



Meeting Minutes

Island Park Area Chamber of Commerce — Monthly Membership Meeting

Thursday, August 6, 2026 — Video/Phone Call

Attending: Shelby McCloud, Jerry Brown, Karen Rector, Jill Kelly, Tony Peterson, and Jarrod Bell.

General Business

TREASURER'S REPORT

Karen Rector delivered the treasurer's report:

- Checking: \$16,637.82
- Community Fund: \$2,135.86
- Money Market 1: \$32,712.56
- Money Market 2: \$2,379.82
- Savings: \$23,420.23
- Total: \$77,286.29

Jill moved to accept the treasurer's report; motion carried.

FUNDRAISING PROGRESS

Sponsorships collected to date total \$6,000 from sponsors where the goal was \$4,500. Pre-sale raffle ticket sales are at approximately \$500 so far. Jake will close the online pre-sale tomorrow evening and pass along final numbers; presold tickets will be hand-written prior to the event.

BOARD ELECTIONS

Mid-September board elections need a confirmed date and must be advertised a certain number of days prior to the meeting — waiting until the September meeting would be too late. Decision tabled until Monday, August 10, when Shelby will text the board with date options. The group also flagged a need to review the election process against the bylaws and nominating committee procedure, as past elections may not have followed bylaws exactly; review planned for after the August 8 event.

Action: Shelby to text board Monday, August 10 to start the conversation for election date options; board all to review bylaws on elections/nominating committee.

Committee Business — I ❤️ Island Park Raffle (August 8)

DAY-OF SETUP & SITE LOGISTICS

- Jerry's crew arrives ~9:00–9:30 AM Saturday to set up tables and chairs. Jerry returns around 2:00 PM to confirm everything is still in place.

- Shelby plans to arrive around 2:00 PM to set up stage raffle items and be available to help with the sound set up.
- Parking concern: a pickleball court sits in the field behind the venue and vehicles cannot drive across it. One to two people will be needed to direct traffic around it. Jerry will check with Tiana for cones (also has construction contacts as a backup) and the group discussed caution tape as an option.

Action: Jerry to confirm cones/barrier availability with Tiana and arrange 1–2 people to direct parking traffic around the pickleball court.

RAFFLE ITEM INTAKE & SIGNAGE

- Shelby ordered metal tins for raffle tickets and has created labels/tags for all donated items received so far.
- New donation: a pair of Hawk Optics binoculars (~\$390 value), gathered by Jarrod — to be added to the item list.
- Shelby will print all signage tomorrow: sponsor banners (3x5 paper, ~8 top sponsors including Island Park Adventures, Action Motorsports, Fremont County EMS, and the Chamber) and sandwich-board signs for Base Camp, Big Springs and Sawtell Peak tier sponsors.

TENTS, TABLES & CHAIRS

- Two 10x10 canopies planned to house raffle items on tables, with the sales table positioned at the front so guests must pass through to view items before purchasing tickets.
- Four 8-foot tables requested from Tiana (more available if needed); one additional table to serve as the ticket sales table.
- Two folding chairs needed for volunteers staffing the sales table.

Action: Tony to check the Chambers storage trailer for a spare canopy while there (photo/report contents back to the group).

EVENT SHIRTS

Jerry purchased event shirts for board members/volunteers at \$15 each (white; 2 small, 2 medium, 2 large, 4 extra-large) and will bring them Saturday.

CASH HANDLING

- The chamber has an existing cash box; Tony to locate and pick it up Friday..
- Jerry will visit Citizens Community Bank tomorrow to withdraw an assortment of cash for making change, focused on fives and tens with some twenties, given the \$5 / \$25 / \$100 price points.

Action: Jerry to get cash from Citizens Community Bank tomorrow (fives, tens, some twenties); Tony to pick up the cash box.

FOOD & SPONSOR MEAL VOUCHERS

- Sponsors are owed a predetermined amount of meal vouchers each per their package. Shelby has designed a sponsor meal voucher (good for one entrée + one drink) to print and hand out; vouchers will be collected back from food trucks at the end of the night for reconciliation.
- Hope is that Blue Buffalo will cover these vouchers as an in-kind contribution; if not, the Chamber will pay food trucks directly for vouchers redeemed.

- Still need to confirm whether Sawtell Smoke Shack sells sodas/water directly, or whether drinks only come from the beverage truck — this affects whether sponsors need to visit two trucks to redeem a voucher.

Action: Jerry/Tony to confirm with Tiana whether the Smoke Shack offers soda/water, or if sponsors need the separate beverage truck.

RAFFLE FORMAT: SILENT AUCTION VS. STANDARD RAFFLE

- Decision: keep the format simple — a standard raffle for most items, plus a silent auction for a small number of higher-value, single-item pieces that are likely to fetch more through bidding than through \$5 raffle tickets alone. A separate live auction was discussed and ruled out to avoid overcomplicating the evening.
- Winners for raffle items do not need to be present; names/phone numbers are collected and winners are contacted after the drawing at the end of the night.
- Shelby will share the Google Sheet listing all raffle items, values, and donors tonight. Each committee member is asked to review it and suggest ~5 items for the silent auction in the group chat.

Action: Shelby to send the raffle item Google Sheet tonight; all committee members to reply in the group chat with silent-auction item suggestions tonight.

SPONSOR LIST & MIC SHOUTOUTS

- All committee members asked to review the shared sponsor list and flag anyone they've collected money from who isn't listed yet, so no sponsor is missed for their sponsor packet or recognition.
- Sawtell Peak sponsors are owed 10 over-the-mic shoutouts each (roughly 6 sponsors at that tier). Shelby will put together an MC outline/script so shoutouts are tracked and distributed evenly across the evening rather than left to memory.
- Plan is to build in 5–10 minute gaps between band sets (since sound won't need to be reset) to fit in shoutouts and raffle/silent auction reminders.
- Jerry and Tony will split MC duties so no one is on the mic the entire 4:00–10:00 PM window; Shelby will be on-site the full time and can step in as needed.

Action: Shelby to draft an MC script/shoutout outline; all committee members to review the sponsor spreadsheet and flag any missing sponsors.

The meeting adjourned at approximately 6:42 PM.

Next meeting will be held at Blue Buffalo on September 3rd, 2026 @ 6PM