

**ELIZABETHTOWN AREA CHAMBER OF COMMERCE  
BOARD OF DIRECTORS: MEETING MINUTES  
NOVEMBER 9, 2017**

The Elizabethtown Area Chamber of Commerce Board of Directors met at 7:30 am on November 9, 2017 at the Elizabethtown Public Library. Present were: Kevin Dolan, Greg Thomas, Robert Enck, Deb Dupler, Neil Ketchum, Toni Tice, Nathan Lamb, Caroline Lalvani, Greg Grogan, Matt Denlinger, Susan Zeager, John Snowden, Tina Lutter, Kelly Fuddy, Deb Drury.

Heather Hohenwarter, Executive Director was not in attendance due to family funeral out of state.

**Action Items**

1. The minutes of the October 12, 2017 meeting were reviewed. Noted by Thomas to correct Tina Raybold to Tina Lutter. Approved with correction on a motion by Enck and second by Zeager. Motion carried unanimously.
2. It was moved by Dupler and seconded by Enck to approve October 2017 Treasurer's Report. Motion carried unanimously.
3. It was moved by Grogan, seconded by Lalvani to accept Executive Director report. Motion carried unanimously.
4. It was moved by Grogan and seconded by Drury to accept the following slate of Board members . Motion carried unanimously.
  - a. Matt Denlinger (term to expire 2019)
  - b. Deb Drury (term to expire 2020)
  - c. John Snowden (term to expire 2020)
  - d. Emily Drobnock (term to expire 2020)
  - e. Tina Lutter (representing Masonic Village)
5. It was moved by Denlinger and seconded by Zeager to nominate Carolin Lalvani to replace Roni Ryan on the slate of officers in the position of secretary. Motion carried unanimously.
6. It was moved by Drury and seconded by Dupler to accept the following slate of Officers. Motion carried unanimously.
  - a. President - John Snowden
  - b. Vice President - Debbie Heins
  - c. Secretary - Caroline Lalvani
  - d. Treasurer - Matt Denlinger
7. It was moved by Enck to establish/rename an annual dinner award in honor of Jack Hornafius. Seconded by Drury. Motion carried unanimously.

**Treasurer's Report**

Denlinger presented treasurer's report. Some questions were addressed regarding payment of rent to the Borough for October, when lease ended Sept 30.. Final resolution to be addressed

by Heather when she returns to the office. Expenses for Leadercast were also discussed, concerns whether expense is misrepresented as listed. Thomas expressed that he believes the cost shown is for food from the May 2017 event, and also from the prior year, but was paid in July 2017. Snowden will confirm that expense is correctly listed. Executive Committee met last week and Heather Hohenwarter indicated a \$10-12k cost savings from review of budget.

### **Executive Director's Report**

Presented by Dolan and Fuddy. Included office opening, membership, finance, general activity, and goals.(attached) Invoices to all 2017 paid members will be sent out by end of week. New member benefits not presented due to absence of Heather H. She will send them out on her return.

### **Old Business**

Leadercast - After results of online voting, Dolan notified Deb Drury that Chamber will no longer participate. Drury indicated Library plans to continue on its own.

11/2 mixer - 35-40 in attendance. Nice day to be outside may have affected attendance. Good feedback on food and location, booths set up by college. Thanks to Cori and Caroline for their work.

BB&T Grant - Lalvani reported on phone call with Heather H. to discuss distribution/administration of revolving loans funds and clarify roles between College and COC. Snowden mentioned he talked to Jim Reeve, and suggested the possibility of incorporating a student into the accounting. Still need timelines of when the funds are available. Revolving Loan Fund Meeting (Exec Committee) scheduled for 9:00 this date postponed due to Heather's absence. To be rescheduled - Heather, Kelly and Exec Committee.

### **New Business**

Board Members and Officer Elections - It was reported by Ketchum that Roni Ryan intends to reduce her role in the chamber and that in the meantime he and/or another borough representative (pending Dec. reorganization meeting) will serve on the Chamber board. Lutter will serve in the semi-permanent seat for Masonic Village, replacing Thomas. Emily Drobnock will join the Board. Lalvani was nominated and approved to replace Ryan on slate of officers.

Other - Dolan discussed recent death of Jack Hornafius, who was instrumental in running the COC for many years. Proposed to name an award at the annual dinner in his memory and invite his surviving family. Ketchum to look into possibility of the mayor making a formal proclamation honoring his service to Elizabethtown. Dolan will send a note and condolence to the family on behalf of the Chamber.

### **Municipality and School District Report**

Borough: New assistant manager Ann Roda. New Planning and Zoning Coordinator Pam Craddock. Police chief search is wrapping up. Chief Mentzer will retire with 36 years of service

and 12 as chief. Bill Troutman will replace retiring Dr. Treese in Ward 1 council seat. Improvements to parking signage are being explored. On Friday, November 17 at 10 am the Borough will receive visits from the DOH and Dept. of Conservation and Resources. They plan to see the path and learn about the multi-modal streets paving program, as part of the PA Walks Work project. More details about the visit will be forthcoming in the next few days.

WDT: New manager John Yoder effective Dec 1. Wants to get more involved with Chamber.

MJT: Old Trolley Line Park construction continues. Waiting for grass to grow. Rotary donating trees to be planted this weekend. Open House at Fairview Complex was well-attended by hundreds. Some stayed for the meeting following. The new premises include an unused medication drop off point and a "Safe Place" (for craigslist sales, custody exchanges, etc) with lighting and cameras. NW Regional police are also now based there. They are implementing a K-9 unit; designated officer has raised \$40k of \$60,000 needed.

EASD: Lalvani reported on a recent legislative change that reduces limitations on reduction of staff hours by seniority that will ease budget constraints. Still no state budget resolution and hard budget decisions remain on the horizon.

### **Committee Reports**

Membership - Kelly and Heather have targeted enhanced member benefits definition as a top priority. Enck expressed a concern about Supply Tiger trying to register for luncheon and/or membership - he will follow up.

Downtown - 2nd Friday 11/10 - Craft Night. Meters will be covered December 10-January 1. 2nd Friday December will be a train theme. Holiday Parade Dec 9, 4 pm. Santa's Castle location/operation is now the responsibility of GEARS.

Marketing - Lamb provided an update on the App, which is being discussed through a shared document. There will be a meeting with developer in the next few weeks. Enck to follow up on billboards - make sure they are changed and to get the specs and parameters for putting up banners for specific events.

Events - Met 10/25. See attached email from Thomas. Note that December Luncheon (12/14) speakers will include Hickernell, Fee and Aument. Tickets will be limited due to space. It was noted Beth Stauffer will be invited to December luncheon

### **Next Meeting**

Next Board meeting will be held Thursday, December 14 at 7:30 am at the Library.

Meeting adjourned: 8:31 am