

Agenda for I.B. Chamber of Commerce Board of Directors Meeting
5 pm Tuesday, February 11, 2003

1. Call to Order by Chamber President Cheryl Schaumburg.
2. Introduction of Attendees.
3. Review of the minutes of the January 14 2003 Board of Directors meeting.
4. Approval of the Chamber and BID Check Registers.
5. Overview of the "Blue Team" concept currently being pursued by the Chamber and the City. – Mayor Diane Rose.
6. Overview of the RLF Loan Concept. – City Manager Matt Rodriguez.
7. Chamber Event Reports
 - a. I.B. Wine Tasting & Art Festival – Bill Medlock
 - b. Chamber BBQ Event – Gene Goycochea, Jr.
 - c. Miss I.B. Pageant – Emily Fogwell
8. BID Committee Report – Sub-Committee Chairman Pat Hutchins
9. IRS Status – Cheryl Schaumburg/Joseph Melluso
10. Board approval to pursue \$5,000 grant from County of San Diego for Triathlon/Duathlon event.
11. Details of Bay boat trip for Board of Directors scheduled for Friday, Feb. 21, 2003 from 9 am to 11:30 am.
12. Review mission statements for Chamber of Commerce, Business Improvement District and Visitor's Bureau.
13. Addition of new member to Board of Directors.
14. Reminder to Directors to pay \$40 fee for Chamber Directors & Officers insurance.
15. Committee assignments list for review.
16. Standing committee list for review.
17. Thank you note to Chamber and I.B. Business Community from Bill Zidbeck.
18. Announcements.
19. Old Business.
20. New Business.
21. Next meeting is scheduled for March 11, 2003.
22. Adjourn.

Minutes of the January 14, 2003 Meeting
of the I.B. Chamber of Commerce Board of Directors

In Attendance: David Axelson, Angela Frank, Gene Goycochea, Jr., Donn Hall, John Haupt, Cheryl Jackson, Debbie Janney, Kathy McDaniel, Bill Medlock, Joseph Melluso, Cheryl Schaumburg, Tommie Schuette, Keri Smith and Al Winkleman.

The meeting was called to order at 5:00 pm by Chamber President Cheryl Schaumburg.

The minutes of the November 12, 2002 Board of Directors meeting were reviewed by those in attendance. A motion was made and properly seconded to accept the minutes as distributed. The motion passed unanimously.

Kathy McDaniel of North Island Financial Credit Union spoke about the business symposium that her institution was planning to host Jan. 24. She indicated that representatives from several different banking services would be on hand, who could discuss payroll services, business financing and employment benefit programs among others. McDaniel said that they do handle business accounts and that their rates are very competitive. She said that payroll taxes can be paid through NIFCU.

"What makes us different is that we are big enough to serve you and small enough to know you," McDaniel said. She stressed NIFCU's involvement in the I.B. community.

The discussion turned to the revision of the Chamber's standing committees. The matter was discussed during the November 12, 2002 Board meeting, but action on the concept was tabled until the Jan. 14 meeting.

Axelson suggested a streamlining of the committee structure that the Chamber had used to date, going from 12 standing committees to four. Some discussion followed as to assignments for the 11 event sub-committees, with nominees sought for the Chamber's Barbecue event, which is chaired by Gene Goycochea, Jr.

A motion was made to adopt the committee restructuring as proposed. The motion was properly seconded and passed unanimously. (See attached Chamber Standing Committee list and Event Sub-Committees.)

Axelson reviewed the Chamber event calendar for 2003.

Medlock gave the Board of Directors an overview of the Wine Sampling and Art Festival scheduled for February 13, 2003.

Janney and Melluso combined to present a report on the Business Improvement District's Christmas Comes to I.B. event. Janney indicated that she thought that Melluso and the committee did a great job. Melluso said that he was happy with the results of the first-time event. He indicated that a checklist to improve the event had been prepared and that as an example, roughly three-times more cookies needed to be on hand for the crowd than was available in 2002. Any additional suggestions can be funneled through Axelson for inclusion on the suggestion list.

A collection was taken for flowers to be sent to Art and Jan Zamisch at Balboa Naval Hospital. A total of \$120 was collected and Axelson sent two \$60 floral arrangements the following day to the couple.

