

Monthly Meeting January 6th, 2025 5:30pm Stockton City Hall

Call to Order

Pledge

Roll Call:

President - Anna Biggs Vice President - Jason Creighton Secretary - Sidnee Brown
Treasure - Taigen Kerr Member at Large - Colton Williams City Rep - Reesa Brown
USD 271 Rep - Ginger Riffel Executive Director - Payton Keller
(All other members and or visitors in attendance please state your first and last name and what membership you are representing for the meeting)

Secretary's Report

Treasurer's Report

Budget for 2025 presented by Treasurer

Old Business

- Election of Board Positions
- Gala

New Business

- Springtime Doorbuster
- Remove Paint January Mondays 6:30-8:30pm
- Fundraising Options
- Bylaws
- Membership
- Payton's Role
- City Meeting

Committee Reports

OTC Committee Recommendations for 2025

Member/Public Comment

REMINDER: The chamber's email was HACKED last year. Our current email is stocktonkschamber@gmail.com If you are not receiving emails from us please reach out to Payton!

Next Meeting (proposed) March 3rd at 5:30 in Stockton City Hall **Adjournment**

Stockton Area Chamber of Commerce December 2nd, 2024 @ 5:30pm Rooks County Historical Museum

The regular monthly meeting of the Stockton Area Chamber of Commerce was called to order at 5:36pm on December 2nd, 2024 at the Rooks County Historical Museum

Present: Members: President - Trisha Kriley Rick Gianni Vice President - Anna Biggs Libby Kester Secretary - Sidnee Brown Dean Kester Treasure - Chelsey Peterson Amber Muir Meeting at Large - Jason Creighton Taigen Kerr USD271 Rep - Ginger Riffel Colton Williams Adam Bryant City Rep - Reesa Brown Executive

Director - Payton Keller

Approval of Minutes:

The minutes from the previous meeting was approved by Reesa Brown and seconded by Chelsey Peterson.

Approval of Treasure Report:

The treasure report from the previous meeting was approved by Reesa Brown and Seconded by Anna Biggs.

Bills to be Presented:

3 bills were presented from Gove county, Osborne and Plainville for Olde Tyme Christmas Newspaper ads.

Old Business:

Olde Tyme Christmas

It was expressed that traditional staples of Olde Tyme Christmas, especially the gift drawings, need to be brought back. Rick Gianni mentioned the committee thought drawings were a burden to our members, as the 2024 events requested many donated items. Anna Biggs mentioned the VFW was reached out to but they expressed they did not want to handle the drawings this year.

Amber Muir mentioned that the bank usually sponsors the horse carriage rides and noted the banks were upset they weren't involved this year. Rick Gianni expressed that the committee was new to the job and it's important to have two way conversations within the community.

Jason Creighton confirmed he has the "Letters to Santa" and plans to drop them off at the post office.

Adam Bryant reported there were two or three fewer entries in the parade compared to last year but highlighted the many compliments received about the parade.

Several suggestions were made for next year's parade, including improving the lighting at Printer's Park for the announcer and addressing the echoing issues with the speaker system. Setting up the speaker system at The Daily Grind was proposed as an alternative. Battery-powered numbers for parade entries were suggested to improve visibility. There were 20 pre-entries for the parade, while the rest signed up the night of the event. It was suggested to try a year with no pre-entries and require all participants to sign up at the parade that night. Adam asked to be informed sooner about parade details next year, and it was noted that thank-you notes should be sent to parade participants.

For vendors, it was recommended to move them back to Friday night, this was agreed on by all. Soup suppers on Friday should rotate among different fundraising groups. More signage for Olde Tyme Christmas is needed, and advertising on the "Welcome to Stockton" boards and bank doors should be considered to increase awareness. Efforts should also focus on bringing more people into local businesses.

The committee needs to grow to better handle the planning process. All agreed committees need to start earlier in the year. A full event lineup was appreciated by attendees. However, Adam notified the meeting, that the city commissioners have expressed some complaints that should be addressed moving forward.

Overall, there are improvements to be made for the event, but events on the schedule this year were well attended.

Announcement of the New Board

The board members for 2025 are listed below. Meeting was set for Wednesday December 4th at 6pm at Motion dance Company.

Anna Biggs
Jason Creighton
Colton Williams
Sidnee Brown
Taigen Kerr

Adjournment:

Meeting was adjourned by Chelsey Peterson and Jason Creighton seconded.

