

Hillside-Berkeley Chamber of Commerce  
Board of Directors March Meeting  
March 18, 2020

MEMBERS PRESENT

Omar, Tony, Betsy, Linda, Marvin, Bobbie, Diane, Angela and Yazmin

The meeting of the Hillside-Berkeley Chamber was called to order at 8:03 a.m.

Tony made a motion, Omar seconded, all in favor, motion carried.

Treasurer Report: Omar reviewed finances. The insurance bill is due in July. A discussion took place on whether we can pay that monthly and if possibly the village would assist us with this bill. Marvin said he would ask the Mayor. It is unlikely but worth asking. Omar talked about QB. Omar asked what our protocol is for tracking attendance and payments at events. Betsy talked about our current system and plans moving forward. We need to make sure attendance is being taken. Bobbie said there is a sheet that she checks off people coming and checks off if payment has been received. Betsy said we will table the procedure for now. Omar asked how we are tracking members and their dues. Betsy said we need to come up with a system to track members, dues and payments. Tony will get this list to Omar. Betsy has spoken to Sal at Republic bank about having an employee take over our Treasurer spot. Sal is good with this, once things slow down a little.

President/Vice President Report:

A discussion took place about having a weekly conference call with the board. Tony made a motion, Diane seconded all in favor, motion passed. Details will follow.

Betsy discussed our current tax situation. We have incurred a number of penalties over the years. Tony has spoken to a client of his Ron Bruner and he has reviewed some of our papers. Ron suggested we write a letter to the IRS looking for resolution. The penalties so far could wipe the Chamber out. Marvin brought up the 90 day extension that the President spoke of in his press conference. Diane made a motion, Omar seconded, all in favor, motion carried to have Ron draft a letter for us to the IRS. We hope we do not have to dissolve and re-open but we will not know until we speak with the IRS.

The April luncheon has been postponed. Waiting for new dates. Future luncheons will need to be pushed back to mid to late summer depending on the pandemic. Moon Temple cost the Chamber more than we made. Betsy said prior to any event we need a head count given which will be lower than what we have. Angela feels the reason for the lower attendance at this event was due to the pandemic that was starting to hit the media.

A discussion took place on QB online. It costs \$500 a year. For the time being we will have Tony having QB's on his work computer and relay the financials to Omar for now and then our Republic Bank employee. The plan is once things have settled is to get QB installed on the office computer. Not having it on the office computer will save us money at this time. Ron told Tony that the QB will need to be tweaked in order for us to have it set up correctly.

Credit Card Processing - two devices were found in the office drawer. Linda explained that when using mobile processing, the software needs to be downloaded to the phone and/or computer that is being used to run the transaction. Linda said we should look to see if we are charged a monthly mobile fee on our statements. It is possible we are being charged for each device we have the software on or it could be included in the flat rate we are currently paying.

Tony will reach out to Constant Contact to set it up on all invites for payment to be made at the time of registration.

Betsy said we need 2 people at each event to take payments and assist with registration. Angela said she would take the lead. Suggested each Board member takes turns assisting at the luncheons.

Betsy said that Board members need to reach out to 2 prospects each month to a luncheon. Diane asked who pays for the guest. Either the person inviting can pay or the prospect would pay their fee.

A discussion took place on Export Documentation. Linda explained what that was. A discussion took place on each board member taking turns being at the Chamber office at 2 hours shifts. This would allow members to come in for Export Documentation, pay their membership, join, etc. We would post the Chamber new office hours. If a Board Member is scheduled to be at the Chamber and they cannot make it, it will be their responsibility to find a replacement. Betsy will email the Board and ask their availability.

Marvin has been checking the phones to see if we can retrieve messages remotely.

Tony created a new Facebook page. Please give your facebook name to Tony so that he can add. Look for a volunteer to manage. Bobbie said she was willing to do at a later date. Right now she cannot.

Organizing the office. Betsy said the office needs to be cleaned and organized in the coming months. Asking if Marvin and Diane can assist with their knowledge of the villages.

Security Cameras - it was discovered that the Village of Hillside maintenance man comes in from time to time to check the building.

It is important to note that the pandemic quarantine has affected all of our members with some employees working from home for the foreseeable future.

Linda asked that keys be given to all Board members given the new initiative of volunteering at the Chamber on a monthly basis.

Bobbie made a motion to adjourn the meeting, Tony seconded, motion carried.

There being no further business, the meeting was adjourned at 9:17 a.m.

Submitted by Linda Susmilch.