Axelson then presented a report on the Chamber's insurance coverage, which he had reviewed. As a result of the review, it was determined that the Chamber did not have workman's compensation insurance and the overall event and office insurance package was overwritten and too expensive. The same insurance for 2002-03 would cost in the neighborhood of \$6,000. Instead the Chamber now has general liability insurance, office and event insurance, directors and officers insurance and workman's comp insurance which will cost \$2683 for 2002-03, a savings of more than \$3,000 for better coverage.

The concept of having each director pay \$40 (times 16 directors for a total of \$640) or roughly half of the premium for the directors and officers insurance was advanced. A motion was made and properly seconded for each director to pay \$40 for the insurance coverage, with Axelson sending an invoice for that amount to each director. The motion passed unanimously.

A motion was then made that when the Chamber became financially solvent and generated a positive cash flow, that the organization would then be responsible for the payment of the directors and officers insurance. The motion was seconded and passed unanimously.

Axelson then presented a complete financial summary of the Chamber from July 1, 2002 through December 31, 2002. Included as part of the summary was a check register for all checks written from the Business Improvement District for the same period of time. A lengthy discussion of the Chamber's financial situation followed, with the sense of the committee being that there wasn't enough funding from either the Chamber or the BID currently to operate separately.

Several thoughts were expressed regarding the financial situation, including:

- Axelson was directed to investigate having a payroll service prepare the Chamber's payroll to keep a better handle on the IRS situation.
- The BID should cover 50 percent of the Chamber's administrative expenses.
- The question of how the BID funds should be spent was discussed.
- The Chamber's current back tax liability was reviewed. The Chamber is waiting for the case to be assigned to a local IRS official for review.
- The concept of a rate membership dues increase for the BID and the Chamber was reviewed.

A motion was made and properly seconded to have the Chamber's Finance Committee meet after the NIFCU Business Expo and the BID brainstorming session, to discuss the payroll service for the Chamber. Also, a mission statement for all three organizations (the Chamber of Commerce, the Visitors' Bureau and the Business Improvement District) should be prepared.

The motion passed unanimously.

Under Old Business, the newsletter concept was discussed. It was decided that a black and white letter-type format would be used due to lack of funds to prepare a printed version with color and pictures.

There was no New Business.

The next meeting of the Board of Directors is scheduled for Tuesday, February 11, 2003 at 5 pm.

The meeting was adjourned at 6:50 pm.

Chamber Check Register
January 2003

		Beginning Balance	395.36
1/3/2003	Deposit	Deposit - Misc. Donation	132.78
1/3/2003	1373	David Axelson - Payroll	-410.69
1/6/2003	1374	Mailboxes, Etc.- Copies of Chamber Accounting Report	-51.02
1/6/2003	Deposit	Deposit - BID Administrative Fee	4000.00
1/8/2003	1375	I.B. Trophy - Christmas Comes to I.B. Plaques	-500.00
1/8/2003	1376	Sandra Kramer - January 2003 Rent	-500.00
1/8/2003	1377	SDG&E - Monthly Power Bill	-36.61
1/8/2003	1378	GE Capital - Copier Payment - Taxes on machine	-40.40
1/8/2003	1379	Blumenthal Insurance Services - Business Owners Policy	-700.00
1/8/2003	1380	Blumenthal Insurance Services - Directors and Officers Policy	-1283.00
1/9/2003	1381	Office Depot - Computer Ink, Office Supplies	-158.10
1/9/2003	SC	NIFCU Account Fees December 2002	-12.00
1/9/2003	1382	David Axelson - Payroll	-410.69
1/12/2003	1383	Office Depot - Copies, office supplies	-57.26
1/13/2003	1384	City of Imperial Beach - Wine Tasting & Art Festival rent	-350.00
1/15/2003	1385	David Axelson - Expense Reimbursement	-61.27
1/15/2003	Deposit	Board of Directors Contribution for Zamisch flowers	120.00
1/15/2003	Deposit	BID Loan to Chamber	1000.00
1/15/2003	1386	The Enchanted Forrest - Flowers for Art & Jan Zamisch	-120.00
1/15/2003	1387	City of Imperial Beach - wine Tasting Permit Application	-53.00
1/17/2003	1388	Jeanne Felix - Payroll	-334.51
1/17/2003	1389	David Axelson - Payroll	-410.69
1/20/2003	1390	Office Depot - Printer Ink, misc. office supplies	-72.08
1/21/2003	1391	Office Depot - Presentation paper for Port, misc. supplies	-35.39
1/24/2003	1392	Jeanne Felix - Payroll	-282.25
1/24/2003	Deposit	BID Loan to Chamber	1000.00
1/24/2003	Deposit	Payments - Board of Directors Insurance	200.00
1/2/2003	1393	David Axelson - Payroll	-410.69
1/27/2003	1394	SBC California - Phone Bill	-104.40
1/27/2003	1395	AT&T - Long Distance Phone Bill	-37.21
1/27/2003	1396	GE Capital - Copier Machine payment	-88.81
1/27/2003	1397	Metro Fire and Safety Inc., - office fire extinguisher	-57.91
1/28/2003	1398	Voided Check	0.00
		Balance as of Feb. 6, 2003	270.16

