

Regular Meeting of the
Bonham Area Chamber of Commerce

December 1, 2020

12 Noon

327 North Main, Bonham, TX 75418

- 1) Call to Order – Kayla Gorden
- 2) Welcome Guests – Kayla Gorden
- 3) Directors Report – Dale McQueen
 - a. Chamber of Commerce Update
 - i. November 2020 report
- 4) No notes from November meeting as it was held at the Legend Bank Parking Lot to start the Christmas decoration set-up
- 5) Discussion and action to hire a part time person to staff chamber office and share duties with the Bonham visitor center – Dale McQueen
 - a. Items to consider in making decision going forward
 - i. Access for someone to be in the office full time
 - ii. Social media posting on continual basis
 - iii. Dale would be able to work with them as needed for website, updates, etc. remotely if required or in person
- 6) Reports – The following are just updates given by the committee chair. If you would like to be a part of one of the committees, please contact the committee chair.
 - a. Christmas Committee plans
 - i. Storage going forward
 - ii. Plan to take down Christmas Items
 - iii. Window Cleaning
 - b. Wine Walk for 2020
 - i. December 5, 2020
 - ii. On-line registration is set-up
- 7) Chamber and Complex entities separation progress – Dale McQueen
 - i. This is last month Dale will be paid by the Chamber
 - ii. Movement of Quickbooks account to Complex
- 8) Approve the minutes for October 6, 2020 – Kayla Gorden
- 9) Discussion and action to approve the financial reports – [link to PDF files - Balance sheet, P&L's, Deposits, Expenses](#)
 - a. Chamber Financial Reports – November 2020
- 10) Unfinished Business
- 11) New Business
- 12) Other
- 13) Public Comments

14) Adjourn

Minutes of the Regular Meeting of the

Bonham Area Chamber of Commerce

October 6, 2020

12 Noon

327 North Main, Bonham, TX 75418

1) Call to Order – Kayla Gorden

Present: Kayla Gorden, Gary Stanley, Lisa Josey, Sam Lumpkins, Chance Peeler, Mallory McBroom

Absent: Corey Fagan, Nathan Graham, Jenniffer Gibbs, Kristy Agerlid

2) Welcome Guests – Kayla Gorden

Staci Flood

3) Directors Report – Dale McQueen

- a. Chamber of Commerce Update
 - i. September 2020 report

4) Set-up Ribbon Cuttings for– Dale McQueen

- a. Cash Max
- b. SSEH Investments
- c. Paul Thomas Ivy, P.C.

The Feed Lot who joined on 10/6/2020

5) Reports – The following are just updates given by the committee chair. If you would like to be a part of one of the committees, please contact the committee chair.

- a. Christmas Committee plans
 - i. Update on where we are for sponsorships, etc.
- b. Wine Walk for 2020
 - i. December 5, 2020
 - ii. On-line registration is set-up

6) Chamber and Complex entities separation progress – Dale McQueen

- a. Update on Setting up Complex as separate entity
 - i. Complex has own website and calendar
 - ii. Next is to set-up quickbooks account for just complex
 - iii. Office is useable at complex

7) Approve the minutes for September 1, 2020 and September 28, 2020 meetings – Kayla Gorden

Motion to Approve: Sam Lumpkins

Second: Gary Stanley

All voted Aye

8) Discussion and action to approve the financial reports – [link to PDF files - Balance sheet, P&L's, Deposits, Expenses](#)

a. Chamber Financial Reports – September 2020

Dale informed board that complex financials would shift to complex website this month

Motion to approve: Sam Lumpkins

Second: Gary Stanley

All Voted Aye

9) Unfinished Business

10) New Business

Dale to work on what can be paid yearly for a new executive director for chamber and present next week

2021 Chamber Banquet to be held at The Multipurpose Complex on 2/20/2021

11) Other

12) Public Comments

13) Adjourn

Chamber of Commerce Update

The chamber hosted a ribbon cutting for Stay Grounded Coffee on September 10th and we thank everyone who attended and welcomed them to the community. Go by and tell them Thank You for wanting to invest in Bonham.

We had three new members join in September: SSEH Investments, Paul Thomas Ivy P.C., and Cashmax Title and Loan. Ribbon cuttings are in the work for all three in the near future. Stay tuned for when on our facebook page.

