

**AGENDA**  
**December 16, 2009**  
**Chowchilla District Chamber of Commerce**  
**Public Meeting Room, Civic Center Plaza**  
**12:00 Noon**

**1.0 CALL TO ORDER**

**1.1** Introduction of newly elected Directors: Brad Banks, Lee Brock, David Bump, & Paula Christoffersen

**2.0 PUBLIC COMMENT**

The Public may address the Board on any matter pertaining to the Chowchilla District Chamber of Commerce or activities within the community that is not on the agenda; however, the Board is prohibited by law from taking any substantive action on matters discussed that are not on the Agenda. Each guest is limited to three (3) minutes unless previously scheduled.

**3.0 CONSENT CALENDAR**

All matters listed under the consent calendar are considered to be routine, and will be enacted by one motion in the form below. There will be no separate discussion of these items unless good cause is shown prior to the motion approval.

**3.1 Action:** Ratify Minutes and Attendance of the November 10, 2009 Board of Directors Meeting.

**4.0 CORRESPONDENCE**

- 4.1** City of Chowchilla Parks, Recreation & Community Services, thank you letter.
- 4.2** Copy of Letter to President Scroggins regarding North Fork Mono Rancheria Tribal Council response to Chamber letter of October 30, 2009.
- 4.3** Fresno Grizzlies Flyer promoting Chowchilla Community Night during 2010 Season

**5.0 REPORTS**

The Chairperson and/or Committees may report about various matters involving Chowchilla District Chamber of Commerce activities. Action on committee reports can be taken by following the Simple Parliamentary Procedure listed at the end of the Agenda

**5.1 Administrative Reports**

- 5.1a Treasurers Report – Treasurer Fall
  - 1. Monthly & Aging report
- 5.1b Manager Report – Manager Flanagan

**5.2 Committee Reports**

**Working:**

- 5.2a** Christmas Decorations – Director Flanagan
  - Take down of decorations – January 2, 8:00 a.m., PG&E available
- 5.2b** Maps – Vice President Moss
- 5.2c** Nominating Committee – Manager Flanagan
- 5.2d** Installation Committee – Vice President Moss

**Ad Hoc:**

**5.3a** Welcome Center – Directors Pistoresi & Flanagan

**Action:** Select Memorandum of Understanding to submit to City Council Adhoc Committee re Chamber Position regarding Welcome Center Location.

**6.0 OLD BUSINESS**

**6.1 Action:** Election of 2010 Board Officers

**6.2 Action:** Memorandum for 2010 Bank Card Signatures, Bank of America and Tri Counties Bank

**7.0 NEW BUSINESS**

**7.1 Action:**

**8.0 ANNOUNCEMENTS**

**8.1** Chamber Office closed 12/24 & 12/25, January 1

**8.2** Christmas Decoration Taken Down January 2

**9.0 ADJOURNMENT**

**SIMPLE PARLIAMENTARY PROCEDURE Guidelines for Better Business Meetings** (Reference: Robert H.M. (1981) *Roberts Rules of Order* (rev. ed.) Glenview, Illinois: Scott, Foresman & Co.

**HOW TO PRESENT AND DISPOSE OF A MOTION**

A motion is the method by which business is brought before an assembly. Motions may grow out of reports or other communication. Often a committee report, letter, or memorandum will introduce information the assembly wishes to take action on. The procedure used in handling a motion is described by the following series of steps:

**Step 1: Obtaining the Floor.** Before motion can be presented, the Chair must member must be recognized by the Chair.

**Step 2: Making a Motion.** A simple statement “I move that.....” Once the motion is stated, before discussion, the motion must be seconded.

**Step 3: Seconding a Motion.** After the motion is made another member seconds the motion by saying “I second the motion” or “Second”.

**Step 4: Debating the Motion.** Immediately after the Chair states the motion, he/she should ask “Is there any discussion?” or “Are you ready for the question?”

**Step 5: Putting the Question (calling for a vote).** The presiding officer says “Are you ready for the Question?” If no member requests further discussion, the vote is called.

**Step 6: Announcing the Results.** The chair announces the result of the vote immediately, including: 1) Which side has won. Ex. “The ayes have it.” 2) The result of the voting. Ex. “The motion carries.” 3) The action that must result. Ex. “The club will...”

**LUNCH WILL BE PROVIDED TO BOARD MEMBERS ONLY. BOARD MEMBERS WHO WILL NOT BE ATTENDING ARE ASKED TO CALL JACKI AT 665-5603 BY NOON ON THE MONDAY PRIOR TO THE MEETING.**