Financial Report Stockton Area Chamber of Commerce Dec 31, 2024 General balance as of Nov 30, 2024 \$13,380.30 Income: 12/5/24 Oriental Trading Refund \$14.95 **Total** \$14.95 **Expenses:** OTC Tape & Folder for parade 12/2/25 Dollar General \$10.95 12/2/25 Plainville Times PP Ads \$45.15 12/2/25 Gove County Advocate PP Ads \$50.00 12/2/25 Osborne County Farmer PP Ads \$40.00 12/6/25 Chamber Checks Passport winners \$550.00 12/10/25 USPS Gala Invite Postage \$14.60 12/16/25 Nextech Cell PHone \$25.58 12/26/25 Payton Keller Payroll +\$33 internet \$1,254.90 12/31/25 Jester Law Rent \$75.00 Total \$2,066.18 Total account balance Dec 31, 2024: \$11,329.07 Deposits/Withdrawals **Previous** Balance Bingo \$1,485.18 **Balance in Chamber Check account:** \$7,326.57

Recommended Budget for 2025

Bingo #1:

Expenses- \$668.94

- Bingo Nacho Containers \$21.89 should have some left
- Dry Erase Bingo Markers \$21.89 still good
- Bingo Baker Software \$24.95 good
- Webster's Bingo Food \$312.74 ??
- Bingo Prize \$287.47 \$600 recommended

Income - \$673.00

- Bingo Cards \$550
- Concessions \$123

Budget 2025: \$800

Bingo #2:

Expenses- \$388.66

- Bingo Prizes \$326.51
- Concessions \$25.75
- Bingo Ad \$36.40

Income-\$431

- Bingo Cards \$355
- Concessions \$76

Budget 2025: \$800

Pumpkin Patch

Expenses- \$3,988.05

- Supplies \$75.69
- Bales \$750
- Pies \$115.09
- Pumpkins \$2,300
- Movie Rental \$519.12
- Ads \$229.15

Income- \$4,065.50

- T-shirts found in storage \$25
- Vendors \$130
- Gates \$776
- 50/50 Raffle \$67.50
- Pumpkins \$2265.00
- Bales \$802

Budget For entire event: \$4,500

Budget 2025: \$4500

Olde Tyme Christmas

Expenses- \$1,177.21

- Santa Presents \$97.62
- Parade winners \$450
- Parade of trees \$100
- Santa Gratuity \$100
- Nutcracker Ballet Prize \$90
- Window Paint \$60.44
- City Hall \$50
- Ads \$229.15

Income-\$80

Vendors \$80

Budget \$1,500

Committee recommended an additional \$1000 for this event

Budget 2025: \$2500

Gala

Expenses-

- Invites \$100.90
- Invites: \$100.90
- Apps: \$854
 - Fireline Bistro \$150
 - I'm Stuffed Cupcakes & Cookies \$168
 - The Daily Grind \$186
 - o 183 Lanes \$150 est.
 - o Webster's Deli \$150 est.
 - Maylee's \$50 est.
- Dinner \$17 a plate, (\$850 for 50 people)
- 1 Free Drink \$7 a drink, (\$350 for 50 people)
- Decor: \$100
- Games: \$100

Budget \$2,500

Committee recommended an additional \$500

Budget 2025: \$3000

Garage Sales HWY 24

Income: Not finding the totals on the financials.

Expense: Payton's time, Ink & Paper

Budget 2025: \$100

City Wide Garage Sales

Income: \$80

Expense: Payton's time, Ink & Paper

Budget 2025: \$100

Passport to Stockton Summer - 81 turned in

4- Drawing dates about \$25 prizes

Expense: Prizes from local businesses, Payton's time, Ink & Paper

Budget 2025: \$100

Passports to Stockton Christmas - 81 turned in \$10,581.61 spent in community

3 - \$100 Chamber Checks, Weekly drawings1- \$250 Chamber Checks grand drawingExpense: \$550, Payton's time, Ink & Paper

Budget 2025: \$600

Signage - Needs Sub Account Must Purchase voted on in 2024, \$6 window decal - LIB Studio - 15 \$90 \$8 acrylic sign - Coco The Label - 10 \$80 \$35 yard sign - LIB Studio - 5 signs \$175

\$345

NEW:

Springtime Doorbuster \$ 300

Misc. \$1,555

Grand Total: \$12,000

More than in account...

