

## BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: Wednesday, July 18, 2007

Meeting Time: 7:30

### PRESENT

Bartlett, Matt – Century 21  
Bushman, Patrick - Ludwick Family Fdn.  
Carpenter, Miki – Foothill Presbyterian Hospital  
Chiappetta, Dennis – Athens Services  
Garvin-Smart, Dena – Vineyard Bank  
Hamlow, Cliff – Azusa Pacific University  
Harwick, Dr. Clint - COUSD  
Herman, Ken – City of Glendora  
Hermann, Linda – A. & J Cake and Candy  
Jafari, D. J. – Glendora Tire & Brake  
Lunde, Rona – Jan's Towing  
Macias, Anthony - Primerica  
Murabito, Gene – Business Systems Support  
Nicholas, Catherine - GUSD  
Overlock, Daryl – America's Home Source  
Pine, Glen – Hawg Heaven  
Schabow, Paul – America's Loan Source  
Viera, Dr. Michael – Citrus College  
Workman, Hal – Workman Construction

### EXCUSED

Imboden, Fawn -ACCU

### ABSENT

Mazal, Brenda – Grand Florist

### STAFF

Kathy Hodge – Director of Operations  
Valarie Thompsett-Admin. Assistant  
Jen Loomis – Business Development Director

---

**Call to Order – President D. J. Jafari 7:35 a.m.**

**Pledge of Allegiance**

**Approval of Minutes from the June 20, 2007 Board of Directors Meeting** – Motion made by Dennis Chiappetta and seconded by Paul Schabow

### EXECUTIVE COMMITTEE REPORTS

President, D.J. Jafari – D. J. informed all the Board members that they had in front of them a notebook of information pertaining to being a 2007 – 2008 Glendora Chamber Board Member. *Please sign the Board Contract and Conflict of Interest and return to Kathy before the end of the meeting. Everyone on the Board is encouraged to be active and to participate on one or more of our committees. We also need your support and involvement at our functions, such as Ribbon Cuttings, Mixers, Breakfasts and Lunches.* Kathy asked everyone to complete the Committee Interest Notification form included in the Board Notebook. Miki Carpenter took a few minutes and reviewed the Committee's listed on the Notification form giving a brief overview of the function and purpose of each Committee. Please note that the Executive Committee Meetings will now take place on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 1:00 p.m. Each Board Member was asked to sign up for one of more of the Committees and return the form to Kathy by the end of the Board meeting. *We need someone to do publicity and advertising for each of our events and committees, so someone please think about stepping up to the plate and taking on this responsibility.* D. J. then reported on the roofing and painting repairs underway on the Chamber building. Since the structure is in a designated Historical District, repairs will need to be approved by the Glendora Historical Society. Daryl Overlock has volunteered to assist in getting the necessary permits and working with the Historical Society and the contractor to remedy the situation. *Dennis Chiappetta questioned whether repairs to the outdoor sign will also need approval from the Historical Society.* Plans for the sign include changing the color to match the color of the building and setting the sign upon a cement base. *Daryl said he would look into it.*

**President-Elect, Miki Carpenter** – Reports to follow.

**Treasurer's Report, Gene Murabito** –Gene gave a detailed overview of the financial report for the benefit of the new Board Members. The total amount in the checking and savings is \$71,765.59. Pacific Western Checking functions as the primary checking account and that balance is \$40,525.08. The total in outstanding dues is

\$11,698.75. Accounts Receivables Other is the City Contract and that balance is \$8,473.53. Accounts payable is higher than usual because the funds for repairs to the roof and painting of the Chamber are included in that amount of \$20,360.00. We are at 109% of Budget for the year. Total yearly expenses are \$200,716.16. Due to set-up costs the "I Shop Glendora" program is showing a minus \$6,000 figure. This balance should reflect a positive amount next year. The amount of \$70,000 for Membership Dues Renewal is reflecting an 85% retention rate, bringing the total income for the year to \$203,700.00 with a net gain of \$6,540.00. As a note, this 2007 -2008 Budget was approved by the Board of Directors at the June meeting. *Dennis Chiappetta commented that he is working on some type of turn-around trip which is budgeted to bring \$2,500 of revenue into the Chamber. Rona Lunde questioned where the income from the President's Circle shows on the budget. Gene Murabito informed her that it is reflected under membership income.*

**Ambassador Report, Matt Bartlett** –Matt reported that Ambassadors were dark in July, so everything is quiet. Several new members have joined the committee bringing the total number of Ambassadors to 24.

### STAFF REPORTS

**Director of Operations, Kathy Hodge** – Kathy informed the Board that the morning's coffee and pastries were from Classic Coffee. The China trip continues to grow with over 65 signed up for this year's journey. Work on Flashback is ongoing. Volunteers are needed to man the gates and items are needed for the goodie bags. Contact me if you can work a gate or have items you would like to donate for the goodie bags.

