



Board Orientation

Wednesday, January 30, 2008
4:00pm

A G E N D A

- 1. Overview of the Chamber (PowerPoint Presentation) Management Staff**
- 2. About the Chamber Robert P. Bartz, President**
 - Purpose of Orientation
 - Organization Charts – pages 2-3
 - Project Chart – page 4
 - Organization Overview – pages 5-14
 - Profile of Membership – page 18
 - Volunteer Immunity Laws / Directors and Officers Liability Insurance – page 39
 - Other Insurance Coverages – page 39
- 3. About Your Responsibilities John Rice, Chairman**
 - Specific Responsibilities of the Board of Directors / Guidelines for Members of the Board of Directors – pages 21-22
 - Board / Staff Relationship – page 22
 - Director's Pledge – page 24
 - Practical Steps for Board Service – page 25
 - Job Descriptions – pages 26-33
- 4. About Policies of Organization Tom Danahy, Immediate Past Chairman**
 - Attendance Policy – page 23
 - Policy Development – pages 41-42
 - Policies You Should Know – pages 65-69: #s 2, 5, 6, 7, 13, 15, 16
 - Anti-Trust Statement – pages 67-69
- 5. Questions and Answers**
- 6. Adjournment**

Handouts Provided: 2008 Leadership Success Manual
2008 Annual Plan
Director's Pledge



Manatee
CHAMBER of
COMMERCE

Strengthening Your Business and Our Community

National Chamber of the Year

Three-Time Winner Florida Chamber of the Year

2008 LEADERSHIP SUCCESS MANUAL

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Welcome to Your Leadership Position in the Manatee Chamber of Commerce

The purpose of this Leadership Success Manual is:



To share key information about our organization



To focus on the strategic direction, mission
and goals of the organization



To encourage questions and to explore
opportunities for the organization



To manage risks associated with Leadership

MANATEE CHAMBER OF COMMERCE
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Mission Statement

To build a positive business environment while enhancing the community's quality of life.

