



Meeting Minutes

Island Park Area Chamber of Commerce — Monthly Board Meeting

Wednesday, September 3, 2026 — Blue Buffalo Resort (Video/Phone)

Attending: Jake Amen (Co-Executive Director), Shelby McCloud (Co-Executive Director), Jarrod Bell, Jill Kelly, Tony Peterson. **Absent:** Chad Hammond, Karen Rector.

General Business

QUORUM & CONSENT TO RECORD

The meeting was confirmed to be recorded/transcribed with the consent of those present. Per bylaws, a quorum for a duly called meeting is a majority of members present, with no fixed headcount threshold; quorum was confirmed for the meeting.

APPROVAL OF MINUTES

- Motion to approve the prior meeting's minutes: Jarrod Bell. Second: Jill Kelly. Motion carried.

TREASURER'S REPORT

In Karen Rector's absence, Shelby McCloud read the account balances from the balance sheet:

- Checking: \$8,150.70
- Community Fund: \$2,135.86
- Money Market 1: \$32,712.56
- Money Market 2: \$2,379.82
- Savings: \$23,423.95
- Total: \$68,352.76
- Motion to approve the treasurer's report as given: Jarrod Bell. Second: Jake Amen. Motion carried.

PROFIT & LOSS UPDATE

Jake circulated a trailing 365-day profit & loss statement showing a net loss of approximately \$400 for the year, with roughly \$71,000–\$72,000 in both income and expenses — essentially breaking even against the annual budget as most yearly expenses wind down and income-generating activities ramp up.

IRS CORRESPONDENCE

Jake reported receiving a letter from the IRS. The matter was referred to Smith & Coons for review; no follow-up letter has been received, and Smith & Coons is monitoring the situation. It is believed to be a timing/cross-in-the-mail matter rather than a substantive issue.

Committee Business

ACKNOWLEDGMENT OF TONY PETERSON'S PRESIDENTIAL AUTHORITY

Shelby read the relevant bylaws provision: the Vice President exercises the powers and duties of the President in the President's absence or disability, in addition to duties assigned by the President and Board.

- Motion to acknowledge/have Tony Peterson serve in the president's role: Jarrod Bell. Second: Jill Kelly. Motion carried (Tony did not vote on the motion).

BOARD COMPOSITION & CHAD HAMMOND'S STATUS

Chad's interest in continuing on the Board is still undecided; he indicated he is thinking it over. Jerry Brown has indicated he intends to remain a Chamber member and to help with Winterfest sponsorships, but is not returning to the Board.

NOMINATING COMMITTEE & BOARD ELECTIONS

The Board acknowledged it is again operating outside the bylaws' nominating-committee timeline (committee normally appointed by the President in May/June, Board-approved, with a slate presented before July). With time short, the Board opted to informally act as the nominating body rather than stand up a separate committee.

- Shelby has informally discussed board interest with Lynette Tingey and Haley Finn; Haley has expressed strong interest and is considering; Lynette declined for now.
- Bylaws set a 7-member minimum with roughly one-third elected annually on staggered 2-year terms, but do not cap board size — the Board discussed adding an additional seat beyond simply replacing Chad, if a strong candidate is identified, given the value of more hands and broader participation.

Action: Shelby to continue following up with Haley Finn and Lynette Tingey on interest in a Board seat.

Action: Shelby to draft and post a Facebook call for board interest, directing respondents to the website contact form; also to be included in the annual meeting notice to run in the Island Park News (Tuesday deadline).

Action: All Board members to informally suggest additional nominee names via group chat.

ANNUAL MEETING & BOARD ELECTION DATE

Bylaws require the annual meeting to occur in Q3 (by September 30) with 20 days' notice to members. Given travel conflicts (Jake unavailable September 22–27) and the Q3 deadline, the Board discussed a compliance gap and elected to combine the annual meeting/election with the October regular board meeting on October 1 — one day after the Q3 window — rather than hold two separate meetings on short notice.