Gala

January 25th, 2025

Reds Venue

Casino Themed

5pm-6pm Cocktail Hour

6pm-7pm Plated Dinner

7pm-7:15pm Awards Presentation

7:15pm-9pm Games

Approved Budget: \$2,500

Cost \$25 per person

(\$17 for dinner, \$7 for a drink Coupon)

Goodie Bags & Door Prizes:

Upon entering all guests will receive:

Membership info - incentive for signing up that night \$5-10 off? (NEEDS VOTED ON)

Drink Coupon: (Included in their gala ticket)



Lottery Tickets: 2 per person, 2 different ones: (PRIZE NEEDS VOTED ON)

Winner cards:

- 1- Free Membership
- 1- Free Social Media Ad

Need to purchase scratch off stickers on amazon for \$23

A StocktonOply Board? (NEEDS VOTED ON)



Games -

Use StocktonOply Money for poker chips NEEDS VOTED ON BY BOARD

If we can use StocktonOply money as "poker chips" it would save us a lot of money and we could seek purchasing a roulette set.

Alternative: Poker Chips 500 piece, - 5 color set \$40 on amazon

Deck of cards at each table 12 pack for \$13 on Temu

Power Point: NEEDS TALKED ABOUT BOARD

Passports To Stockton Summer

Turned in: 81

Passport To Stockton Olde Tyme Christmas

2024

Turned in: 81

Money spent at our chamber businesses \$10,581.61

Facebook

2024

232.9K total views

33.5K Reaches +21.2% from 2023

1.0K Links Clicked +\$149% from 2023

7.7K Content Interactions +8.1% from 2023

4 Ribbon Cuttings:

Reds venue, Misty's Dance Gallery, Living Light Boutique, 515 Studios

Member Count:

2023 - 56 Members

2024 - 73 Members

New to the chamber 2024

Members: 27

Grimoire Glamour, Bewitched Nails, Heartland, Jones Arbor Pro, Jones Oil Company, Inc., Krob Liquor, Ladies On The Loose, Layn's Remodeling, Mapes & Millers, Living Light Boutique, Misty's Dance Gallery, Nex-Tech, Motion Dance Company, Plumer Overlease Funeral Home, Southfork Ranch, America Vestas Steelhead, Smith Monuments, Stockton Recreation Commission, Sunflour Dog Bakery, I'm Stuffed Cupcakes & Cookies, S4 Enterprises, TK Construction, TK Farms- Todd Kriley, Vintage Bee Parlor & Boutique, Westhusing's, Inc., Wirenut Electrical, Reds Venue

Website:

All new published July 1st, 2024

Events:

Business Bingo

Speaker Workshop

Chamber Helped

Sponsor the Parade of Trees Sponsored gift baskets for the sheriffs conference Teen & Adult Easter Egg Hunt Fusion

Coupon Books

41 coupon books were distributed31 coupon submissions13 businesses participated

Event Highlights: (Just photos?)

Business Bingo

Pumpkin Patch

Olde Tyme Christmas

Gala

Things the chamber puts on: HWY 24 Garage Sales

City Wide Garage Sales

I am sure I am missing quite a bit....

Ratified

Stockton Area Chamber of Commerce By-Laws 2023

Article I - Name

The name of this organization shall be the Stockton Area Chamber of Commerce, Inc.

Article II - Mission Statement

The mission of the Stockton Area Chamber of Commerce is to provide voluntary support to our community by promoting new and existing businesses through networking and community activities.

Article III - Membership

Section I: Membership in the Stockton Area Chamber of Commerce shall be divided into six classes:

- a. <u>Individual</u>- A person not doing any business locally, either actively or
 passively, whether individually or as an owner, proprietor, partner,
 shareholder, officer or director of some other entity.
- b. Non-Profit/Organizations A group of two or more persons who have joined a common cause for non-profit, service, self-benefit, or social welfare.
- c. Direct Sales / Home Based Business (0 employees)
- d. Small Business (1-3 employees)
- e. Medium Business (4-9 employees)
- f. Large Business (10 or more employees)
- g. There shall be no differentiation between classes of members

Section II: Membership dues shall be prescribed by the Board of Directors. Dues must be paid annually. No membership in arrears for dues shall be entitled to vote or exercise any other membership privilege. No special assessment shall be made to carry out any program of the Chamber of Commerce unless approved by a majority of the members.