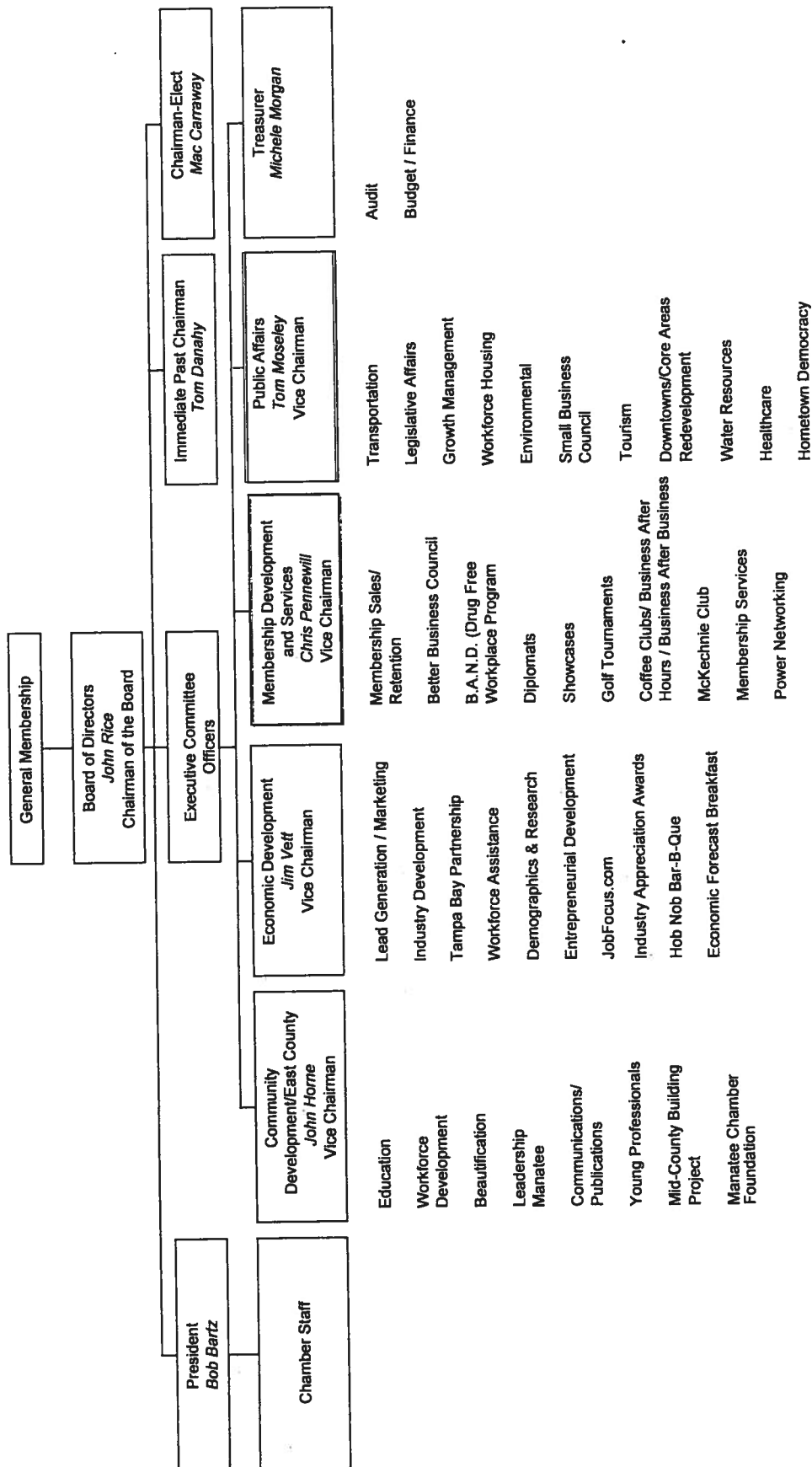
Vision Statement

To be a well respected and influential representative of the area's business community with the commensurate economic and political resources to be an active partner in the development and enhancement of our community.

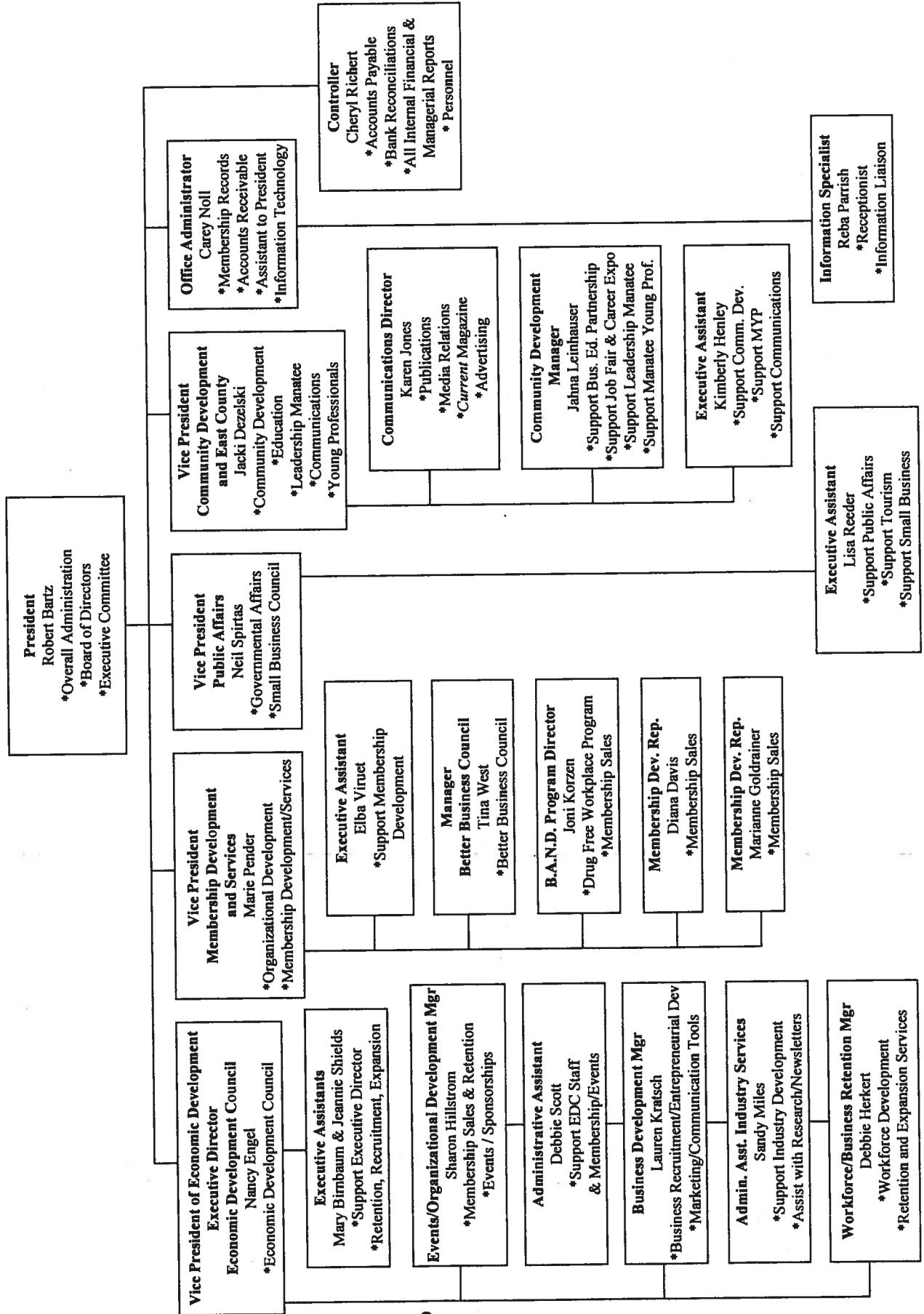
Positioning Statement

Strengthening your business and our community.