**Director of Business Development, Jen Loomis** –Jen informed the Board that 16 new members joined the Chamber in June and there were 8 dropped members. *Please review the Dropped Member report for the reasons the 8 dropped members decided not to renew their Chamber membership.* So, far we have 6 new members for July. *Hal Workman asked how many of the new businesses in the Glendora Marketplace have joined the Chamber and if they haven't joined, what is their reasoning for not becoming a Chamber member? Jen replied that she has made at least 10 trips to the Marketplace to talk to the businesses. Four are members. Several, including PetsMart, say they have a corporate policy against joining local Chambers. D. J. asked Mayor Herman for suggestions on how to encourage all the businesses in the Marketplace to join the Chamber and support the community. Suggestions from the Mayor and Board included: 1. having the Chamber and or City, send a letter to each corporation that has a policy against joining area Chambers outlining the benefits of supporting the community in which they do business. 2. finding out if they have joined Chambers in other cities. 3. Packaging the entire development as a group and giving a discount if they join as part of the group. Finally, Hal Workman asked Jen if she had plans to target the businesses along Arrow Highway? Yes, that is the next area I intended to focus upon,, replied Jen.*

### COMMITTEE REPORTS

**Business Affairs, Miki Carpenter** - Miki reported that the unveiling of the "I Shop Glendora" program to the community will take place in either September or October. A four color educational mailer outlining the benefits of "shopping Glendora" is being worked on. The committee is also working with Time Warner on a commercial spot for the "I Shop Glendora" program. Advertising opportunities are available for anyone who is interested in being in the commercial. The commercial spot will cost \$550 to produce and the price per interested business is \$1,200 for the airing fees. If you would like to join the Business Affairs Committee, the meetings take place on the second Wednesday of each month at 9:00 a.m. *Hal Workman suggested that this might be a way to get the Marketplace Development interested in Chamber membership.*

**Legislative Action, Cliff Hamlow** –Cliff Hamlow reported that he is happy to take over as Chairman of the Legislative Action Committee. At the beginning of the year, the committee adopted and the Board approved a list of Legislative Priorities giving the committee a basis on which to make legislative suggestions to the Board and membership. Plans for the year include looking at ways to increase attendance at the monthly meetings. One way the committee is hoping to do this is to host monthly lunch meetings with speakers. Topics for these speakers will be on specific issues pertaining to the business community. Also, the Committee is hoping that the entire membership can be emailed the monthly edition of the California Chamber Newsletter, keeping them informed of issues affecting them as business owners. *Dennis Chiappetta suggested the Chamber take a stand opposing the upcoming Health Care Bill which will affect all business owners.*

**Flashback, Daryl Overlock** –Mark your calendars for August 25<sup>th</sup>. Things are pretty much on track although vendors are needed for the 10 available spaces. This is something new this year and if you know someone who would like to take a space and promote/sell their products to a large crowd, please notify Kathy or myself. Also new this year is the “People’s Choice Award” where the public is able to vote for their choice of the winning vehicles between the hours of 6 and 7:30 p.m. The Time Warner commercial spot has been shot and will air the week before the event on several channels including CNN. *Kathy reminded everyone that people are needed to work the gates during the event. Please see me if you can help out.*

**Web Site, Glen Pine** - No report

**Celebrity Waiter, Linda Hermann**- Remember that the new date for Celebrity Waiter is October 12<sup>th</sup> at 6:00 p.m. The event will still be held at Pomona Valley Mining Company. The committee has been having some great brainstorming sessions and all positive and negative comments are being taken into consideration. We could use your help in making sure this event takes place. It must take place as we have a contract with Pomona Valley Mining Company which must be honored. *D. J. asked the Board for ideas on selling tickets. Rona Lunde said that she found buying an entire table for Jan’s Towing worked well for her at the 2006 event. Invite your friends and family to be your guest that evening and sit them at your table. D. J. then asked the Board who would like to buy a table?* Six people responded.

**Citizen of the Year, Patrick Bushman**- The recent Library fundraiser event was well attended. The dedication of the new Ludwick Facility at Foothill Presbyterian Hospital should take place sometime in September.

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

#### **CITY AND COMMUNITY REPORTS**

**Glendora City Council, Ken Herman**- We got some good press in the latest edition of the Tribune, reported Ken. Good things continue to happen at the Glendora Marketplace. Pompei Park is 100% complete with some 560,000 square feet of lawn. Our residential projects are moving ahead. A Farmers Market is being held from 4 – 8 pm every Thursday and is put on by the same gentleman who does the San Dimas Market. The focus of my next newspaper article will be on the Village and Glendora Avenue. Cliff Hamlow brought up the issue before the City Council which deals with where residents are able to park their RV’s at their homes. Gene Murabito suggested everyone look at the City Website which shows the ordinance under consideration. *Could the City designate a vacant lot somewhere within the City as a place for people to park their RV’s, asked D. J. Mayor Herman replied that the City is fearful of the red tape and negative feedback that such a move could produce.*

**Village Business Association** – Wes Purkiss reported that the Association meetings are taking place on a regular basis. Moonlight Madness is taking place a week from Friday. (July 27<sup>th</sup>) The Village is preparing for Flashback. The budget for the Village has been accepted although Gene Murabito reported that he is not sure of how the figures were arrived at. *Wes replied that they are a rough estimate and costs will likely outstrip income.*

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

**Charter Oak School District, Clint Harwick**- *It is great to be back in the area and I am looking forward to working with and being involved with the Chamber.*

**GUSD, Catherine Nichols** –Summer school is winding down and our construction projects are going well. The “Big Yellow Bus Program” to send Glendora students to the L.A. County Fair will be underway soon. Last years program was very successful and allowed us to send hundreds of student to the Fair. Your support of it is very much appreciated. The Educational Foundation will be working on a membership drive as a means to raise funds for their programs. *Thank you Cliff Hamlow for taking on the duties and responsibilities entailed with being Chairman of the Legislative Action Committee.*

**Citrus College, Dr. Michael Viera** – *Lets all welcome Clint Harwick back to Glendora.* The Board of Trustees is seeking to fill an open seat with someone from Glendora. The bid process for the new field house is ongoing and the Board has approved a bid for the parking structure on Barranca Avenue.

***New Business*** – Rona Lunde made a motion which was seconded by Dennis Chiappetta to accept the new members. D. J. reminded everyone to sign their Board responsibility and committee sign-up forms.

There being no further business, the meeting adjourned at 8:50 a.m.

Minutes recorded by V. Thompsett