Section III: Organizations auxiliary to the Chamber of Commerce may be formed by the Board of Directors, provided the general tenor of the same is in accord with the object set forth above.

Section IV: Members may designate a representative to attend meetings and vote on their behalf.

Article IV -Voting

Section I: Each membership in good standing of the Chamber of Commerce is entitled to one vote. Voting shall be by membership only. (No member shall cast more than one vote). Absentee Ballots will be permitted, provided the ballot form is reviewed and

approved by the Board of Directors in advance. No person shall vote as a representative of more than one member on issues. Electronic voting is acceptable when offered or deemed necessary.

Article V - Meetings

Section I: A general meeting of the Stockton Area Chamber of Commerce shall be held at a minimum quarterly at 5:30 PM at a member's business or other location designated by the Board.

- a. <u>Board Meetings</u>- Shall be held on the 1st Monday of each month at a time to be determined at the Chamber office or other location designated by the President or board. Notice shall be given to each director at least one day in advance if there is to be a change in location or time of the meeting. Meetings may be held virtually, in person or a combination of both as necessary, as long as minutes are kept.
- b. <u>Committee Meetings</u>- May be called at any time by the President or by the committee chair. Notice shall be given to each committee member and the President at least one day in advance and shall specify the time, place and purpose of the meeting. Committee meetings may be held virtually, in person or a combination of both as necessary, and minutes are kept.

Section II: A special meeting of the Stockton Area Chamber of Commerce may be called by the President or upon written petition of any five members. Notice of a special meeting will be given to each member 24 hours in advance and shall specify the time, place and purpose of the special meeting. Meetings may be held virtually, in person or a combination of both as necessary, and minutes are kept.

Section III: A quorum shall consist of the majority of the members in attendance at any duly called meeting of the Chamber of Commerce.

- a. A majority of directors shall constitute a quorum at any board meeting.
- A majority of committee members in attendance shall constitute a quorum at any committee meeting.

Article VI - Board of Directors

Section I: The management of the Stockton Area Chamber of Commerce shall be vested in a board of seven directors; representatives from the school district USD 271 and the City of Stockton shall hold two of the board positions. The board shall consist of a President, Vice-President, Secretary, Treasurer and three member directors. The elected directors shall hold office for one year or until their successors are elected. The City and School District Representatives shall be appointed by their organization. The term for the board will run from January through December. At the October member meeting the recruitment request for the slate of officer will be presented. Recruitment will run from the October member meeting up until the December member meeting when the directors

will be voted on by the general membership. Members will be notified by email or newspaper of the upcoming vote and electronically submitted voting platform may be offered.

Section II: During the October member meeting of the Stockton Area Chamber of Commerce, Inc. the Board shall designate a nominating committee composed of the President and a minimum of two board other members. The President shall automatically become chairman of the committee.

Section III: The nominating committee shall present at least one candidate for each vacancy on the board at the November member meeting of the chamber. The committee shall confirm by personal contact, email, text message or messaging service with each of the candidates that they are willing to accept directorship responsibilities. Nominations from the floor will also be accepted at that meeting in November.

Section IV: Vacancies of the Board of Directors or among the officers shall be filled by the Board of Directors by a majority vote. If any member of the Board of Directors shall fail to attend three successive meetings, without just cause, this shall be construed as a resignation and the vacancy thus created shall be filled as provided above.

Article VII - Officers

Section I: The President shall notify all new members of the Board of Directors to be present at the reorganization Board Meeting, to be held during the 10 days following the election of the directors. This meeting may be done virtually if needed. At this meeting the new Board of Directors shall elect from their own numbers the new officers of the board for the coming year.