Manatee Chamber of Commerce Organization Chart 2008



Manatee Chamber of Commerce 2008 Staff Organization Chart



**MANATEE CHAMBER OF COMMERCE
ORGANIZATION OVERVIEW
2008**

“Strengthening Your Business and Our Community”

ORGANIZATION PROFILE

- I. In the early 1800s the Board of Trade laid the foundation for what has become today's Manatee Chamber of Commerce, making us one of Manatee County's oldest organizations.
- II. The mission of the Manatee Chamber of Commerce is to build a positive business environment while enhancing the community's quality of life.
- III. 2,500 plus member firms. 3,500 plus total individual members.
- IV. Thirty-eight committees and task forces with more than 400 members actively involved.
- V. Fifty-five percent of membership employs 5 or less.
- VI. Twenty full-time and four part-time members of the Chamber staff.
- VII. The Manatee Chamber of Commerce member firms employ approximately 76,000 people.
- VIII. The Manatee Chamber of Commerce processes more than 14,000 consumer inquiries/complaints per year.
- IX. More than 15,000 people stop by the Chamber offices per year.
- X. More than 600 people contact the Manatee Chamber of Commerce by telephone each day.
- XI. More than 135,000 unique sessions monthly on our Internet pages.
- XII. The Chamber and Economic Development Council process more than 5,000 requests annually from individuals and corporations inquiring about relocating to Manatee County.

2008 LEADERSHIP INITIATIVES

Manatee Chamber of Commerce

1. Partner with the University of South Florida to conduct a comprehensive “state of healthcare” analysis for Manatee County and support initiatives to address any identified shortcomings.
2. Educate Chamber members and the public on the impact of the proposed “Hometown Democracy” constitutional amendment and on local efforts to advance “smart growth” practices.
3. Analyze the findings of “Reality Check Tampa Bay” and work with OneBay and local elected officials on regional solutions to effectively plan for future growth.
4. Work with local government officials to identify incentives and policies that will encourage redevelopment in the County’s and cities’ core areas.
5. Identify existing and evolving technologies that can be used to further the Chamber’s mission and share that knowledge with our membership.
6. Conduct a “Get Out the Vote” campaign to encourage business voter turnout in the November elections.

Manatee Economic Development Council

1. Work with the County to ensure that adequate land and appropriate infrastructure are available for present and future high paying employment generating uses, such as office, industrial, and research employment centers.
2. Identify successful entrepreneurs and investors to assist in building a support network for high-growth/high-value entrepreneurial companies.
3. Work with the Roskamp Institute to create a more favorable environment to grow bio-tech research in the area.
4. In addition to the already established bi-county resources, partner with and leverage the resources of the Tampa Bay Technology Forum, Florida High Tech Corridor Council, and regional educational institutions to build a stronger network for Manatee County's entrepreneur/technology companies.

The Chamber is divided into four divisions. We welcome your involvement. Our Chairman for this year is John Rice, DeSears Appliance & Home Entertainment.

COMMUNITY DEVELOPMENT / COMMUNICATIONS

John Horne, Anna Maria Oyster Bar

MISSION STATEMENT: Encourage mutual involvement between businesses and the public sector in programs designed to improve work force development, leadership opportunities and overall quality of life in Manatee County.

- I. Leadership Manatee – 26th year for program. Class year begins in August and conclude in February.
 - A. 13 week program – August through February
 - B. Exposes leaders to present and future needs
 - C. Opportunity for increased community involvement
 - D. Applications available in April – due mid-May
 - E. Maintain linkage with Leadership Manatee Alumni Association
 - F. Maintain linkage with Junior Leadership Manatee program (high school)
- II. Image Manatee – Brought livable roadway to Manatee County.
 - A. Nine Beautification Awards and an annual award
 - B. Started Keep Manatee Beautiful - Adopt-a-Highway / Adopt-a-Shore
 - C. Aesthetics – Median / Roadway Enhancements – consideration for landscaping, sidewalks, and bike paths
 - D. Cooperate in area beautification efforts and initiatives – e.g. enterprise zones, project grant support, etc.
- III. Education
 - A. Real Life 101 – a program designed to teach 7th grade students about work ethic, teamwork and job responsibility. Fall of each year – 100 volunteers spend one hour in a 7th grade class – reaches ~3,000 students
 - B. Business Partners in Education – encourage involvement by business community in educational system – Annual Awards Breakfast and School Coordinator Training - Involvement improves education experiences...more than 450 partnerships today
 - C. Brought Junior Achievement to Manatee County in 1986 - Economic Education Program taught by volunteers
 - D. Health Care Study - Partner with the University of South Florida to conduct a comprehensive “state of healthcare” analysis for Manatee County and support initiatives to address any identified shortcomings.
 - E. Local School Issues Committee – serves as resource on education / school issues
 - F. Project TEACH – a career awareness program for 4th grade students – 120 volunteers spend on hour in the classroom in February, reaches 2500+ students

- J. Press Release Submission Tool – send your press release to more than 60 local area media

VI. Mid-County Building Capital Campaign and Building Project

The Manatee Chamber of Commerce and United Way of Manatee County are organizations dedicated to building a positive business environment and making a measurable difference in our community's quality of life. We are working together toward making Manatee County an even better place to live and conduct business by fostering unity within our community.