The separation of the Chamber and the Multipurpose complex is almost complete. An office for the complex has been set-up in the pavilion, a separate website for the complex is almost ready to be online, and a Calendar page for just the complex has been created.

Bonham Area Chamber of Commerce

Balance Sheet

11/27/20

As of November 27, 2020

Accrual Basis

	<u>Nov 27, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Fannin Bank	
Holiday Parade Balance	5,192.13
Fannin Bank - Other	28,387.00
Total Fannin Bank	33,579.13
Paypal Account	367.48
Petty Cash in Office	242.05
Total Checking/Savings	34,188.66
Accounts Receivable	
Accounts Receivable	210.00
Total Accounts Receivable	210.00
Other Current Assets	
Undeposited Funds	324.18
Total Other Current Assets	324.18
Total Current Assets	34,722.84
TOTAL ASSETS	34,722.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	184.55
Total Accounts Payable	184.55
Other Current Liabilities	
Payroll Liabilities	803.84
Total Other Current Liabilities	803.84
Total Current Liabilities	988.39
Total Liabilities	988.39
Equity	
Net Assets	9,650.47
Unrestricted Net Assets	19,523.48
Net Income	4,560.50
Total Equity	33,734.45
TOTAL LIABILITIES & EQUITY	34,722.84

Bonham Area Chamber of Commerce
Profit & Loss
November 2020

	<u>Nov 20</u>
Ordinary Income/Expense	
Income	
2020 Wine Walk	
2020 Wine Alcohol Tickets	495.00
Total 2020 Wine Walk	<u>495.00</u>
2021 Chamber Memberships	
2021 Gold Membership	1,000.00
Total 2021 Chamber Memberships	<u>1,000.00</u>
Fundraising Income	
2020 Lollipops on the Square	
2020 New Lollipop on the Square	120.00
2020 Re-use Prior Year Lollipop	175.00
Total 2020 Lollipops on the Square	<u>295.00</u>
Total Fundraising Income	295.00
Multipurpose account Deposit	
Management fee for Multipurpose	2,250.00
Total Multipurpose account Deposit	<u>2,250.00</u>
Total Income	<u>4,040.00</u>
Gross Profit	4,040.00
Expense	
Fundraising Expenses	
2020 Christmas Activities	
2020 Decorations	2,949.53
2020 Christmas Activities - Other	660.00
Total 2020 Christmas Activities	<u>3,609.53</u>
2020 Lollipop Expenses	90.00
Total Fundraising Expenses	3,699.53
Merchant deposit fees	24.47
Office Expense	
Misc. office Expenses	248.50
Utilities	126.56
Workers Compensation policy	52.00
Total Office Expense	<u>427.06</u>
Payroll Expenses	<u>3,588.35</u>
Total Expense	<u>7,739.41</u>
Net Ordinary Income	<u>-3,699.41</u>
Net Income	<u><u>-3,699.41</u></u>

Bonham Area Chamber of Commerce

Profit & Loss

11/27/20

January 1 through November 27, 2020

Accrual Basis

	<u>Jan 1 - Nov 27, 20</u>
Ordinary Income/Expense	
Income	
2020 Chamber Memberships	
2020 Bronze Membership	9,000.00
2020 Business Membership	8,050.00
2020 Gold Membership	8,000.00
2020 In-Kind Membership	30.00
	<hr/>
Total 2020 Chamber Memberships	25,080.00
2020 Holiday Activities	
2020 Courthouse Special	1,500.00
2020 Gold Sponsor	4,500.00
2020 Green Sponsor	3,000.00
2020 Holiday Press Releases	0.00
2020 Listing on Holiday Banner	100.00
2020 on Website as Sponsor	0.00
2020 Painting with an Elf	150.00
2020 Photo with the Elf's	0.00
2020 Silver Sponsor	1,100.00
	<hr/>
Total 2020 Holiday Activities	10,350.00
2020 Wine Walk	
2020 Holiday Wine Bag Sponsor	2,350.00
2020 Name on Wine Bag	0.00
2020 Wine Alcohol Tickets	495.00
2020 Wine Walk Vendors	1,950.00
	<hr/>
Total 2020 Wine Walk	4,795.00
2021 Chamber Memberships	
2021 Business Memberships	875.00
2021 Gold Membership	1,000.00
	<hr/>
Total 2021 Chamber Memberships	1,875.00
Fundraising Income	
2020 Banquet	
2020 Banquet 1920's Table	1,025.00
2020 Banquet 1940's Table	1,750.00
2020 Banquet 1950's Table	2,400.00
2020 Banquet 1960's Table	2,400.00
2020 Banquet 1970's Table	2,175.00
2020 Banquet 1980's Table	2,375.00
2020 Banquet Individual Tickets	1,060.00
2020 Banquet Live Auction items	5,650.00
2020 Banquet Raffle Tickets	610.00
2020 Raffle Item	0.00
	<hr/>
Total 2020 Banquet	19,445.00
2020 Chamber Golf Tournament	
2020 Birdie Sponsor	1,300.00
2020 Cart Sponsor	500.00
2020 Eagle Sponsor	1,800.00
2020 Exclusive Hole Sponsor	250.00
2020 Team Sponsor	6,100.00
2020 Chamber Golf Tournament - Other	1,280.00
	<hr/>
Total 2020 Chamber Golf Tournament	11,230.00
2020 Halloween on the Square	0.00
2020 Lollipops on the Square	
2020 New Lollipop on the Square	225.00
2020 Re-use Prior Year Lollipop	225.00
	<hr/>
Total 2020 Lollipops on the Square	450.00

