

**Ambassador Committee
Chamber Conference Room
Jan. 11th 2012**

Present: Dianna Mattfield, Jessica Knutson, Michelle Graber, Lori Whitted, Dwight Moody, Laurie Nivala

Chamber Staff: Kerry Larsen & Bud Stone

Call to Order: Dianna Mattfield called the meeting to order at 8:00 AM.

APPROVAL OF NOVEMBER 2011 MINUTES:

Michelle Graber made a motion to approve the November 2011 minutes; Laurie Nivala seconded; Motion carried.

ACTION: No further action is needed.

UPDATE EMAILS & INFORMATION:

Dianna Mattfield passed out an information sheet for the Ambassadors to update their contact information. Kerry will make these changes.

ACTION: No further action is needed.

FINAL APPROVAL OF 2012 GOALS AND MISSION STATEMENT:

The committee went over the Mission and Goals for 2012. Dianna read these to the committee members asking if anyone had questions. Dianna made sure committee members were aware of the expectations of being an Ambassador for 2012.

ACTION: No further action is needed.

SUB-COMMITTEE REPORTS:

****Ribbon Cuttings/Greetings:**

Ribbon Cuttings have not been scheduled for 2012 yet. The committee is hoping to get a sub-committee chair for ribbon cuttings to get these started for 2012. Kerry has a job description for each sub-committee chair position. The committee thought committee members could talk about it when the four new Ambassadors attend the meeting in Feb. 2012. Kerry did schedule Toivo's ribbon cutting upon request. Kerry sent out the email to committee members and Dwight Moody and Jessica Knutson have volunteered. The ribbon cutting is scheduled for Jan. 12th 2012. Laurie Nivala will continue to help Kerry in making sure the Ambassadors get to the ribbon cuttings. Bud did mention that maybe a Chamber member photographer would want to start taking the ribbon cuttings photos for the newsletters. It would be great exposure for the photographer. The photographer would get recognized with their name and contact information with the photo. Bud wanted to just mention that to the Committee Members for consideration. It will be discussed at a later date.

ACTION: Kerry will bring the Ribbon Cutting sub-committee chair job description to the Feb. 2012 meeting.

****Chamber Connections:**

Kerry emailed the membership openings for Chamber Connections for 2012. Kerry has Jan. through May 2012 booked. These are Jan. – Blandin Foundation, Feb.- Edward Jones – Kristina Gaalaas, March – Sherwin Williams, April – AmericInn and May – Mediacom. June through November is still available. Kerry will continue to send emails out asking for more Chamber Connection Sponsors. A sub-committee chair is needed for 2012. Michelle Graber would like to step down for 2012 if she can. Kerry does have a job description typed up for this sub- committee position as well. Kerry will bring it to the Feb. meeting hoping an ambassador will come forward and volunteer.

ACTION: Kerry will continue to try and fill Chamber Connection months for 2012. Kerry will keep the committee updated. Kerry will bring the job description for the sub-committee chair for Chamber Connections to the Feb. 2012 meeting.

****Greetings:**

Kerry asked for volunteers for the Jan. 25th 2012 Chamber Connection –Volunteers are Michelle Graber and Dwight Moody. Kerry will send an email reminding Michelle and Dwight. Kerry asked for volunteers for the Feb. 6th 2012 luncheon at the Sawmill. Volunteers are Lori Whitted, Dianna Mattfield, Dwight Moody and Michelle Graber. Kerry will remind the volunteers by email.

ACTION: No further action is needed.

CHAMBER BUCK INCENTIVE PROGRAM:

Kerry brought up a suggestion to the committee members that whoever brings the most guests to the Chamber Connections will get a ten dollar chamber buck. Kerry and Bud discussed this and thought this would be a great way to get more people to the connections and make it fun for the Ambassadors. The committee members liked this idea and thought they would try it instead of making phone calls. Bud suggested getting business cards for the Ambassadors to hand out to the people they invite to the Chamber Connections. This card will have a place for the Ambassador to sign their name so it will be easy to track which Ambassador made the invitation to the Connection. This will help in determining who will get the ten dollar chamber buck at that particular connection. Bud will make a sample business card and discuss it at the Feb. meeting.

ACTION: Bud will have a sample business card for the Feb. 2012 meeting.

DELIVERING OF SIGNS:

Kerry asked if three signs could be delivered to Chamber members. Kerry felt even though they have not scheduled a ribbon cutting getting the sign to the business for display was important. Michelle Graber will deliver Wendigo, Dianna will deliver Slumberland and Jessica will deliver Pokegama Grill.

ACTION: Michelle, Dianna and Jessica will give an update at the Feb 2012 meeting.

CUSTOMER SERVICE AWARD/BUSINESS SPOTLIGHT:

Kerry asked for volunteers for the Customer Service Awards and Business Spotlight. This person will go to a luncheon and present the Customer Service Award to the recipient and also draw a business name for the Business Spotlight. These Ambassador volunteered: Dianna Mattfield/Feb. 6th 2012, Jessica Knutson/March 5th 2012, Lori Whitted/April 2nd Luncheon, Michelle Graber/Express Employment Professionals/ May 7th 2012 and Dwight Moody will volunteer for June 4th 2012. At the next Workforce Development Meeting Kerry will ask for volunteers to cover the rest of 2012.

ACTION: Kerry will make sure the committee members who volunteered get a script and things needed ahead of time.

2012 NEW AMBASSADORS:

Four applications were received for new Ambassadors for 2012. These consisted of Candace Johnson, Jon Toiven, Julie Tracey and Sara Meyer. Dianna will set up an Ambassador orientation for these four candidates before the Feb. 2012 meeting. Michelle Graber made a motion to accept these nominations for 2012 ambassadors; Laurie Nivala seconded; Motion carried.

ACTION: Dianna will call and set up an Ambassador Orientation before the Feb. 2012 meeting.

Next Meeting: The next meeting will be Feb. 8th 2012 at Chamber of Commerce at 8:00 AM.