Section II: Duties of the Officers;

- a. Executive Director The Executive Director oversees the day to day operations of the business of the Corporation. The Executive Director is present at all meetings and presents finding and makes suggestions to the Board but is not a voting member of the Board. With approval of the Board, she/he shall co-sign all deeds, contracts, formal documents and other instruments affecting the operation of the Chamber and its properties. The Executive Director is responsible for the business of collecting dues and signing up new members.
- b. <u>President-</u> The office of The President is the primary person responsible for the business operation of the Corporation. The President presides over regular membership meetings and the board meetings. She/he shall be the head of the Chamber and the Board; shall president at all meetings of the membership and the Board of Directors; shall determine the need for committees, subject to the approval of the board of Directors; shall select all committee chairmen and assist with selection of committee personnel; and with the approval of the Board of Directors, shall sign all deeds,

contracts, formal documents, and other instruments affecting the operation of the Chamber of any of its properties.

c. <u>Vice-President</u>- The Vice-President shall assist the President and shall perform the duties of the President in his/her absence. She/he shall schedule speakers or presentations for member meetings as needed and shall be responsible for the coordination of obtaining audio-visual materials required by the speaker.

d. <u>Treasurer</u>- The Treasurer shall sign all checks as authorized, shall be technical custodian of all funds of the Chamber, shall keep books of account, and shall present a monthly financial report at the monthly general meeting.

e. <u>Secretary</u>- The Secretary shall conduct the correspondence, preserve the records, documents and communications, and maintain an accurate record of the proceedings of the Chamber and Board of Director meetings.

 Board Members- Duties of the remaining board members will have duties deemed by the executive board.

Section III: Compensation of the Executive Director

- The salary will be based on the Executive Director working 90 hours per month.
- b. The Executive Director will be allowed comp time and allowed to accumulate up to a maximum of 180 hours of comp time.
- c. There shall be no compensation granted for comp hours banked upon separation from the position of executive director.

Article VIII - Committees

Section I: The President shall appoint all committees, subject to confirmation by the Board of Directors. The Board shall authorize and define the powers and duties of all standing and special committees, except those committees whose functions are set forth in these by-laws. Committee appointment shall be at the will of the Board and shall not exceed the term of the appointing Board. Each committee shall make investigations, conduct studies and hearings, make recommendations to the Board of Directors, and carry out such activities as may be delegated to it by the Board.

Section II: No committee shall take any formal action, or make public any formal resolution, or in any way commit the Stockton Area Chamber of Commerce, Inc. without first receiving approval of the board. Special committees shall be discharged by the Board when their work has been completed and their reports completed, or when, in the opinion of the Board, it is deemed wise to discontinue the committee.

Article IX - Finances

Section I: The accounting year shall be on the calendar year basis.

Section II: All money paid to the Stockton Area Chamber of Commerce Inc. shall be placed in a general operating fund. Special accounts may be established to transact

special promotions or projects. Donations may be made and accepted dedicated by the donor to special promotions or projects.

Section III: Any expense that exceeds \$100.00 shall have prior approval by the Board, except that upon the approval of the budget, disbursements shall be made by check signed by the Treasurer or President, or debit card may be used by authorized person.

Section IV: The Chamber of Commerce shall use its funds only to accomplish the objects and purposes specified in these by-laws. No part of said funds shall be distributed to the members of the Chamber. On dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board of Directors.

Section V: Review of all expenditures shall be performed by the Board of Directors at the end of the fiscal year.

Article X - Parliamentary Procedure

Section I: The proceedings of the Stockton Area Chamber of Commerce shall be governed by and conducted according to Robert's Rules of Order as revised.

Article XI - Amendments

Section I: These by-laws may be amended by a majority vote of the members in good standing, in attendance at any regular meeting, or at any special meeting called for that purpose, provided that such amendments shall be plainly stated in the call for the meeting in which they are to be considered.

Section II: Notice of the meeting at which such amendments are to be considered must be given at least 5 days prior to the time of the meeting.

Section III: These by-laws shall be reviewed by the Board of Directors at least once every three years.

Adopted and approved this 6th day of February, 2023 by the Stockton Area Chamber of Commerce.

President Trisha Kriley Executive Director Ravin States Leake

Stockton Area Chamber of Commerce By-Laws 2023

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- a. <u>Board Meetings</u>- Shall be held on the 4th Monday of each month at a time to be determined at the Chamber office or other location designated by the President or board. Notice shall be given to each director at least one day in advance if there is to be a change in location or time of the meeting. Meetings may be held virtually, in person or a combination of both as necessary, as long as minutes are kept.
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Terms - 2 years?????

will be voted on by the general membership. Members will be notified by email or newspaper of the upcoming vote and electronically submitted voting platform may be offered.