Bonham Area Chamber of Commerce
Profit & Loss
 January 1 through November 27, 2020

	Jan 1 - Nov 27, 20
Total Fundraising Income	31,125.00
Multipurpose account Deposit Management fee for Multipurpose	27,100.00
Total Multipurpose account Deposit	27,100.00
Operational Refunds/Credits	395.82
Total Income	100,720.82
Gross Profit	100,720.82
Expense	
2020 Covid19 Response	
2020 First Responder Meals	1,924.62
Other Costs with Program	214.55
Restaurant Redemptions	2,015.00
Small Shops Redemptions	185.00
Total 2020 Covid19 Response	4,339.17
2020 Wine Walk Expenses	1,418.05
Did not Renew Membership	2,725.00
Expenses for Community Work	
2020 Halloween on the Square Ca	279.16
Expenses for Community Work - Other	523.19
Total Expenses for Community Work	802.35
Facilities Expenses	
Misc Fundraising	550.00
Total Facilities Expenses	550.00
Fundraising Expenses	
2019 Christmas Parade	142.37
2020 Banquet Expenses	
2020 Banquet Epenses - decorati	2,530.67
2020 Banquet Expenses - Other	4,917.33
Total 2020 Banquet Expenses	7,448.00
2020 Chamber Golf Tournament	6,388.23
2020 Christmas Activities	
2020 Decorations	17,636.01
2020 Christmas Activities - Other	1,840.81
Total 2020 Christmas Activities	19,476.82
2020 Lollipop Expenses	90.00
Total Fundraising Expenses	33,545.42
Invoice Accounts Written off	350.00
Membership Expenses	46.35
Merchant deposit fees	377.00
Networking Expenses	
Meal Expenses for Meetings	70.00
Ribbon Cuttings	43.38
Total Networking Expenses	113.38
Office Expense	
Directors and Liability Insuran	773.00
General Liability	798.00
Internet Related Expenses	2,434.40
Misc. office Expenses	419.09

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Accrual Basis

Bonham Area Chamber of Commerce

Profit & Loss

January 1 through November 27, 2020

	<u>Jan 1 - Nov 27, 20</u>
Office Supplies	57.33
Postage	185.68
Printing	32.37
Quickbooks Software	431.25
Rent	1,200.00
Utilities	2,376.21
Workers Compensation policy	52.00
Office Expense - Other	284.88
Total Office Expense	<u>9,044.21</u>
Payroll Expenses	42,049.39
Voided Check	0.00
Wall Brands	
Refund for Branded Wall	800.00
Total Wall Brands	<u>800.00</u>
Total Expense	<u>96,160.32</u>
Net Ordinary Income	<u>4,560.50</u>
Net Income	<u><u>4,560.50</u></u>

