

Dell Rapids Chamber of Commerce

Date of meeting: July 9, 2024

6:30 PM River Community Church

Chamber Board Members in Attendance: Officers: President-Amber Larson, Vice-President: Nate O'Bryan, Treasurer: Diana Lightner, Secretary: Tammy McKillip. Board Members: Mark McGraw and Theresa Durfee.

Others in Attendance: Sara Stadem-Administrator, Mayor Tom Earley-City Liaison & Janet Degraw.

The meeting was called to order by President Amber Larson.

Approval of Minutes: Mark made a motion to approve the June Secretary minutes as printed; second by Jessica; minutes approved.

Treasurer's Report: Diana provided report: Deposits \$12,795.35, Expenses \$16,664.48. QD expenses should be finalized by next meeting. Mark made a motion to approve the Treasurer report; second by Tammy; report approved.

Guests to be Heard: Tom Earley gave update on new city building. Lacie Packard with Pinz gave feedback on QD's, great ideas & suggestions QD 2025.

Old Business:

1. **605 Magazine\Travel SD Co-op Marketing-Update:** Sheldon set date for Monday 07/29/24, if there is rain shoot will be rescheduled. It was suggested photo shoot consist of members only, various locations were discussed, DR Chamber of Commerce will be tagged in photos. Email vote changed ½ day shoot to full day shoot.
2. **Move to New City Building:** Move-in date 07/21/24 6-8 PM, anyone that can help is welcome. Laptop compatibility will be checked, city hall room expenses to be reviewed when they are available, Admin will have key job & can get a 2nd one as needed.
3. **Fall Event:** Tabled: Committee leader & date needed. Hotdog/Donut Days idea reviewed.

New Business:

1. **Training Documents:** Sara has started updating documents on the Administrator's responsibilities. Tammy agreed to review these procedures.
2. **Quarry Days Recap:** Discussed what worked & didn't work. We hope to get more volunteers for next year. We will not have grant dollars from the state for advertising so we'll plan to make our own advertising contacts rather than using a marketing firm to save on fees.
3. **Race to End It:** Received from Rebecca Fritz for donation for sex trafficking awareness event on 09/21/24. Tammy motioned to approve \$100 donation, 2nd by Mark, donation approved.
4. **City Budget Proposal:** Amber & Nate will present proposal, form due by 07/31/24, meeting 08/05/24.

Administrators Report:

1. **Quarry Days Checklist:** Sara created a new checklist & binder to help future planning.
2. **Membership:** Sara is working to get new members & will provide an update.
3. **Membership Renewals:** Sara provided info on renewals & non-renewals.
4. **Membership Renewals:** Sara is working on membership renewals.
5. **Sara's Departure:** Sara will be moving out of state, last day 07/31/24, has been working part-time since 07/01/24. Position will be posted soon. Personnel committee to meet 07/11/24.

Upcoming Events:

1. **Senior Trail Ride:** September 8, 2024
2. **Homecoming Parade:** September 13, 2024

Adjourn: Mark made a motion to adjourn the meeting; Nate seconded.

Next Meeting: August 13, 2024, 6:30 pm, River Community Church

Minutes Taken By: Tammy McKillip