We are currently conducting a Capital Campaign to construct our Mid-County Building. This facility will include 9,000 sq. ft. of joint-use reception area, conference/boardroom and workspace, with individual office space for both organizations.

This new facility on Lakewood Ranch Blvd. will complement both organizations' downtown Bradenton offices and allow members, residents and visitors to access services, benefits and programs at a location convenient to them. Both the Chamber and United Way are working diligently to foster unity within Manatee County, while strengthening your businesses and our community.

PUBLIC AFFAIRS

Tom Moseley, Whitney Bank

MISSION STATEMENT: Build a positive business environment by advocating responsive legislation, regulatory practices and implementing programs to improve the business and tourism climates.

- I. Get Out The Vote Campaign in 2008.
- II. Represents business community before governmental bodies
- III. Legislative Affairs Committee - local/state/federal Legislative Platform – trip to Tallahassee in March
- IV. Legislative Roundtables before and after sessions
- V. Downtown Redevelopment - enhance downtown cores as focal point
 - A. Active, Energetic Clearinghouse Committee – spearheaded downtown retention for new judicial office complex
 - B. "Downtown by Design" Master Plan Implementation – traffic enhancement, streetscaping, livable roadways

XIII. Workforce Housing Resolution Team

XIV. Educate the membership on the impact of Hometown Democracy

XV. Work with local officials to identify incentives and policies to encourage redevelopment of core areas

XVI. Green/Sustainability Task Force – assists in LEED (Leadership in Energy and Environmental Design) building certifications and incentives as well as water conservation training against government mandates

MEMBERSHIP DEVELOPMENT AND SERVICES

Chris Pennewill, People's Community Bank

MISSION STATEMENT: Provide and communicate quality programs, benefits and services designed to attract and meet the needs of members while supporting the economic base of the Chamber.

I. Membership Programs, Benefits and Services

- A. Diplomat Committee – to better communicate, member to member, the benefits of belonging to the Chamber
- B. Member to Member Discounts – to provide cost-saving product discounts (login for members only section of the website is the first four letters of the company name and the last four digits of the company phone number)
- C. Annual Spring and Fall Golf Tournaments – to provide networking
- D. New Member Welcome Receptions – to familiarize new members with the Chamber
- E. Breakfasts with the Chairman – to update members about Chamber projects while soliciting suggestions for new programs
- F. Coffee Clubs, Business After Hours and Business After Business – to provide important networking
- G. Annual Dinner Meeting/Member Appreciation Ceremony – to recognize Chamber volunteers and present the Chamber's Annual Program of Work
- H. Trade Fairs – to provide exposure for our members' products
- I. Display space in Chamber lobby for members' literature – to provide exposure to potential customers
- J. Power Networking Lunches – a chance for members to promote their businesses and make new contacts
- K. Leads Networking Group – to provide exclusive category networking
- L. New Resident Welcome Kit – to allow members to be among the first to reach new residents to our area

Corridor Council, and regional educational institutions to build a stronger network for Manatee County's entrepreneur/technology companies.

DEFINITIONS:

Value-Added Business

A value-added business, for our purposes, is defined as a company that meets the following criteria:

- A minimum of 55% of the company's revenues flow from outside the region into the community
- The majority of the company's workforce is high-skill/high-wage
- For existing businesses, the average annual wage must be equal to or above the County's average annual wage
- For businesses new to the region (Manatee and Sarasota Counties), the average annual wage must be 115% or more of the County's average annual wage
- The company is environmentally and socially compatible with the community

High Value-Added Business

This business meets the same criteria as the above "value-added", but also:

- Creates a minimum of 25 net new jobs with an average wage of 150% or more of the County's average annual wage and/or
- Has new local capital investment of over \$20 million

Targeted Entrepreneurial Businesses

- Are privately owned, emerging businesses where the majority of the company's revenue is anticipated to flow from outside the region into the community
- Have the potential of growing rapidly into a value-added business with 10 or more employees (within 5 years)
- Have a product or service involving substantial innovation, which gives the venture a competitive edge

Targeted Entrepreneurs

- Are individuals who have successfully started one or more targeted entrepreneurial businesses
- Can provide access to resources or guidance for developing targeted entrepreneurial businesses

Resource Brokers

- EDC staff members who provide information regarding local, state, and regional resources available to qualified businesses and assist in the access to those resources