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Section IV: Vacancies of the Board of Directors or among the officers shall be filled by the Board of Directors by a majority vote. If any member of the Board of Directors shall fail to attend three successive meetings, without just cause, this shall be construed as a resignation and the vacancy thus created shall be filled as provided above.

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Section II: Duties of the Officers:

- a. Executive Director The Executive Director oversees the day to day operations of the business of the Corporation. The Executive Director is present at all meetings and presents findings and makes suggestions to the board but is not a voting member of the Board. With approval of the Board, she/he shall co-sign all deeds, contracts, formal documents and other instruments affecting the operation of the Chamber and its properties. The Executive Director is responsible for the business of collecting dues and signing up new members. The office of The President is the primary person responsible for the business operation of the Corporation.
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- c. <u>Vice-President-</u> The Vice-President shall assist the President and shall perform the duties of the President in his/her absence. She/he shall schedule speakers or presentations for member meetings as needed and shall be responsible for the coordination of obtaining audio-visual materials required by the speaker.
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- f. <u>Board Members</u>- Duties of the remaining board members will have duties deemed by the executive board.

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- a. The salary will be based on the Executive Director working 90 hours per month.
- b. The Executive Director will be allowed comp time and allowed.
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Article XI- Amendments

Section I: These by-laws may be amended by a majority vote of the members in good standing, in attendance at any regular meeting, or at any special meeting called for that purpose, provided that such amendments shall be plainly stated in the call for the meeting in which they are to be considered.

Section II: Notice of the meeting at which such amendments are to be considered must be given at least 5 days prior to the time of the meeting.

Section III: These by-laws shall be reviewed by the Board of Directors at least once every three years. Adopted and approved this 6th day of February, 2023 by the Stockton Area Chamber of Commerce.

President - Trisha Kriley Executive Director - Ravin States Leake

2025 Membership Tiers

\$25 - BRONZE (Individuals ONLY)

- Featured on all our member lists & directories
- Chamber member certification
- Invited to our Member Meetings & Gala
- Invited to join Committees

\$50 - SILVER

- All Bronze Benefits
- Invited to all our Networking events & Seminars
- Ribbon cutting services including Grand openings, Anniversaries and Relocation
- Enrollment in Chamber Bucks Program
- Free Chamber signage: Window decal
- Free vendor booth at our annual Pumpkin Patch & Olde Tyme Christmas events
- Facebook posts shares to our facebook page (must have posts public)

\$75 - GOLD

- All Bronze & Silver Benefits
- Free Chamber signage: Window decal or Acrylic sign
- Ads in our newsletter
- Two special social media post highlights on your business
- Access to borrow our cornhole boards
- Access to Grants

\$100 - PLATINUM

- All Bronze, Silver & Gold Benefits
- Free Chamber signage: Window decal, Acrylic sign, or Yard Sign
- Logo displayed on the front page of our website
- Design flyers and graphics for your business; up to 3 per year
- 1 free ticket to the annual Gala

ADD ONS:

SPONSORSHIPS

- Olde Tyme Christmas
- Pumpkin Patch
- Business Bingo

Sponsorships range depending on what you're sponsoring. We will have sponsorship catalogs out for each event once the committees decide on the activities for the event.

CAN PURCHASE MERCH & SIGNAGE

2025 Stockton Area Chamber of Commerce Membership Form

Memberships are rejected each calendar year starting January 1st. 2025 memberships are due March 1st, 2025.

Please circle which membership tier you want:

\$25 Bronze \$50 Silver \$75 Gold \$100 Platinum

Please EMAIL your BUSINESS LOGO to stocktonkschamber@gmail.com

Please make checks payable to: Stockton Area Chamber of Commerce PO BOX 1 Stockton, KS 67669

Please fill out all the information on this sheet.

Business Information
Business Name:
Business Address:
Business Facebook page name:
Business Email:
Business Website:
Business Instagram Name:
Business Hours:
Business Phone Number:
Description of your business: (will be listed like this on our website)
Your Business Chamber Representative Information
This is the contact person the chamber reaches out to for all things chamber related. We will
also send emails to the business email you provided, to ensure no information is lost.
Contact First & Last Name:
Address To Mail Chamber Stuff To:
Contact Rep Email Address:
Contact Rep Phone Number:
Would you like to receive chamber text messages? NO YES

member. If you alread	ess will automatically r dy have one you will re	receive a paper certificate stating you are a chamber eceive a sticker that goes over top of your current
one. Please circle wh	•	
Yard Sign	Acrylic Stand	Window Decal
Want to be on a comr Pumpkin Patch	mittee? Please circle v Olde Tyme Christma	which committees you want to be a part of: s
	ude all of the events you run	ou want added to our chamber calendar. Please write out of room.
Olde Tyme Christmas	Nov 29th-Dec 1st on	Stockton Main Street @ Time
Any comments or sug	ggestions for us this ye	ear?