February 11, 2003

BID Check Register
January 2003

		Beginning Balance	16528.98
1/14/2003	2107	Chuck Giles - Flyers for Wine Tasting and Art Festival	-283.45
1/15/2003	2108	I.B. Chamber of Commerce - Loan for Administrative Expenses	-1000.00
1/24/2003	2109	I.B. Chamber of Commerce - Loan for Administrative Expenses	-1000.00
1/27/2003	2110	Department of the Treasury - 941 Fourth Quarter 2002	-2974.69
1/27/2003	2111	Department of the Treasury - 940 EZ Return	-221.90
1/27/2003	2112	EDD - Payroll Tax Fourth Quarter 2002	-375.42
1/31/2003	2113	David Axelson - Payroll	-410.69
1/31/2003	2114	Jeanne Felix - Payroll	-282.25
1/31/2003	2115	Sandy Kramer - February 2003 Rent	-500.00
1/31/2003	2116	Department of the Treasury - IRS Payment	-681.44
1/31/2003	2117	Competitor Publishing - Triathlon/Duathlon Advertising	-476.00
1/31/2003	2118	Rose Talya - Pizza for BID Meeting Jan 29, 2003	-40.00
1/31/2003	2119	Costco - Heaters, Extension Chords, Surge Protector for Office	-159.34
2/7/2003	Deposit	Deposit - Wine Tasting Sponsor (\$300) and D&O Payment	340.00
2/7/2003	2120	Blumenthal Insurance Services - Workman's Comp. Insurance	-678.00
2/7/2003	2121	SDG&E - Monthly Bill	-30.80
2/7/2003	2122	Koz Enterprises - Triathlon/Duathlon Ambulance/Truck Rental	-772.01
2/7/2003	2123	David Axelson - Payroll	-410.69
2/7/2003	2124	Jeanne Felix - Payroll	-282.25
2/7/2003	2125	City of Imperial Beach - Permit for Cal State BBQ Event	-63.00
		Balance as of Feb. 6, 2003	6227.05

February 11, 2003

RESOLUTION OF THE BOARD OF DIRECTORS OF

(Organization Name)

WHEREAS, the _____
(Organization name)

is a legally constituted nonprofit corporation or public/governmental entity, under the laws of the State of California, and is in complete control of its affairs through its own officers and members,

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the

_____ hereby approves the filing of
(Organization name)
an application for the County of San Diego Community Enhancement Program funding for the County's 2003-2004 Fiscal Year.

Adopted on this _____ day of _____,

Secretary, Board of Directors

**Board of Directors
Imperial Beach Chamber Of Commerce
2002/2003**

President

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Imperial Beach Chamber Of Commerce
2002/2003**

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Imperial Beach Chamber of Commerce Event Sub-Committees

Wine Tasting and Art Festival

Bill Medlock - Chairman	628-0508
Wally Daoud	424-8129
Angela Frank	424-8600
John Haupt	425-1111
Kathy McDaniel	656-6525 Ext. 316
Cheryl Schaumburg	423-7347

California State Barbecue

Gene Goycochea, Jr. - Chairman	520-5741
Angela Frank	424-8600
Rick Gonzalez	424-8600
Ted & Karen Hamerla	423-2406
Thomas & Cheryl Jackson	575-7690
Tommie Schuette	423-2232

Miss Imperial Beach Pageant

Emily Fogwell - Chairman	851-9403
Becky Robinson - Co-Chairman	246-8884
Angela Frank	424-8600
John Haupt	425-1111
Roberta Hepburn	708-1134
Joseph Melluso	708-1134

Chamber Installation Dinner

Yvette Pedroza - Co-Chairman	619-254-1895
Steve South - Co-Chairman	619-287-6532
Kathy McDaniel	656-6525 Ext. 316
Keri Smith	858-654-6449