- **Develop and Provide an Annual Business Climate Issues Report** to Chamber and Public Partners
- **Hold Annual Meeting** to Share the Results of the Economic Indicators Report (2007 – 2009)

Goal 5: Use Workforce Collaborative Systems to Identify and Develop Resources Critical to the Growth of Value-Added Businesses

Market Measures

- **Measure and Report the Increase in Training Opportunities** and Related Funding Accessed by Value-Added Businesses
- **Implement New Strategy on an Annual Basis** to Assist Employer Retention and Recruitment of Employees; Create Annual Report on Effectiveness
- **Co-Fund with Partners a Benchmark 2007 Survey** on Use of Interns, and follow up with a 2009 Survey , with Results Showing a Significant Increase

Goal 6: Inspire Investment Sufficient to Fund Enterprise Goals

Market Measures

- **Present and Obtain Funding for an Annual Operating Budget** that Adequately Funds the Implementation of the Strategic Plan
- **Develop and Present Annual Report Card**, Focusing on the Results of Resource Brokerage Services
- **95% Customer Satisfaction with EDC** (Utilizing Annual Investor Survey)

Projects of Note:

- **JobFocus.com:** Jobs, resumes, intern match
- **Tampa Bay Partnership/South Tampa Bay Partnership**
- **Hob Nob Barbeque** held in March of each year
- **Industry Appreciation Awards Luncheon**
- **Economic Forecast Breakfast**

MANATEE CHAMBER OF COMMERCE

Job Descriptions

JOB DESCRIPTION

BOARD OF DIRECTORS

The by-laws of the Manatee Chamber of Commerce have designated the Board of Directors as the policy-making branch of the Chamber. The board shall adopt such rules and regulations as may be required to conduct the affairs of the Chamber. The government and policy making responsibilities shall be vested in the board, with the management responsibility falling under the president. The board authorizes the program of work, approves the budget and receives and passes committee recommendations.

The Board of Directors shall consist of up to thirty (30) members to provide community representation as follows: two (2) to represent Island Communities defined as Anna Maria, Bradenton Beach, Holmes Beach and the Manatee County portion of Longboat Key; two (2) to represent North Manatee County defined as that area north of the Manatee River; two (2) to represent South Manatee County defined as the area south of Cortez Road; two (2) to represent Greater Bradenton defined as that area between the Manatee River and Cortez Road and between the Intracoastal Waterway and 15th Street East; two (2) to represent the East County area defined as that area East of Ellenton-Gillette Road (36th Avenue East) North of the Manatee River and East of Lockwood Ridge (45th Street East) South of the Manatee River; up to eleven (11) Appointed-At-Large within the County, eight (8) elected At-Large within the County.

A majority of the Board of Directors shall constitute a quorum for board meetings, set for the last Tuesday of each month. The chairman shall appoint all committees, task forces and councils subject to confirmation by the board, which shall authorize and define the powers and duties of all standing and special committees, task forces and councils, except those whose functions are set forth in the Chamber's by-laws. Committee, task force and council appointments shall be at the will and pleasure of the chairman. It shall be the function of each council, task force or committee, by the limits of the policy set by the board, to make investigations, conduct studies and hearings, and make recommendations to the board concerning their assignments, and to carry on such activities as may be delegated to them by the board.

The Executive Committee shall act for the board between regular meetings of the board or in the absence of a quorum thereof, except with respect to by-law amendments.

- * Should be willing to perform such duties as may be requested by the Chairman.
- * Should direct requests for staff assistance through the President.
- * Should attend the regularly scheduled general membership functions of the Chambers (i.e. luncheons, Annual Dinner, Business After Hours, Coffee Clubs, etc.).
- * Should attend at least one Chamber function each month (in addition to Board Meetings).

Accountability: The Directors are responsible to the Board as a whole and to the general membership.

THE BOARD-STAFF RELATIONSHIP

Two Elements, One Team

- * Board focuses on governance; being visionaries; strategically moving forward.
- * Staff manages the day-to-day operations.
- * Consider it a partnership, alliance, collaboration between board and staff to achieve the goals of the organization.
- * Avoid micromanagement.

MANATEE CHAMBER OF COMMERCE

DIRECTOR'S PLEDGE

The undersigned acknowledges and accepts the responsibilities of a Director's role on the Chamber's Board of Directors.

During my term as a Director, I agree to:

1. Attend no less than eight (8) of ten (10) regularly scheduled Board Meetings over a one year period.
2. Attend a minimum of three (3) Coffee Clubs and three (3) Business After Hours or Business After Business over a period of one year, and one (1) Showcase and the Hob Nob Bar-b-Que.
3. Attend Annual Planning Retreat held in September this year.
4. Attend Annual Dinner Meeting held in January each year.
5. Volunteer four (4) hours of my time during Annual Membership Campaign held in March of each year.
6. Enroll one new member for each year served as a Director.
7. Understand and adhere to policies outlined in the Leadership Success Manual.

