



---

Minutes

Chamber of Commerce Rm 12 noon

Call to Order

Present: Deb, Tanya, Eric, Meghan ( On conference call Amy)

Not present, Dan, Meet, Kathleen

**Public comment-** 5 min please. None Attempt to reach Meet on call at 12:15 but no answer.

**Scheduled Agenda** Motion for Chair to Nominate interim Chair as all not present.  
Nom- Amy Estep , Meghan 1st & 2<sup>nd</sup> Tanya.  
Nom- Vice Chair Eric, Meghan1st, & 2<sup>nd</sup> Amy.  
Nom- Sec/Trs Eric to nom Meghan, 2<sup>nd</sup> by Tanya. All in favor of all appointments.

1. Elections- New Board Exec's

- Chair – Interem Amy Estep
- Vice Chair- Eric Sheckleton
- Secretary/Treasurer- Meghan Larsen

2. New Board Member Application-Meghan Larson Eric motioned for new Board member Meghan Larson and Deb 2<sup>nd</sup>. All in favor.  
Motion to replace Larry Waite to board with representative Tanya Greenfield. Eric 1<sup>st</sup> Meghan 2<sup>nd</sup>.

3. Discuss/ Approve Mission Statement- Move to accept Mission Statement Eric 1<sup>st</sup> and Deb 2<sup>nd</sup>, all in favor.

4. Discuss/Approve Bylaws- Motion to approve bylaws so the meeting is legal. Motions to approve Bylaw as is with Amendments pending subject to Jay Porter, City to review and TBID Board final Review. Deb 1<sup>st</sup>, Meghan 2<sup>nd</sup>

5. Grant application document -Motion to approve first draft of Grant application, 1<sup>st</sup> Meghan 2<sup>nd</sup> Tanya. Potential changes as it dials in.

6. Long term meeting schedule -When everyone is present discuss but for now Noon on the third Wednesday of the Month at the Chamber Board Room.



7. Information document for Public and Employees-Discussed documents supplied by Leslie for hand out to employees and hand out for the public. Meghan said she would clean up and add logo etc.
8. Discuss potential collections and budget- To carry over next meeting when all are present.
9. Open Discussion
  - Leslie to discuss Chamber/CVB website information page for large groups and conferences and LEPC contact understanding. Documents for hotel rooms for tourists and work with the Xanterra and PCEC to make a one page information piece.
  - Our role in the community- Try to work together on Conference and Large Meeting options as well as Tournament Play in Livingston. We need to share information to best accommodate our traveling guests. We had no idea of a hotel sale, made no sense.
  - Other Mass hotel email to TBID for hotel room blocks for incoming groups and very little response is not working for CVB and its functions. We need better response.

Next meetings April 17<sup>th</sup>, May 15<sup>th</sup>, June 19<sup>th</sup>

10. Adjourn