

# IMPERIAL BEACH CHAMBER OF COMMERCE GENERAL BOARD MEETING



Date: Wednesday, December 9, 2015  
Time: 5:08 PM  
Place: California American Water Conference Room

Members of the Board of Directors of the Imperial Beach Chamber of Commerce (IBCO) held their regularly scheduled monthly Board meeting.

**Call to Order:**

The meeting was called to order by President Mike Osborne at 5:08 PM.

**Present:**

Mike Osborne	President
Joann K. Barrows	Immediate Past President
	BID Chairperson
Karen W. Odermatt	Vice President
Olivia Pickering	Secretary
Jim Mickelson	Treasurer

**Absent:**

Steve Berry	Excused
Jack Van Zandt	Excused
Kim Paris	Unexcused
Tim Earp	Unexcused
Aaron Ruiz	Unexcused
Marco Topete	Excused

Marcia Bachman  
Brian Barreto  
George Braudaway  
William Landry  
William Long  
Erika Lowery  
Paul Meschler  
Mike Simms

Current Board members are 19. A quorum of one third of the board members (6) is required to hold a meeting. There are 12 members present meeting the requirement for a quorum.

**Also Present:**

Connor and John Nolan with IB Elemental Wellness – BID Members  
Jacquelyn Halbach, Associate with World Financial Group. Lives in IB but has her office in RB.

**Review and Approve October 14, 2015 Minutes:**

The minutes of the October 14, 2015 minutes were not available for review. They will be tabled until the January, 2016 meeting.

**Review and Approve November 30, 2015 Financial Reports:**

Director Mickelson presented the November 30, 2015 financial reports for review and approval. After some discussion, Director Lowery moved the financial reports for November 30, 2015 (attached hereto

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and made a part hereof) be approved as presented. This motion was seconded by Director Long and unanimously carried.

By-Laws

The current status of the by-laws were discussed. Director Odermatt stated each board member has been sent the latest red-line draft (REVISION 6) of the by-laws. This is within the required notification timeline. We will look at approving the By-Laws at the January, 2016 meeting. Director Bachman stated she had some questions with the wording in the Article VI, Section 1, Paragraph 2 that stated . . . . . Committee appointments shall be at the *will and pleasure* of . . . . . She did not like the sound of will and pleasure – we agreed to change it to *direction*. Director Bachman also stated she felt the California Chamber By-Laws should be followed. Director Odermatt stated the CA Chamber By-Laws are one of the documents we have referred to in this re-write

Director Odermatt also stated that in review of the By-Laws, it does not appear there was an Article VII. The By-Laws have been adjusted to correct the numbering.

No other questions or comments were heard.

Committee Report Updates:

*City Liaison Report – Jim Mickelson* – Director Osborne reported that he represented the Imperial Beach Chamber of Commerce at an event held in Rosarito Beach. He attended this event with Lorie Bragg, Imperial Beach Councilmember. They were there for the Sinking of a Mexican Navy Warship. It was a very good event.

Director Mickelson stated he would like to see the Chamber become more involved in the political happenings of the city. It is important the Chamber take a stand on issues that affect our businesses. He would like to see the Chamber write position policy papers on issues, as required. Director Baretto cautioned the board that this could be a slippery slope and to tread lightly in this area.

*Business Improvement District – Joann Barrows* – Director Barrows stated there was not a quorum to hold a meeting for the BID. She stated that the budget that was approved by the Chamber was presented to the City on December 2, 2015. Directors Mickelson, Osborne and Barrows made the BID presentation to the City. All went well and the budget was approved and the BID funds they have been holding were released. Another meeting will be held on January 20<sup>th</sup> at the City to extend the assessment to the businesses

Director Barrows stated the Certified Folder representative came to the BID meeting. We will move forward with these folders. The company will accept images via email.

*Monthly Networking breakfast* – Director Long stated he has spoken with the IB Forum and they would like to start hosting our monthly breakfast meeting. They are willing to work within our budget and are looking forward to having the meetings at their restaurant. It was brought up that the IB Forum is not a member of the IB Chamber. They would need to join before we started to use their facility. Director Long will follow up on this and provide the Chamber with an estimate.



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We continue to look for breakfast sponsors. Looking for a January sponsor. February sponsor will be H&R Block.