Signature: _____

Firm: _____

Date: _____

JOB DESCRIPTION

CHAIRMAN OF THE BOARD

The Chairman of the Board is elected by the Board of Directors of the Manatee Chamber of Commerce. The chairman shall preside at all meetings of the membership and board, and shall perform such incidental duties as necessary to carry out the affairs of the Chamber. The Chairman of the Board along with the president shall be the chief spokesman for the organization. The chairman is charged with the overall task of directing the Chamber's operations to insure the necessary commitment of money and manpower. This will enable the Chamber to carry out its functions in the areas of Community Development / Communications, Economic Development, Public Affairs and Membership Development and Services. The chairman is one of the motivating forces in the coordination of programs, which will give Manatee County the greatest opportunity for growth and prosperity. Frequent contact with other community leaders, the Chamber staff, committees, and members-at-large will insure that Chamber policies and procedures and the program of work are being administered according to the board's desires to achieve its goals.

The Chairman of the Board is elected from the general membership by a majority vote of the Board of Directors. The chairman shall serve for a term of one (1) year or until their successor assumes the duties of office.

The Chairman of the Board is a member of all divisions and committees and shall serve a one (1) year term as Immediate Past Chairman of the Board after their term of Chairman of the Board expires. The Chairman is accountable to the Board of Directors. The Chairman of the Board shall be a member of the Nominating Committee and shall appoint two (2) past Chairmen of the Board, one (1) member of the Board whose term expires at the end of the year, and one (1) member from the general membership.

Interpreting the Chamber of Commerce and its policies to the Manatee County community is one of the most important functions of the Chairman of the Board. On most occasions the chairman will serve as the Chamber's chief spokesperson. The Chairman of the Board will be tested time and again on his/her ability to combine the Chamber's time, talents, and finances with those of other community organizations to solve mutual concerns. The Chairman of the Board position requires the individual to exercise good judgment, based on knowledge and community awareness.

JOB DESCRIPTION

CHAIRMAN-ELECT

The Chairman-Elect of the Manatee Chamber of Commerce shall serve as the first voluntary assistant to the chairman, performing the duties of the chairman in the absence of that officer.

The Chairman-Elect is elected from the general membership by a majority vote of the Board of Directors. The Chairman-Elect serves a one (1) year term or until his successor is selected. The Chairman-Elect is charged with the planning responsibility for the organization. The Chairman-Elect will serve as the chairman of the Chamber's annual Board of Directors Planning Retreat. The Chairman-Elect is accountable to the Board of Directors.

The Chairman-Elect shall be a member of the Nominating Committee and shall appoint one (1) member of the Board whose term expires at the end of the year and one (1) member from the general membership.

Areas of Responsibility:

1. Serve as a member of the Executive Committee.
2. Perform the duties of the Chairman in his/her absence.
3. Serve as chairman of the Chamber's annual Board of Directors Planning Retreat.
4. Serve as a member of the Chamber's Personnel Committee along with the Chairman of the Board and the Immediate Past Chairman.
5. Serve as a member of the Economic Development Council (EDC) Board of Governors.
6. Is authorized to co-sign disbursement checks in accordance with Board Policy.

JOB DESCRIPTION
TREASURER

The treasurer is elected from the Board of Directors by a majority vote of that body. The term is for one (1) year or until their successor is elected. The treasurer shall be a member of the Executive Committee. The treasurer is accountable to the Board of Directors.

The Chamber of Commerce by-laws have authorized the treasurer to be the technical custodian of all funds of the Chamber, and charged him/her with presenting a monthly financial report to the board, and has the authorization to cause to be invested the funds of the Chamber of Commerce as circumstances warrant. The treasurer shall be bonded under the Chamber's insurance plan.

The treasurer shall be responsible for:

1. The maintenance of accurate books of account, showing all receipts and disbursements or monies to and from the organization.
2. The deposit of all funds received in such depositories as have been designated by the Board of Directors.
3. The submittance of a monthly financial report to the Board of Directors showing receipts, disbursements, balances and other information concerning the Chamber's finances as directed by the board.
4. The duties as spelled out in the Chamber's by-laws to cause the financial records of the Chamber to be audited annually and to present to the Board of Directors a copy of the audit when it becomes available.
5. Shall serve as a member of the Audit Committee along with the Chairman and Immediate Past Chairman.
6. Is authorized to co-sign disbursement checks in accordance with Board Policy.
7. Works with Chamber President on Investment Plan.

JOB DESCRIPTION
SECRETARY

As provided in the Manatee Chamber of Commerce by-laws, the President shall serve as the Secretary of the Board of Directors.

Areas of responsibility:

1. To record minutes for each Executive Committee, Board of Director and general Membership Meetings.
2. To provide members of the Executive Committee and Board of Directors with written agendas and with other written materials necessary to conduct their respective meetings.
3. Maintain records of the activities of the Executive Committee and the Board of Directors.