- Motion: Jake Amen moved that the Board operate outside the standard bylaw timing this year and schedule the combined annual meeting/election and October board meeting for October 1, 2026, at Blue Buffalo Resort. Second: Jarrod Bell. Motion carried.
- Meeting time set for 5:30 PM, with a brief board meeting to follow the annual meeting/election business.
- Budget of approximately \$200 approved for pizza catering (in lieu of prior catered options).

ANNUAL BYLAWS REVIEW

Bylaws require an annual review of the governing document; the Board acknowledged this has not occurred consistently in recent years. The website (islandparkchamber.org/chamber/bylaws) is being treated as the authoritative, revision-tracked copy.

- Plan: dedicate the post-election portion of the October 1 meeting primarily to a bylaws discussion.
- Board members to read the bylaws in advance and submit proposed changes via group chat ahead of the meeting so discussion is focused.
- No amendments will be voted on that night — discussion only, per the 30-day advance notice requirement for bylaw amendment votes; any resulting changes would be finalized at a subsequent, properly noticed meeting.

WEBSITE MEMBERSHIP LISTING POLICY

Jake raised whether the Chamber should continue restricting website business listings to paying members, versus listing all local businesses (as neighboring chambers do) to stay aligned with a YTT-funded website initiative that may require open listings. Counterpoint: a website listing is currently a membership perk.

Action: Jake to research YTT's listing requirements further; item to be added to the bylaws discussion list for October 1.

I ♥ ISLAND PARK EVENT WRAP-UP

- \$13,000 was donated to Friends of Island Park Ambulance from the 10th Annual I ♥ Island Park Community Raffle.
- Feedback: it would be helpful if Board members could commit to being present for the full duration of future events.

Action: Set the 2027 I ♥ Island Park event date at the October 1 meeting; tentative target discussed was the first Saturday in August (August 7, 2027), to standardize the date year to year.

EVENT CALENDAR PLANNING

- Winterfest: to remain on Martin Luther King Jr. weekend per prior Board vote, notwithstanding a request from a vendor to move it later in January.
- Summer Kickoff: typically the week before Memorial Day weekend.
- Board discussed standardizing the raffle to the first Saturday in August annually to allow venue booking years in advance.

ILLUSTRATED TRAIL MAP ARTWORK REFRESH

The Chamber's illustrated area map (believed created circa 2016–2017 by artist John B. Hanley) is a popular handout with lodging and outfitter members but is due for a visual refresh; YTT funds printing at no cost to the Chamber.

Action: Shelby to attempt to contact the original artist, John B. Hanley (believed based in Pocatello or Rexburg), regarding updating the artwork.

Action: Jake to review a high-resolution source image and assess in-house options (e.g., Photoshop updates to outdated business signage) in parallel.

HISTORICAL SOCIETY BRICK-AND-MORTAR PARTNERSHIP (INFORMATIONAL)

Jake shared that the Island Park Historical Society signed a 20-year lease on a new building and has expressed openness to the Chamber sharing office space there as a visitor-center/brick-and-mortar presence. No action needed at this time; tabled for future discussion pending the Historical Society's own board input.

208 THINGS TO DO — FALL/WINTER AD SPACE

A \$499 renewal for Fall/Winter ad space (distributed in Southeast Idaho papers — Pocatello, Blackfoot, Idaho Falls, Rigby, Rexburg) had a next-day deadline. The Board discussed that winter tourism to Island Park is largely snow-driven and local/regional rather than ad-driven, and that this circulation area already knows Island Park.

- Consensus: decline the Fall/Winter ad this year; retain the existing Summer full-page ad only.

Note: qualifying marketing/advertising spend counts toward the Chamber's required 12.5% cash match for YTT grant funding — a factor to weigh in future ad-spend decisions.

YTT EVENT SPONSORSHIP GRANTS (INFORMATIONAL)

YTT offers event sponsorship grants of up to \$2,500 per event; the application deadline for the upcoming grant year is February.

Action: Apply for YTT event sponsorship funding for the 2027 I ♥ Island Park event ahead of the February deadline.

Next Meeting

October 1, 2026, 5:30 PM, Blue Buffalo Resort — Annual Meeting / Board Elections, followed immediately by the regular October Board Meeting.