*Ribbon Cuttings* – None scheduled as of this date

*Holiday Mixer* – Director Mickelson stated he has been working with David Sandoval at Barrell's in regards to hosting the Imperial Beach Chamber of Commerce annual Holiday Mixer. He has requested the date of Wednesday, December 16th, 2015 from 6:00 p.m. to 8:00 p.m. This will be a no host bar for alcoholic beverages – non-alcoholic beverages will be hosted. He requested the Board authorize \$300 for appetizers. After some discussion, Director Odermatt moved the Imperial Beach Chamber of Commerce authorize \$300 for appetizers at the Annual Holiday Mixer to be held on December 16, 2015 at Barrell's Restaurant. This motion was seconded by Director Lowery and unanimously carried.

Director Mickelson also stated that if any director wanted to make a personal contribution of \$20 to this mixer, the funds would be welcome.

Director Braudaway left the meeting

*Executive Committee – Karen Odermatt* – Director Odermatt reported the Executive Committee recommends the Imperial Beach Chamber of Commerce move its banking relationship from Chase Bank to North Island Federal Credit Union. After some discussion regarding ordering of checks and safeguards on the account, Director Mickelson moved for the approval of opening an account at the North Island Federal Credit Union. This motion was seconded by Director Long and unanimously carried.

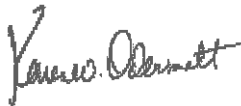
**JPChase Bank/Richard Schaumburg**

Director Odermatt gave a brief update on the Chase Bank event. Nothing new to report. This case is still under investigation by the Sheriff's Department and the Department of Real Estate.

**Adjourn:**

There being no further business to come before the meeting, the meeting adjourned at 6:15P.

Respectfully submitted,



Karen W. Odermatt  
Imperial Beach Chamber of Commerce Vice President

***Next meeting scheduled for January 13, 2016***



# Imperial Beach Chamber of Commerce Financial Report December 2015

	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jul 15 - Jun 16	Annual Budget	YTD Budget	Over/Under Budget
<b>Administrative Income/Expense</b>										
<b>Income</b>										
Taste of I.B. Proceeds from BID	0.00						0.00			
IB Map Ads							0.00			
8001 - IB BID Assessments						8,467.00	8,467.00	15,000.00	7,500.00	
8002 - Membership Revenue							0.00			
Apartments 25 or more units							10.00			
Associate Member	10.00						1,800.00			
Corporate Memberships		600.00	1,200.00		300.00		300.00			
Financial Institutions							2,240.00			
General/Commercial Memberships	140.00	750.00	450.00	150.00	150.00	600.00	3,000.00			
Gold	1,000.00		1,000.00		1,000.00		725.00			
Home Based Business	125.00	100.00	200.00		200.00	100.00	0.00			
Local Utilities, Membership							240.00			
Non-profit, Civic, Education	80.00		80.00		80.00		0.00			
Platinum							0.00			
Professional					350.00		350.00			
Restaurants/Hotels		200.00	400.00				600.00			
Senior Membership			100.00				100.00			
8002 - Membership Revenue - Other	0.00						0.00			
<b>Total 8002 - Membership Revenue</b>	<b>1,355.00</b>	<b>1,650.00</b>	<b>3,430.00</b>	<b>150.00</b>	<b>2,080.00</b>	<b>700.00</b>	<b>9,365.00</b>	<b>27,800.00</b>	<b>13,900.00</b>	
8003 - Grants Received	0.00		6,000.00				6,000.00	12,000.00	6,000.00	
8004 - Miscellaneous Income	0.00						0.00	0.00	0.00	
8005 - T-shirt	0.00						0.00	0.00	0.00	
<b>Total Income</b>	<b>1,355.00</b>	<b>1,650.00</b>	<b>9,430.00</b>	<b>150.00</b>	<b>2,080.00</b>	<b>9,167.00</b>	<b>23,832.00</b>	<b>54,800.00</b>	<b>27,400.00</b>	
<b>Expense</b>										
9001 - Salaries	2,617.45	1,771.25	2,207.54	1,928.88	1,774.50	3,942.88	13,842.50	28,515.00	14,257.50	
9002 - Payroll Taxes	208.51	135.50	244.64	147.56	135.74	258.18	1,130.13	3,600.00	1,800.00	
9003 - Payroll Fees	166.83	111.96	111.96	223.92	111.96	111.96	838.59	1,492.00	746.00	
9004 - Office Rent	300.00	300.00	300.00	300.00	300.00	300.00	1,800.00	3,600.00	1,600.00	
9004.1 - Office Signage							0.00	0.00	0.00	