THE COMMITTEE'S PURPOSE

The Manatee Chamber of Commerce is designed to effectively represent all segments of the community.

Maximum benefits from the resources and talents available to the Chamber through its members require leadership and organization. The use of committees fulfills this requirement!

Fundamentally, a committee is a group of people who have been appointed to perform a particular job. It functions only as a group and requires a basic free interchange of ideas among its members.

Each committee's authority is granted by the Board of Directors, and final decisions are made by the board. The Chamber's divisional Vice Chairman responsible for the Committee takes all recommendations to the Executive Committee and then to the Board of Directors for final approval.

However, it is the committee's responsibility to work with the Committee Chairman to identify goals and objectives; volunteer to conduct necessary research which will lead to well reasoned decisions and help carry out action steps necessary to accomplish the committee's goals and objectives.

Committee Participation

1. Committee member participation should always be encouraged by the chairperson. Whether it be attending a committee meeting or special projects or activities, committee participation is vital in making a project or meeting successful.
2. The committee chairperson should consult committee members who are consistently absent for meetings. It is suggested that the chairperson drop a note along with a copy of the minutes to those members missing several meetings. Tell them they are missed and hope they will be present at the next meeting. If a member misses three (3) meetings in a row it should be determined by the chairperson/committee whether meeting times are not convenient or the committee member wishes to be dropped from the roster.

Committee Activities

1. When a membership mailing or a project is planned, it should be planned well in advance so the staff can fulfill the committee's needs. When planning such projects, it should be cleared through the administrative staff as well as cleared through the Chamber's calendar to avoid any possible conflicts.

Scheduling Committee Meetings

1. Try to hold your committee meetings on a regular basis. Whenever possible select a specific day of the month, agreeable to all members. Suitable times will vary from group to group. The following hours seem to be the most popular and convenient:
7:30 a.m.
12:00 noon - Dutch treat luncheon
4:00 p.m.
2. Whenever possible use the Chamber's facilities for holding your committee's meetings. In the event a meeting must be held at another location be sure to invite your Chamber staff representative so that the Chamber can be keep fully informed.

Committee Expenses

1. The cost of sending committee meeting notices and minutes is covered in the Chamber's budget. However, special activities are not included and should be self-supporting by individual committees.

Staff Assistance to Committees and Chairpersons

1. Each committee and chairperson will have a Chamber staff representative assigned to his/her committee. The staff's responsibility will include:
 - A. Setting up meetings with the chairperson and making sure there are no other conflicting meetings.
 - B. Taking minutes at each meeting and maintaining all files pertaining to that committee.
 - C. If deemed necessary by the chairperson, the staff person will send out minutes prior to the meeting and/or have minutes available for each member at the meeting.
 - D. The Chamber staff representative will offer advice based on experience with the committee and its activities.
 - E. Your staff representative will assist the committee by writing report, letters, etc. at the committee's request.
 - F. The staff will assemble any materials or equipment needed by the committee for projects and/or meetings.
 - G. Staff should not be directed to do work that might be conflicting with their schedules.
 - H. Remember... your Chamber staff representative is a vital key in making your committee function effectively and efficiently. Your staff representative is the coordinator of your committee and its activities.

Therefore, it is important that you and your committee work closely with the staff person and keep that person thoroughly informed of any committee-related activities that take place outside the Chamber.

Real productivity is gained when committee members are assigned to work with the staff. Poor productivity results when the staff is left to do the work alone.

Do not depend on the staff to furnish the leadership and motivation to make your committee function...that is your job as committee chairperson!

MANATEE CHAMBER OF COMMERCE

Policy Development Guidelines, By-Laws, and Budget

POLICY DEVELOPMENT

How Chamber Policy is Adopted

Action by the Chamber may be initiated by a committee, task force, Executive Committee or the Board of Directors.

If a report from a committee or task force is submitted to the Executive Committee, it should be reviewed to determine whether or not the issue meets the organization's mission, objectives, current goals and meets the Test of Relevance.

Test of Relevance

Before the Manatee Chamber of Commerce may take a position on, expend resources for, or include an issue in the Program of Action, it must be reviewed by the following guidelines:

1. Does the issue comply with the mission and objectives of the Chamber? *To build a positive business environment while enhancing the community's quality of life.*
2. Is the issue business-oriented, having an impact on business in Manatee County? The Chamber represents the general business community and not specific business or industry interest.
3. Is involvement with the issues cost effective? The Chamber may act on an issue if required resources are available and can be justified.
4. Can an obtainable goal be reasonably expected, and can Chamber involvement make a meaningful impact, which is beneficial to our members and their interests?
5. Is involvement with the issues a duplication of effort? The Chamber may act on an issue individually or in cooperation with other organizations if it may be demonstrated that its participation will enhance the efforts, but should avoid being duplicative of other organizations or individuals.
6. Has the issue been fully considered by the appropriate groups and committees of the Chamber? Action on an issue must be approved by the Board of Directors, including public pronouncements, position, expenditure of, or the obligation of funds. As required by the Chamber By-Laws, the Executive Committee shall act for the Board between regular meetings of the Board, or in the absence of a quorum.
7. Issues which are divisive, between and among our members, should be avoided when possible. Objectively weighing issues / concerns is very important. Consensus is always desirable.

