

**Board of Directors Meeting Minutes**  
**Meeting Date: Wednesday, June 18, 2008**  
**Meeting Time: 7:30**

**PRESENT**

Bartlett, Matt, - Century 21 Masters  
Bushman, Patrick - Ludwick Family Fdn.  
Carpenter, Miki - Foothill Presbyterian Hospital  
Chiappetta, Dennis – Athens Services  
Conway, Mike  
Garvin-Smart, Dena – Stellar Business Bank  
Hamlow, Cliff – Azusa Pacific University  
Herman, Ken – City of Glendora  
Hermann, Linda – A & J Cake  
Jafari, D. J. – Glendora Tire & Brake  
Lunde, Rona – Jan’s Towing  
Macias, Anthony - Primerica  
Murabito, Gene – Business Systems Support  
Overlock, Daryl – American Home Source  
Pine, Glen – Hawg Heaven  
Schabow, Paul – Basis Point Home Loans  
Viera, Dr. Michael – Citrus College  
Woods, Anne – Express Employment Professionals

**EXCUSED**

**ABSENT**

Imboden, Fawn – America’s Christian Credit Union  
Harwick, Dr. Clint - COUSD  
Nichols, Dr. Catherine - GUSD

**STAFF**

Kathy Hodge – Director of Operations  
Jen Loomis – Business Development  
Valarie Thompsett – Administrative Assistant

---

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

***Pledge of Allegiance***

***Approval of Minutes from the May 21, 2008 Board of Directors Meeting*** – Motion to accept the minutes from the May meeting made by Dennis Chiappetta and seconded by Rona Lunde.

**EXECUTIVE COMMITTEE REPORTS**

***President, D. J. Jafari*** – D. J. welcomed new Board member, Anne Woods, to the meeting and asked her to introduce herself to the Directors.

***President – Elect Miki Carpenter*** - No report

***Treasurer’s Report, Gene Murabito*** – Gene reported on the proposed 2008 – 2009 Chamber budget which was approved by the Glendora Chamber Executive Committee. A brief breakdown of some of the budget included the following:

*For Events and Special Projects* the proposed revenue is \$20,500.00. Some of these revenue producing events include Flashback which is budgeted to produce \$8,500.00 in income and the China Trip which is budgeted to produce \$4,000.00 in income. The “I Shop Glendora” program is still operating at a loss, due to set-up costs and the newness of the program.

*Membership Related Income* is projected to earn the Chamber \$98,000.00 from renewal dues, new member fees, mixers, the Capital Improvement Contribution and President Circle income. Including the income from the City Contract, this brings the projected Total Income to \$188,800.00.

*Total Office Operating Expenses* are budgeted at \$19,750.00 including \$2,000.00 for a new website. The Business View is once again being done in-house, so the only cost to produce the newsletter is for printing and postage. Adding other expenses such as payroll, taxes for payroll, mileage, the scholarship fund, advertising and staff development brings *Total Expenses* to \$185,125.00 for a net gain of \$3,675.00.

The total amount in checking and savings is \$66,052.50. Monies set aside for improvements to the Chamber building are showing an approximate \$7,000.00 gain with Total Assets of \$100,096.54.

Dennis Chiappetta thanked Gene for his hard work in preparing the 2008 – 2009 Budget and for helping keep the Chamber on a sound financial track.

**Ambassador Report, Matt Bartlett** – Matt reported that another new Ambassador has joined the committee. Her name is Christina Valdez and she is from the San Gabriel Newspaper Group. The Ambassadors continue to give a good showing at ribbon cutting and networking events.

### STAFF REPORTS

**Director of Operations, Kathy Hodge** - Kathy thanked D. J. for his support and dedication to the Chamber for the past two years. \$1,200.00 was raised from the Relay for Life benefiting the American Cancer Society. The date for the turn-around-trip to Temecula has been changed to October 19th. This gives the staff more time to promote the trip to everyone. Be sure and mark your calendar and plan on attending this day-long fun event. September 10th is the projected delivery date for the map. Don't forget the Installation and Ambassador Recognition Dinner on June 26<sup>th</sup> at Pomona Valley Mining Company. The staff had a very busy time a week ago attending 3 Chamber events, the Networking Lunch at the Golden Spur, the Legislative Luncheon Utilities Forum at Citrus College and the Union Bank Mixer.

**Director of Business Development, Jen Loomis** - Jen reported that we dropped 6 members last month, but acquired 2 new members. A Business Expo is being planned for the fall and another marketing seminar will be scheduled for sometime in September.

D. J. commented that it is unfortunate that so many businesses are struggling right now. With the economy so bad, it makes them look at expenses more closely and often that means dropping their Chamber membership.

### COMMITTEE REPORTS

**Business Affairs, Miki Carpenter** - Miki reported that the 3rd "I Shop Glendora" mailer will be sent out to the community soon. This issue focuses on the City and community services and encourages residents to support their community by shopping locally. The Business Affairs Committee is looking at some partnership projects enabling the sharing of marketing tips. Finally, La Fetra Senior Center is promoting their availability to the community as a place to hold special events.

**Legislative Action, Cliff Hamlow** – Cliff reported that the recent Utilities Forum was well attended and a very informative presentation. It was nice to do a forum with the San Dimas and La Verne chambers. Jennetta Harris from So. California Edison and Bob Cruz from the Gas Company, did an excellent job of putting the forum together. The lunches will be dark in August resuming in September with a discussion of the upcoming ballot propositions.

