

**ELIZABETHTOWN AREA CHAMBER OF COMMERCE  
BOARD MEETING MINUTES  
September 14, 2017**

The Elizabethtown Area Chamber of Commerce Board of Directors met on September 14, 2017 at 7:30 AM at the Elizabethtown Public Library. Present were Kevin Dolan, Roni Ryan, Matt Denlinger, Bhumika Lunyal, Bob Enck, Greg Grogan, Caroline Lalvani, Deb Dupler, Gene Oldham, Nathan Lamb, John Snowden, Susan Zeager, and Toni Tice. Also present was Executive Director Heather Hohenwarter.

**Action Items**

1. The minutes of the August 2017 meeting were approved on a motion by Dupler, and a second by Zeager. Motion carried unanimously.
2. The financial report for August was approved on a motion by Enck, and a second by Longridge. Motion carried unanimously.
3. It was motioned by Enck, and a second by Longridge, to relocate the Chamber of Commerce office to a Center Square location. Motion carried unanimously.

**Financial Report**

The financial report for August was reviewed and approved.

**Executive Director Report**

Hohenwarter provided a summary of a written report including identifying areas to cut costs, recent contacts with key stakeholders and committees, and short-term and long-term goals.

**Old Business**

1. Board Members – A welcome is extended to Toni Tice, newly appointed board member. There remains one vacancy on the board. The Executive Committee will present a slate of officers in November.
2. Membership structure – the Executive Committee will review the current membership structure and make recommendations for modifications if needed. Dolan met with representatives from the Lancaster Chamber, Ephrata, and Manheim regarding their membership structures.
3. BB&T Grant – An upcoming meeting is scheduled in the next week for participants to begin the process, and a grant celebration is planned at the Ware Center on September 21<sup>st</sup>.

**New Business**

1. Office relocation – Hohenwarter reviewed the logistics of the proposed office relocation from the train station to a location on Center Square. A lengthy discussion followed on the pros and cons of the relocation and local perceptions of the Chamber. The board approved the move.
2. RLF to Jewel David Ministries – Enck reported that a payoff in the amount of \$4,615 is expected by December 31, 2017. A letter will be sent to Jewel David Ministries.
3. Revolving Loan Fund – a review of contributions from Masonic Village (\$10,000), Hawthorne Electric (\$1,000) and Doug Lamb (\$5,000) was provided and terms of repayment, if any, were discussed. It was decided that conversations with the three sponsors is needed regarding paying back and accounting of funds.
4. Meeting with local Chamber representatives – Kevin met with the group of Lancaster, Ephrata, and Manheim. Hohenwarter will attend future meetings.

5. Leadercast – Enck summarized the 2017 revenues and expenses for the event. The final numbers indicate a \$2,601.24 loss that the Elizabethtown Public Library is currently covering. A discussion was had on clarifying this and determining the Chamber’s responsibilities in payment. Longridge offered EASD assistance for the future Leadercast events.
6. Office staffing – Hohenwarter reported that Chamber office hours will be set at M-F from 10am to 4pm regularly. An Administrative Assistant will work 25 hours/week to cover these hours, and Hohenwarter will establish regular office hours once a week in addition to meetings and other activities during her work week. The current Administrative Assistant has expressed her interest in not increasing work hours, but offered to serve as a temporary replacement in the future for times office coverage is needed. Hohenwarter will place an advertisement for the Administrative Assistant position immediately.
7. Interns – Longridge offered discussions with EASD, specifically Jackie Spittal and Michele Balliet, to establish an internship positions for EASD students to work with the Chamber and local businesses.
8. September Chamber Mixer – Attendance is estimated at approximately 80 people. Dolan thanked Dupler for her work organizing the event.
9. Billboards – Enck reported that the billboard on Hershey Road has been changed, and the others will be changed soon. A discussion was held on the potential for hanging banners from the signs. The Marketing Committee will discuss future billboards and banners.
10. Etown Get Fit – Hohenwarter reported on discussions with Mark Mueller regarding the 2017 event. Hohenwarter will provide contact information to Mueller for previous sponsors of the event. This will be the Chamber’s last involvement with Etown Get Fit.
11. Membership Lunch – the next membership lunch is scheduled for October 10<sup>th</sup> at Legacy with PPL as the speaker.

### **Municipal Updates**

EASD – Longridge provided an update on the Bainbridge school renovations. He reported that the EASD board approved a solar field in the area of Bear Creek to lower costs. He provided an update on the Lancaster County reassessment.

Elizabethtown Borough – Ryan reported that the proposed zoning ordinance amendment, including short term lodging accommodations is available for public comment. A public hearing will be held on October 19, 2017. Ryan also reported that the new amphitheater construction continues and is near complete.

West Donegal Township – Oldham reported that the Bainbridge Street bridge project is on schedule with a planned September 19<sup>th</sup> opening.

Mount Joy Township – Dupler provided an update on the Old Trolley Line Park project on Beverly Road, reporting that the trails and trailhead parking are near complete. Rotary will plant one tree per member in the park. An Open House will be held at the Fairview Complex on October 16<sup>th</sup> from 4-6pm.

### **Committee Reports**

Due to time constraints, committee reports will be addressed at the next meeting. Committees are encouraged to submit written reports for efficiency.

### **Next Meeting**

The next meeting will be held on Thursday, September 28, 2017 at 7:30 am at the Elizabethtown Public Library. Future board meetings will be held once a month.