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	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jul 15 - Jun 16	Annual Budget	YTD Budget	Over/Under Budget
9004.2 · Office Remodel							0.00	0.00	0.00	0.00
9004.3 · Office Maintenance							0.00	0.00	0.00	0.00
9004.4 · Computer Upgrade							0.00	0.00	0.00	0.00
9005 · Storage Unit Rental	150.00	150.00	150.00	150.00	150.00	150.00	900.00	1,800.00	900.00	900.00
9006 · Office Utilities	100.00	100.00	100.00	100.00	100.00	100.00	600.00	1,200.00	600.00	600.00
9007 · Office Phone	166.90	167.32	167.32	167.60		167.60	836.74	1,922.00	961.00	961.00
9008 · Internet Fees						176.60	176.60	500.00	250.00	250.00
9009 · Web-Site expense	21.90	90.00			90.00		201.90	697.00	348.50	348.50
9010 · Copier Lease	46.94	186.87	416.08	205.56	205.56	353.22	1,414.23	2,247.00	1,123.50	1,123.50
9011 · Office Supplies	262.91	68.02		149.98	41.02	48.58	570.51	1,000.00	500.00	500.00
9012 · Printing & Postage	98.00	8.75	24.45		4.60		135.80	500.00	250.00	250.00
9013 · Insurance										
Directors/Officers Insurance	0.00		1,278.00				1,278.00	2,250.00	1,125.00	1,125.00
Event Insurance	0.00						0.00			
Office Insurance	48.67	48.67	131.98	407.00			636.32	325.00	162.50	162.50
Workmans Compensation	0.00		807.00				807.00	973.00	486.50	486.50
Total 9013 · Insurance	48.67	48.67	2,216.98	407.00			2,721.32	3,548.00	1,774.00	1,774.00
9014 · Credit Card Processing Fees	50.39	48.95	62.28	35.06	35.03	56.50	288.21	588.00	294.00	294.00
9015 · Membership Expenses			24.30	72.90			97.20	300.00	150.00	150.00
9016 · Accounting Services	100.00	100.00	100.00		100.00		400.00	1,500.00	750.00	750.00
T-Shirt Expense							0.00			
9017 · Business Licenses & Permits							0.00			
9018 · Miscellaneous Expenses	100.00	260.67		34.00	1,971.33	60.00	2,426.00	300.00	150.00	150.00
Total Expense	4,438.50	3,547.96	6,125.55	3,922.46	5,019.74	5,125.52	28,179.78	53,390.00	26,695.00	26,695.00
Administrative Net Income	-3,083.50	-1,897.96	3,304.45	-3,772.46	-2,939.74	4,041.48	-4,347.73	1,410.00	705.00	705.00

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	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jul 15 - Jun 16	Annual Budget	YTD Budget	Over/Under Budget
<b>Chamber Breakfast Income/Expense</b>										
Income										
Breakfast Sponsorships		75.00					75.00	900.00		
Breakfast Tickets	316.00	201.00	248.00	318.00			1,083.00	3,162.00		
<b>Total Chamber Breakfast Expense</b>	316.00	276.00	248.00	318.00	0.00	0.00	1,158.00	4,062.00	2,031.00	
Breakfast Meeting Food	306.09	306.09	306.09	306.09			1,224.36	3,720.00		
<b>Total Expense</b>	306.09	306.09	306.09	306.09	0.00	0.00	1,224.36	3,720.00	1,860.00	
<b>Chamber Breakfast Net Income</b>	<b>9.91</b>	<b>-30.09</b>	<b>-58.09</b>	<b>11.91</b>	<b>0.00</b>	<b>0.00</b>	<b>-66.36</b>	<b>342.00</b>	<b>171.00</b>	
<b>Xmas Comes to IB Income/Expense</b>										
Income										
Christmas comes to I.B.										
Advertising	0.00			0.00	450.00		450.00			
Event Income	0.00			0.00		761.00	761.00			
Sponsorship/Donations	0.00		50.00	950.00		1,250.00	2,250.00			
Vendor Booths	0.00		0.00	1,881.00		250.00	2,131.00			
<b>Total Income</b>	0.00	0.00	0.00	50.00	3,281.00	2,261.00	5,592.00	3,000.00	2,592.00	
Expense										
Awards/Gifts/Prizes	0.00			610.04			610.04			
Banners	0.00			37.79			37.79			
Decoration Expense	0.00			75.00			75.00			
Entertainment	0.00						0.00			
Equipment Rental	0.00				979.50	391.50	1,371.00			
Parking	0.00				250.00		250.00			
<b>Total Christmas Comes to I.B. Expense</b>	0.00	0.00	0.00	0.00	1,229.50	1,114.33	2,343.83	0.00	2,343.83	
<b>Xmas Comes to IB Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>2,051.50</b>	<b>1,146.67</b>	<b>3,248.17</b>	<b>3,000.00</b>	<b>248.17</b>	