Bonham Area Chamber of Commerce
Deposit Detail
 November 1 - 27, 2020

Type	Num	Date	Name	Account	Amount
Deposit		11/09/2020		Fannin Bank	4,400.00
Payment	246	10/29/2020	Freedom RV	Undeposited Funds	-150.00
Payment	88686...	11/05/2020	TMC Bonham Hospital	Undeposited Funds	-750.00
Payment	13998	11/05/2020	Kwik Chek/McCraw ...	Undeposited Funds	-250.00
Sales Receipt	1984	11/09/2020	Warrior Car Wash	Undeposited Funds	-1,000.00
Sales Receipt	1985	11/09/2020	Fannin County Multi...	Undeposited Funds	-2,250.00
TOTAL					-4,400.00
Deposit		11/13/2020		Fannin Bank	48.25
Sales Receipt	1989	11/12/2020	Laurine Blake	Undeposited Funds	-48.25
TOTAL					-48.25
Deposit		11/13/2020		Fannin Bank	38.54
Sales Receipt	1983	11/02/2020	Fannin County Child...	Undeposited Funds	-38.54
TOTAL					-38.54
Deposit		11/13/2020		Fannin Bank	87.09
Sales Receipt	1986	11/10/2020	Victoria Conger	Undeposited Funds	-87.09
TOTAL					-87.09
Deposit		11/23/2020		Fannin Bank	48.25
Sales Receipt	1987	11/11/2020	Nunlee Properties	Undeposited Funds	-48.25
TOTAL					-48.25
Deposit		11/23/2020		Fannin Bank	23.97
Sales Receipt	1988	11/12/2020	Rachael Yeager	Undeposited Funds	-23.97
TOTAL					-23.97
Deposit		11/23/2020		Fannin Bank	38.54
Sales Receipt	1991	11/19/2020	Galyon Insurance/Tr...	Undeposited Funds	-38.54
TOTAL					-38.54
Deposit		11/23/2020		Fannin Bank	38.54
Sales Receipt	1990	11/16/2020	Braveheart Animal V...	Undeposited Funds	-38.54
TOTAL					-38.54
Deposit		11/23/2020		Fannin Bank	218.17
Payment		11/23/2020	Marta Schreiber -	Undeposited Funds	-218.17
TOTAL					-218.17
Deposit		11/24/2020		Petty Cash in Office	50.00

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Bonham Area Chamber of Commerce

Deposit Detail

November 1 - 27, 2020

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Sales Receipt	1992	11/24/2020	Dave Iwata -1	Undeposited Funds	-50.00
TOTAL					-50.00

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Bonham Area Chamber of Commerce

Check Detail

November 1 - 27, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	EFT	11/23/2020	Sparklight		Fannin Bank		-126.56
Bill		11/23/2020			Utilities	-126.56	126.56
TOTAL						-126.56	126.56
Bill Pmt -Check	EFT	11/23/2020	Deluxe Checks		Fannin Bank		-248.50
Bill		11/23/2020			Misc. office Expenses	-248.50	248.50
TOTAL						-248.50	248.50
Liability Check	E-pay	11/05/2020	United States Treasury		Fannin Bank		-936.00
					Payroll Liabilities	-426.00	426.00
					Payroll Liabilities	-206.67	206.67
					Payroll Liabilities	-206.67	206.67
					Payroll Liabilities	-48.33	48.33
					Payroll Liabilities	-48.33	48.33
TOTAL						-936.00	936.00
Bill Pmt -Check	4559	11/02/2020	Christmas Designers...		Holiday Parade Bala...		-393.00
Bill		10/28/2020			2020 Decorations	-393.00	393.00
TOTAL						-393.00	393.00
Bill Pmt -Check	4560	11/09/2020	CITY OF BONHAM		Fannin Bank		-39.98
Bill		10/28/2020			Utilities	-39.98	39.98
TOTAL						-39.98	39.98
Bill Pmt -Check	4561	11/09/2020	Dale McQueen - Pers...		Fannin Bank		-15.00
Bill		11/09/2020			2020 Decorations	-15.00	15.00
TOTAL						-15.00	15.00
Bill Pmt -Check	4562	11/09/2020	Fix & Feed Bonham		Fannin Bank		-487.94
Bill		10/26/2020			2020 Decorations	-65.59	65.59
Bill		11/09/2020			2020 Decorations	-25.48	25.48
					2020 Decorations	-45.98	45.98
					2020 Decorations	-104.98	104.98
					2020 Decorations	-163.59	163.59
					2020 Decorations	-34.36	34.36
					2020 Decorations	-47.96	47.96
TOTAL						-487.94	487.94
Bill Pmt -Check	4563	11/09/2020	Wal-Mart Community		Fannin Bank		-413.94
Bill		10/28/2020			2020 Halloween on th...	-279.16	279.16
Bill		11/09/2020			2020 Decorations	-98.87	98.87
					2020 Decorations	-35.91	35.91
TOTAL						-413.94	413.94
Bill Pmt -Check	4564	11/09/2020	FARM N' HOME CAS...		Fannin Bank		-52.00
Bill		11/09/2020			Workers Compensatio...	-52.00	52.00
TOTAL						-52.00	52.00
Bill Pmt -Check	4565	11/16/2020	Dale McQueen - Pers...		Fannin Bank		-211.87
Bill		11/16/2020			2020 Decorations	-211.87	211.87

