position is vacant, the Executive Committee shall serve in this position.*

Regarding Article VII – Finances, Section 1 – Disbursements, the following line was eliminated: *No disbursement of funds of the corporation shall be made unless authorized by the Board of Directors in its annual budget or authorized by special motion.*

On Finances – Section 1-Disbursements, the following was added: *The Director of Operations or President may approve expenditures up to, but not exceeding \$500. The Executive Board may approve other expenditures up to, but not exceeding \$1,000. Any expenditures over \$1,000 must be reviewed and approved by the Board of Directors.*

A motion to accept the amendments to the Bylaws was made by Rona Lunde and seconded by Fawn Imboden.

Miki then commented that our membership numbers keep dropping, so the Chamber is taking a pro-active stand and trying to find ways to entice members to retain their membership by offering greater benefits and encouraging members to take advantage of benefits offered. She suggested the Board take on the responsibility of contacting past-due members to remind them of the benefits of belonging to the Chamber.

A motion to accept the new members was made by Rona Lunde and seconded by Daryl Overlock.

Dennis Chiappetta asked what the current membership count is.

Jen Loomis replied that we are at 385.

***Old Business*** –No report

*There being no further business, the meeting adjourned at 8:30 am.*

*Minutes recorded by V. Thompsett*