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	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jul 15 - Jun 16	Annual Budget	YTD Budget	Over/Under Budget
<u>BBQ Blues Event</u>										
Revenues***			4,625.00	60.00			4,685.00			
Sponsorship/Donations			400.00	90.00		1,000.00	1,490.00			
Total Income	0.00	0.00	5,025.00	150.00	0.00	1,000.00	6,175.00	3,000.00		3,175.00
Advertising			395.00				395.00			
Banners	261.36		116.64				378.00			
Credit Card Processing							0.00			
Entertainment			2,300.00				2,300.00			
Equipment Rental			150.00				150.00			
Food, Beverages & Ice							0.00			
Permit Fees	75.00	36.00	338.00				449.00			
Security			175.00				175.00			
Supplies			134.78				134.78			
T-shirts							0.00			
Total Expense	336.36	36.00	3,609.42	0.00	0.00	0.00	3,981.78	3,000.00		981.78
Profit on BBQ Blues Event	-336.36	-36.00	1,415.58	150.00	0.00	1,000.00	2,193.22	0.00		2,193.22
<u>Sand Castle Pancake Breakfast Event</u>										
Revenues										
Sponsorship/Donations							0.00			
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00		-360.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00		-150.00
Profit on Sand Castle Pancake Breakfast Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00		-210.00
<u>Pumpkin Patch Event</u>										
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00		-3,000.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00		1,500.00
Profit on Pumpkin Patch	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00		-1,500.00

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	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jul 15 - Jun 16	Annual Budget	YTD Budget	Over/Under Budget
<u>Taste of IB Event</u>										
Total Revenue***	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00		0.00
Total Expense	0.00	0.00	0.00	0.00	202.00	0.00	202.00	1,000.00		0.00
Profit on Taste of IB	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-202.00</u>	<u>0.00</u>	<u>-202.00</u>	<u>2,000.00</u>		<u>0.00</u>
<u>Holiday Mixer Event</u>										
Total Revenue	0.00	0.00	0.00	0.00	0.00	40.00	40.00	300.00		0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	760.00	760.00	300.00		0.00
Profit on Holiday Mixer	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-720.00</u>	<u>-720.00</u>	<u>0.00</u>		<u>0.00</u>
<u>Quarter Mania</u>										
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00		0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00		0.00
Profit on Quarter Mania	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>625.00</u>		<u>0.00</u>
<u>Installation Dinner Event</u>										
Revenues	155.00	330.00				150.00	635.00			
Sponsorship/Donations	0.00									
Total Revenue	155.00	330.00	0.00	0.00	0.00	150.00	635.00	3,000.00		-2,365.00
Total Expense	0.00						0.00	1,500.00		1,500.00
Profit on Installation Dinner	<u>155.00</u>	<u>330.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>635.00</u>	<u>1,500.00</u>		<u>-865.00</u>
<b>Total Gain/Loss on Chamber Services &amp; Events</b>	<b>-3,254.95</b>	<b>-1,634.05</b>	<b>4,661.94</b>	<b>-3,560.55</b>	<b>-1,090.24</b>	<b>5,618.15</b>	<b>740.30</b>	<b>10,587.00</b>		