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Bonham Area Chamber of Commerce

Check Detail

November 1 - 27, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-211.87	211.87
Bill Pmt -Check	4566	11/16/2020	Discover Outdoor.co...		Fannin Bank		-100.00
Bill		11/13/2020			2020 Christmas Activit...	-100.00	100.00
TOTAL						-100.00	100.00
Paycheck	4567	11/16/2020	Dale T McQueen		Fannin Bank		-1,326.17
					Payroll Expenses	-1,666.67	1,666.67
					Payroll Liabilities	213.00	-213.00
					Payroll Expenses	-103.33	103.33
					Payroll Liabilities	103.33	-103.33
					Payroll Liabilities	103.33	-103.33
					Payroll Expenses	-24.17	24.17
					Payroll Liabilities	24.17	-24.17
					Payroll Liabilities	24.17	-24.17
TOTAL						-1,326.17	1,326.17
Bill Pmt -Check	4568	11/23/2020	Fix & Feed Bonham		Holiday Parade Bala...		-1,339.77
Bill		11/11/2020			2020 Decorations	-125.70	125.70
Bill		11/12/2020			2020 Decorations	-68.61	68.61
Bill		11/17/2020			2020 Decorations	-58.30	58.30
					2020 Decorations	-9.18	9.18
Bill		11/23/2020			2020 Decorations	-149.96	149.96
					2020 Decorations	-295.82	360.51
					2020 Decorations	-26.22	31.96
					2020 Decorations	-187.15	228.08
					2020 Decorations	-4.67	5.69
					2020 Decorations	-9.67	11.79
					2020 Decorations	-59.93	73.04
					2020 Decorations	-24.60	29.98
					2020 Decorations	-190.96	232.73
					2020 Decorations	-33.27	40.55
Bill		11/23/2020			2020 Decorations	-29.76	36.27
					2020 Decorations	-65.97	65.97
TOTAL						-1,339.77	1,528.32
Bill Pmt -Check	4569	11/23/2020	Loren Colley		Fannin Bank		-90.00
Bill		11/17/2020			2020 Lollipop Expenses	-90.00	90.00
TOTAL						-90.00	90.00
Bill Pmt -Check	4570	11/23/2020	NT Sign Werks		Holiday Parade Bala...		-560.00
Bill		11/16/2020			2020 Christmas Activit...	-560.00	560.00
TOTAL						-560.00	560.00
Bill Pmt -Check	4571	11/23/2020	Dale McQueen - Pers...		Holiday Parade Bala...		-25.00
Bill		11/23/2020			2020 Decorations	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	4572	11/23/2020	McCraw Oil Company		Holiday Parade Bala...		-82.58
Bill		11/23/2020			2020 Decorations	-50.75	50.75
					2020 Decorations	-31.83	31.83
TOTAL						-82.58	82.58
Bill Pmt -Check	4573	11/23/2020	Wal-Mart Community		Holiday Parade Bala...		-474.63
Bill		11/23/2020			2020 Decorations	-275.43	275.43
					2020 Decorations	-93.28	93.28
					2020 Decorations	-93.95	93.95

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Bonham Area Chamber of Commerce

Check Detail

November 1 - 27, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2020 Decorations	-11.97	11.97
TOTAL						-474.63	474.63
Paycheck	4574	11/23/2020	Dale T McQueen		Fannin Bank		-1,326.16
					Payroll Expenses	-1,666.67	1,666.67
					Payroll Liabilities	213.00	-213.00
					Payroll Expenses	-103.34	103.34
					Payroll Liabilities	103.34	-103.34
					Payroll Liabilities	103.34	-103.34
					Payroll Expenses	-24.17	24.17
					Payroll Liabilities	24.17	-24.17
					Payroll Liabilities	24.17	-24.17
TOTAL						-1,326.16	1,326.16