

THE EXCHANGE



Quarterly Officer Meeting Minutes January 6, 2014

Location Buffalo Wild Wings
2540 New Sutton Rd.
Hoffman Estates, IL 60192

Attendance

x	Vickie Andersen (Chair)	x	Mike Anzalone (Program)
x	John Albright (Treasurer)	x	Linda Dressler (Membership)

2013 Financials

Chris Wojcicki has transferred the 2013 financials to John Albright. All transactions have been accounted for, with the exception of a few things from the 2013 Holiday party. Final invoices and receipts will be addressed upon completion of new signature cards at the bank.

2014 Financials

Officers developed a preliminary 2014 budget to be presented to Membership at the January 9th meeting.

John Albright and Vickie Andersen will work with Chris Sobey to obtain new signature cards and access to banking statements.

Chamber commitments from the prior year include:

- Fashion Show Ad and Walk of Fame Star
- Fashion Show Table of 10 (individual ticket purchase)
- Fishing Derby
- Golf Outing / Golf Bag
- New Member Reception

It was decided that all prior year Chamber commitments would be presented to Membership for approval again in 2014.

Program

The Exchange brochure will be updated for 2014. Mike Anzalone has the electronic template for the tri-fold brochure and will make known updates for Membership to review at the January 23rd meeting. The brochure will be provided as a PDF on the Exchange website and in print. Zak Khayat will be contacted for the tri-fold printing quote.

The Exchange website has been updated to reflect all current information. Meeting Minutes and Agendas will be posted online in 2014.

Funds have been allocated, pending Membership approval, for quarterly, or bi-annual, events/outings.

Membership

Inactive Members will be contacted to determine participation going forward. Any open seats will be made known to Membership, as they become available.

Tracking of excused / unexcused absences will officially begin at the January 9, 2014 meeting. Attendance will be reviewed at the end of the 1st quarter. Members who have not met basic requirements will be notified.

As always, The Exchange is looking to increase its knowledge base and referral strength. With that in mind, it was agreed that an official membership packet, to include a welcome letter and copy of The Exchange rules (with sign-off form) and printed brochure, will be combined to develop a professional presentation that can be used to engage prospective members.

Linda will follow up with Gigi's Playhouse and Mechanical 24

Exchange Officers 2014 Quarterly Meetings

- 1Q – January 6th
- 2Q – April 10th
- 3Q – July 10th
- 4Q – October 9th