

Johnstown/Milliken Chamber Ambassador Meeting

Agenda

March 10, 2014

- Create ambassador contact list (email and phone) share with group
 - o Chris will email the list to the group

- Follow up from last week's meeting
 - o Ambassador budget
 - o Items from the board that need to be discussed

- Update ambassador page on website
 - o "ambassador" spelled wrong
 - o Complete/update bios if necessary by next months meeting

- Chamber member asked if we could complete a survey on what services are not provided in town / what services are needed in town, instead of needing to go to neighboring cities.
 - o Yea/ney?

- News from the group
 - o Open Forum, please share
 - o Questions
 - o Amy Gregory with United Way would like to give a presentation at next after hours.
 - o Emails I receive for after hours do not list a location
 - o New donut shop it town
 - o Each month going forward, email Chris with any items you would like to discuss at next months meeting.

- Welcome bags
 - o Give fillings to Bev

- Meeting adjourned

March 10th 2014

Chamber Ambassador Meeting

Discussed putting ads back on the monthly welcome bags
Charge the advertising companies the cost of advertising

Two new Chamber members

Blue Moon Catering- Jonathan Babb

Cowgirl Catering – Sandy Beardsley

Both New Member will need a ribbon cutting ceremony

Budget for Ambassador Meetings (Food) = \$30-40/month

Budget for Welcome Cards for New Members = \$ - price to be determined per 50 cards.

Budget for Ribbon Cutting

Budget for New Member Reception

Contact List for Ambassador Group

Ambassador Duties:

Ambassador Flow Chart

Recruit

Calling our people for events

Process for New Member:

Phyllis is the first contact for new members.

Then she delegates the new contact to an ambassador.

Olivia is the third contact that sets up the Ribbon Cutting Ceremony.

Chris is the final contact for the new member. Welcome cards signed by

Ambassadors for new members

Attend Community Events

Ambassador spelled wrong on Ambassador Website

Complete/Update Ambassador Bios

New Member survey – we want to try doing this over the phone as opposed to the website survey

We do have a member that would like to communicate something to the board – as a company presentation, how would the board like us to communicate these requests.

Correct and complete Business after Hours Information Requested – before invites can be extended.