

Chamber Membership/Marketing Committee Agenda

January 2020

- Annual Mixer
 - Finalize details – event planning sheet
Be sure to have Health Fair information available at the Mixer.
TO do's: Table signs, names for tables (nametags), finalize auction, Business and Citizen of the year. (Cmte will meet to decide winners – Kelsi Smith, Danielle Basile, Mike Walsh)
 - Dueling Pianos will arrive to set up at 3:30pm – be sure they can set up in the middle of the room
 - Caterers will arrive at 10am
 - Table decorations
- Civic Organization Collection monthly
 - Make monthly plan
February – Goddard Education Foundation – Goddard Academy
March – Goddard Public Library
Promise 1 time a year for each civic group. Ask groups to submit requests in writing 1 month notice.
 - \$25 gift card from Chamber businesses or other prizes – for brining items.
- New member orientation
Committee agreed to add orientation. One is May/June and one in Oct/Nov.
Items to cover would be website, and how to be successful as a Chamber member.
- Marketing plan for the year
Need to look at promotional items, bring ideas to next meeting.
- Update business and citizen of the year award info
 - Maggie will buy gift cards for this year
 - Standards for this upcoming year
 - Promotion ideas
 - Prizes & plaque
- Past due memberships and other invoices that deal with membership and marketing
 - Set deadline for lunch RSVP. Access charge for paying day of event
 - late charges for past due memberships – 5% or min. of \$10
- Other
 - membership benefits – we will need to do a quarterly ad for Gold and Above members in Times Sentinel