



Meeting Minutes

Island Park Area Chamber Board Meeting

Thursday, December 4, 2025 - 6 PM via Google Meet

Attending: Karen Rector, Jill Kelly, Jerry Brown, Peter Vlodica (via phone), Adam Brubaker, Tony Peterson, Jarrod Bell, Jake Amen

General Business

Call to order - Peter called to order at 6:02pm.

Approve Minutes – *Motion to approve September minutes made by the board.*

Treasurer Report - Balances - Total: \$75,598.22

- Checking-Bank of Idaho: \$15,510.76
- Community Fund: \$2,135.86
- Money Market #1: \$32,228.65
- Money Market #2: \$2,338.43
- Savings: \$23,384.52

Motion to approve

Jake reported that the Community Fund was getting a \$10 a month fee because the account did not have the minimum balance. Charity at the bank changed the account type that doesn't have a minimum balance requirement and they refunded us \$30 in fees.

Business Status, Taxes, Insurance: Jake spoke with Steph about gaming licenses. We are at square one on it.

Open Business

Google Drive / QuickBooks Online / Maps / Membership Demo - Jake provided updates on map sales and membership by demonstrating the Google Sheets he uses to track map sales and memberships, noting that the 10% discount was a huge success. Adam asked how the data on the membership sheet is being managed and Jake replied that it is managed manually. The sheets show that the winter trail map ads have all been sold, earning \$15,715 with a loss of \$1,160 in discounts. The summer maps have already earned \$8,700 with loss of \$900, and membership renewals totaling \$7,497.50 with discounts of \$362.50. He also demonstrated the successful transition to a recurring invoice system in QuickBooks Online for advertisers and membership, which has resulted in \$23,600 deposited in the last month. Chad acknowledged the importance of tracking overdue invoices and Karen agreed to provide an aging report to identify members with outstanding dues. Jake is excited about the automation and set map advertisers recurring invoice to send out on October 1st to give plenty of time for winter map production.

Winterfest - Peter discussed promotional efforts and confirming arrangements for fireworks and merchandise and covered a lot of ground from previous meetings. The need for an official logo for events was also highlighted, along with plans for a sled giveaway to raise funds. Chad volunteered to handle promotion and graphics for the event, Katie Burke will provide graphics and information to the newspaper and social media.

IP Flags - The financial implications of flag sales were a significant topic, with concerns raised about the arrangement with Glade regarding shipping costs and profit expectations. The group recognized the necessity for clearer communication with Glade to ensure the Chamber benefits from future sales. Strategies were discussed to negotiate a fair pricing structure while maintaining a positive relationship with Glade. Peter agreed to approach Glade for further discussions to establish a mutually beneficial plan moving forward.

Budget - By-laws indicate a budget must be approved by Exec Board in the end of 4th-quarter. Jake will send out last years budget along with Dec 24-25 PNL via email for comparison and comments. Group will review and reply in email thread and Budget will be approved at Jan 8th general meeting.

New Business

Motion to adjourn: Peter, seconded by Board

Next meeting: January 8th, 2026 at SpringHill Suites Lobby

Action Items:

- * Island Park Chamber will track the sales and payments for the winter and summer maps and memberships.**
- * Karen Rector will look into finding an aging report for members who are past due on their dues.**
- * Island Park Chamber will create an official logo for Winterfest to help promote the WinterFest event.**
- * Island Park Chamber will send out a newsletter at the beginning of the month to WinterFest.**
- * Peter Vlodica will approach Glade to discuss the flags and how to move forward with the sales and payments.**