Chamber Executive Director Hours Spend Roughly

EVENTS:

Gala: 28 (so far) still working!

Committee meetings, designing invites, mailing invites, researching ideas, contacting people

Olde Tyme Christmas: 91 hours

Coupon Books, (Designing, printing, cutting, stapling), social media, checking vendors in, grabbing stuff for parade, flyers for event & sharing other businesses flyers, window painting, committee meetings, reaching out to people (vendors, businesses to get involved, ect.), organize Christmas in jeters, passports to Stockton brochures OTC edition (designing, printing, folding, delivering), ornament contest,

Pumpkin Patch: 89 hours

set up/tear down & event, flyers, signage for directories, committee meetings, social media, contact vendors/businesses, getting all the activities together (pie eating contest, donut contest, pumpkin decorating contest, ect), finding sponsors,

Bingo (we have two): 28 hours total

Being at both Business bingo events, bingo cards for display (draw, paint, cut, eliminate, Velcro), business bingo cards, (Designing, printing, cutting, laminating), shopping for business bingo prizes, flyers for the event

Garage Sales (we have two): 12 hours total

Flyers, forms, make a map, deliver

NON EVENT

Chamber itself tasks: average 68 hours a month

Roughly about an hour total a week on Facebook sharing posts, scheduling posts, messaging, ect.

Research ideas for our events/new things our chamber can do, roughly 2-3 hours a week

Roughly 7-12 hours a week talking to community members about the chamber (people who walk in, stop me when I am out & about, emails, messages, grabbing mail, contacting businesses for XYZ, committee & chamber meetings, ect.)

Agendas, Minutes, Website, design graphics, newsletters, scheduling committee meetings, all are done when needed/have info for. Can be anywhere from 1 hour - 8 hours depending on what needs done/updated.

Other things I have done this year: roughly a total of 102 hours

Memberships, membership flyers, committee flyers, ribbon cutting ceremonies x2 (I couldn't be at 515 studios), Chamber signage, Halloween parade, Sheriff's baskets, business cards, Summer passports to Stockton, 2024 certificates, link Tree, made website from scratch, cleaned jeters (still could use more cleaning!), moved the stuff from the city office to jeters, new logo (forms, announcements, merch, ect.), move everything from the old chamber laptop to new (am still working on this on my free time as their is SO much), going through old files to try to organize, research/get/set up a new computer & phone, grant, representative for eagle communications workshop, chamber spotlights, attended the seminar the vice president put together, community events calendar, set up a new email after the old one got hacked, event insurance, by-laws (unsigned), Easter egg hunt, welcome to stockton baskets

I officially have had 1 full year in this position. I will say I did have a few dead weeks throughout the year but at the beginning of the year Jan-April and August - December, I was working way over my 20 hours. These events & new updates to the chamber consume a lot of time. We did not have many volunteers for the events. Some said that I would be working more hours leading up to the events which were expected and wowza, they were right. Some of these tasks I can't do in advance and need to be done closer to the event, while some can be done earlier in the year. I am also thinking I was working more hours this year because a lot of things were updated & upgraded.

Roughly 1,166 hours spent on the chamber 2024

20hr a week = 960 hours a year;

December 16th:
5 hours: Emails, Gala, Contacting people
December 17th:
5 hours: Gala researching and contacting
December 18th:
6 hours: Gala, Emails, Contacting
December 19th:
5 hours: Gala doc, researching decor & games
De souch es 00ml
December 23rd:
2 hours: Gala
December 30th:
3 hours: Gala, getting info for board meeting, emails
3 hours. Gaia, getting into for board meeting, emails
December 31st:
2.5 hours: updating website, Facebook shares & documenting passports to Stockton
Jan 2nd:
5.5 hours: Gala, switch roles at bank, updating info for meeting, emails
Jan 3rd:
6 hours: Gala, finishing touches on info for meeting, emails