

Alton Business Association
Executive Board Meeting
2/8/2011

Present: Steve Bell, Jaime Brulotte, Chris Racine, Terri Grower, Roger Sample

Topics of Discussion:

1. Terri submitted a customer contact listed provided to her by Kim Perkins; Terri is reconciling the list with what's on the website in order not to miss anyone for invoicing dues. Terri will revise the application to include new or renewal; invoices will go out on Monday and will be sent to active and non-active members. Terri requested approval to purchase stamps and envelopes. She's also going to initiate online banking; this will save on postage and will result in accurate records. Terri reported based on initial review of bank statements, audit may reflect \$100 difference however she has not completed the audit.
2. Terri will cut the check to the Community Services for the \$500.00 donation.
3. Steve will bring a written copy of the winter carnival budget to the general membership meeting for approval. At this point he is looking at \$3000.00 budget.
4. Chris mentioned the Exec Board needs to watch the balances and not to commit to expenditures given dues have not come in as yet; also not knowing how winter carnival will fair
5. Jaime offered to take the lead on research face book options for our membership as an added benefit to being a member.
6. Roger stated we need to come up with other events to hold in order to create revenue.
7. Roger asked who was going to take the lead w/education committee; scholarship applications need to be given to the school asap. Chris said she really didn't have the time however would drop off applications at the school; she will ask at the general membership meeting for someone to take the lead with that committee.
8. Jaime will send out a news blast on winter carnival and our next meeting. The agenda is not prepared at this time. Chris will email Jaime when Roger has it completed. Ideally the Exec Board will meet 2 weeks before the general meeting and Jaime will send out the reminder news blast with the agenda attached one week before the meeting.