Sandcastle Pancake Breakfast

Cheryl Jackson - Chairman	575-7690
David Axelson	424-3151
Gene Goycochea, Jr.	520-5741
Kathy McDaniel	656-6525 Ext. 316
Bill Medlock	628-0508
Joseph Melluso	708-1134

BIA Championships

Bill Medlock - Chairman	628-0508
Lorie Bragg-Kerr	429-1686
Jim Janney	423-7231
Cheryl Schaumburg	423-7347

Sandcastle Parade

Tommie Schuette – Chairman	423-2232
Lorie Bragg-Kerr	429-1686
Cheryl Schaumburg	423-7347
Keri Smith	858-654-6449
Steve South	619-287-6532

Triathlon/Duathlon

David Axelson – Chairman	424-3151
Wally Daoud	424-8129
Angela Frank	424-8600
Donn Hall	575-4444
John Haupt	425-1111
Debbie Janney	423-4993
Kathy McDaniel	656-6525 Ext. 316
Yvette Pedroza	619-254-1895
Tommie Schuette	423-2232

Taste of Imperial Beach

Carol Kinney – Co-Chairman	424-8366
Richard Schaumburg – Co-Chairman	423-9632
Pat Hutchins	423-6262
Debbie Janney	423-4993

Octoberfisk Lobster and Clambake

Joseph Melluso – Chairman	708-1134
Gene Goycochea, Jr.	520-5741
Cheryl Jackson	575-7690
Cheryl Schaumburg	423-7347
Keri Smith	858-654-6449

Christmas Comes to I.B.

Joseph Melluso – Chairman	708-1134
Pat Hutchins – Co-Chairman	423-6262
Debbie Janney – Co-Chairman	423-4993
David Axelson	424-3151
Angela Frank	424-8600
John Haupt	425-1111
Carol Kinney	424-8366
Bill Medlock	628-0508
Tommie Schuette	423-2232

Imperial Beach Chamber of Commerce Standing Committees

Business Improvement District Committee

Members: Chairman Pat Hutchins, Co-Chairman Debbie Janney, Joseph Melluso, Cheryl Schaumburg.

Committee Goals: Act as liaison with BID members and the Chamber; plan and execute activities that promote the BID; Promote the "New and Improved" Imperial Beach outside of the city; identify and attract new and larger businesses to Imperial Beach.

Events

Members: Chairman Gene Goycochea, Jr., Wally Daoud, Angela Frank, Art Gladue, Cheryl Jackson, Bill Medlock, Yvette Pedroza and Keri Smith.

Committee Goals: Plan, organize, and execute all Chamber events; Write and compile operations manuals for each event.

Note: Goycochea, Chamber BBQ Event Chairman, Frank Miss I.B. Chairman; Jackson Sandcastle Pancake Breakfast Chairman; Medlock Bodyboarder International Association Chairman; Pedroza Chamber Installation Dinner Chairman.

Finance and Funding

Members: Chairman Kathy McDaniel, Donn Hall, and Tommie Schuette.

Committee Goals: Oversee Chamber and BID finances; develop new funding sources for Chamber; facilitate permitting process between the city and new businesses in the city.

Media and Community Relations

Members: Chairman John Haupt, Steve South, Rose Talya, and Al Winkelman.

Committee Goals: Improve communication with and among Chamber members; encourage and expand membership participation in Chamber activities; act as a liaison between the business community and the city.

Committee Rules

1. Committees meet monthly and must report monthly at Chamber Board of Directors meetings.
2. Each Board member is on one committee only. Any BOD member may attend any committee meeting and may assist on a project of particular interest to the BOD member.
3. Committee meeting times must be filed with the Chamber Executive Director for circulation purposes.
4. Use the Chamber office and staff as a resource, i.e. meeting site; make calls to contact committee members, copy machine; E-mail members, etc.
5. Board will expand to 20 members with Board approval of individual candidates.
6. Executive Director will attend any committee meeting where he is asked to attend, schedule permitting.
7. Committees are responsible for taking, writing and circulating meeting minutes.

February 4, 2003

Dear David,

Thank you for your thoughtful remarks about Jody in your latest 1B Chamber News & Views column. Your assessment "behind every good man is a woman" that comes as much or more about the community was absolutely profound. We have seen much of the world but settled in this wonderful community of 1B. To us it is the best of the great California beach towns - great (Wilmington) Beach, CA 1950's! Jody was a Native Californian. I moved to Corona CA when I was 12. We enjoyed 48 years of marriage and want to thank the C of C members for their cord and thoughtful sympathy.

As ever, (Black)
Bill Zwick