D. J. commented that he found the Utility Forum very informative and was already implementing several of the programs available to businesses to save money on energy usage.

**Flashback, Daryl Overlock** – Daryl reported that the 1<sup>st</sup> advertisement promoting Flashback to the public will appear in the Highlander Newspaper on June 19th. This year Village merchants will be given 2 complimentary tickets to encourage them to be involved in the event and discount coupons will be given to village merchants for distribution to the public.

Miki Carpenter commented that Swire Marketing would like to do a Flashback article in the next "I Shop Glendora" mailer.

Dena Garvin-Smart said she won a free advertisement in the "I Shop Glendora" mailer and she would donate it to Flashback.

Kathy Hodge commented that family 4 packs of Flashback tickets and T-shirts were offered as a prize in the next "I Shop Mailer."

**Scholarship Committee, Miki Carpenter** – Two \$1,000 scholarships were recently awarded to 2 very deserving recipients, reported Miki.

Gene Murabito commented that it seemed difficult to get the word out to the schools and the community this year regarding the availability of the scholarships. A better job needs to be done next year in getting the word out to the schools and the community. Perhaps notifying the PTA concerning the availability of the scholarships, and raising the amount awarded, would contribute to having more applicants. And perhaps opening up the monies to students attending 2 year colleges would help increase the number of applicants.

**Citizen of the Year, Patrick Bushman** – Dr. Bushman commented on his hope that the new administration at Citrus College would continue the tradition of hosting Citizen of the Year at their great facility. A ground breaking ceremony for the new children's wing of the library recently took place. Mark your calendar for July 19th, "Night on the Plaza" an auction and dinner fundraiser for the Library.

### CITY AND COMMUNITY REPORTS

**Glendora City Council, Ken Herman** – Councilman Herman reported that things in the City are "great" even though cuts across the board will be taking place. A balanced budget is expected and revenues from the Market Place/Diamond Ridge development continue to be a great asset to the City. The new structures at Diamond Ridge continue to progress and the City is looking at proposed traffic flow problems expected with the opening of the theatre. A proposal regarding the splitting of large lots for development in the Foothills is being studied and will look at problems caused by too much density. Jim Henderson is retiring from Community Services and an interim is being hired to fill in until a replacement can be found.

Dennis Chiappetta commented that the new City Planning Director, Jeff Kugel, met with the Executive Committee with a very informative presentation.

D. J. asked for an update on the business license audits.

Ken replied that things are still moving forward and many of the concerns of business owners regarding the audits have quieted down. .

**Village Business Association, Dena Garvin- Smart** – Dena commented that the bid process is in the hands of the City. On July 25<sup>th</sup> and 26<sup>th</sup>, the Village Merchants are holding a Summer Madness Sale. Stop by for savings on some great merchandise. The time limit parking signs placed on some Village parking spaces look great.

### REPORTS FROM EX-OFFICIO MEMBER

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

**GUSD, Catherine Nichols** – No report

**Citrus College, Dr. Michael Viera** –Dr. Viera thanked the Chamber for their support. It has been a great 5 years working at Citrus and leaving brings mixed emotions. Renovations have been approved for Hayden Hall and ground breaking took place for the new Campus-one Center. Due to all the construction and renovations, space is being leased from Azusa Pacific University for parking. A \$61 million dollar budget for 2008 – 2009 was recently approved and the college now employs 2172 people. The Glendora Kiwanis's recently hosted a Police Recognition event and raised \$3,000 at the American Cancer Society's Relay for Life. Dr. Geraldine Perry will begin her presidency of Citrus College on July 1<sup>st</sup>.

D. J. congratulated Dr. Viera on his retirement and presented him with a Certificate of Appreciation from the Chamber.

**Coordinating Council, Mike Conway** – Mike questioned why the Chamber made the decision to have staff run the Ambassador Committee instead of a Committee Chairman. It would have been nice of the Chamber to inform the Ambassador Committee of this decision before it was announced at the June meeting. The Glendora Coordinating Council has elected a new Board. It is hoped that the Chamber will consider renting the upstairs Board Room to the Glendora Welfare Association as a place to hold their meetings. At \$200 per month it would be a source of income for the Chamber.

**Old Business** –No report

**New Business** – Gene Murabito thanked the Chamber from the Education Foundation for their support of the SOS (Support our Schools) program. To date \$268,000.00 has been raised in support of the schools.

D. J. asked the Directors to take a look at the bylaw amendment in their Board packet regarding absences from Board meetings. The change will clarify attendance performance.

The change reads as follows: *the failure of a Board member to attend three (3) Board meetings within a 12 month period without an excused absence MAY result in the automatic termination of that member. Excused and unexcused absences shall be reported in the minutes.*

Miki Carpenter commented that a thorough review of the bylaws will be forthcoming as well as a review of Board contracts.

Dennis Chiappetta made a motion to accept the bylaw changes, which was seconded by Paul Schabow.

The Chamber thanked D.J. for his dedication and service and presented him with a “thank you” cake and balloons.

D. J. replied that it has been an honor and privilege to serve as Chamber President for two years.

*There being no further business, the meeting adjourned at 8:35 am.*

*Minutes recorded by V. Thompsett*