MANATEE CHAMBER OF COMMERCE INC.
BY-LAWS

ARTICLE I GENERAL

SECTION 1 - Name

This organization is incorporated under the state laws of Florida and shall be known as the Manatee Chamber of Commerce, Inc., hereafter referred to as the **CHAMBER**.

SECTION 2 - Purpose

The Manatee Chamber of Commerce is organized to achieve the objectives of: (1) Preserving the free enterprise system of business by: creating a better understanding and appreciation of the importance of the businessman and a concern for his problems; creating a more intelligent business and public opinion regarding city, county, state and national legislative and political affairs; preventing controversies which are detrimental to expansion and growth of business and the community or adjusting them if they arise; and creating a greater appreciation of the value of a more liberal investment of substance and self on behalf of the interests of competitive business. (2) Promoting business and community growth and development by: Promoting economic programs designed to strengthen and expand the income potential of all business within the trade area; promoting programs of a civic, social and cultural nature which are designed to increase the functional and aesthetic values of the community; and discovering and correcting abuses which prevent the promotion of business expansion and community growth.

SECTION 3 - Area

The Manatee area shall mean the Manatee economic region.

SECTION 4 - Limitation of Methods

The Manatee Chamber of Commerce shall observe all local, state and federal laws which apply to nonprofit organizations as defined in Section 501 (c) (6) of the Internal Revenue Code.

ARTICLE II MEMBERSHIP

SECTION 1 - Eligibility

Any business, professional firm, individual, corporation, non-profit association, partnership or estate having an interest in the above objectives and whose established business practices are not in violation of the stated purpose of this Chamber, or of the

SECTION 7 - Voting Restrictions of Members

Every member (business, professional firm, individual corporation, non-profit association, partnership or estate) in good standing is entitled to vote in any election, referendum, or general meeting. Ballots will be mailed to the key contact on file with the Chamber to the firm's business mailing address. The number of votes allowed each firm is based on a factor of one vote per multiple of the minimum investment. No member shall have more than ten (10) votes. No voting by proxy shall be permitted.

SECTION 8 - Orientation

Annually, every member of the Board of Directors, every Council, Task Force and Committee Chairman, and Staff shall participate in an Orientation Program outlining their respective duties prior to assuming their duties. Every effort will be made to orient new members regarding the aims, objectives and work program of the Chamber.

SECTION 9 - Honorary Membership

Distinction in public affairs shall confer eligibility to honorary membership. Honorary members shall have all the privileges of members except the right to vote and shall be exempt from payment of dues. The Board of Directors shall confer or revoke honorary membership by a majority vote. The Board may not award more than one honorary membership yearly.

ARTICLE III MEETINGS

SECTION 1 - Annual Meeting

The annual meeting of the corporation shall be held during January of each year. The time and place shall be fixed by the Board of Directors and notice thereof mailed to each member at least ten (10) days before said meeting.

SECTION 2 - Additional Meetings

General meetings of the Chamber of Commerce may be called by the Chairman of the Board or President at any time, or upon petition in writing of any thirty (30) members in good standing. (a) Notice of special meetings shall be mailed to each member at least five (5) days prior to such meetings; (b) Board meetings may be called by the Chairman or by him upon written application of three (3) members of the Board. Notice (including purpose of the meeting) shall be given to each Director at least one (1) day prior to said meeting; (c) Committee meetings may be called any time by the Chairman, Chairman-elect, Vice-Chairman or its Chairman.

current chairman of the board shall appoint the chairman of the nominating committee from amongst the three (3) past chairmen. Prior to July 20th, the nominating committee shall present to the president a slate of six (6) candidates to serve three (3) year terms and, if circumstances warrant, up to eleven (11) to serve one (1) year terms, to replace the directors whose regular terms are expiring. Each candidate must be an active member in good standing and must have agreed to accept the responsibilities of a directorship. Voting of the nominating committee shall take place by way of secret ballot. Ballots shall be collected, tabulated and reported on by the current chairman of the board and the president. No written proxies will be permitted.

SECTION 3 - Publicity

Upon receipt of the report of the Nominating Committee, the President shall be instructed to immediately notify the membership of the names of members nominated as candidates for directors, and the right of petition as provided in Article IV, Section 5, of these by-laws. A list of the candidates so nominated shall be kept on file in the Chamber of Commerce office.

SECTION 4 - Petition

Additional names of candidates for directorates can be nominated by petition bearing the genuine signatures of at least thirty (30) qualified members of the Chamber. Such petition shall be filed with the Nominating Committee within ten (10) days after notice has been given of the names of those nominated. The determination of the Nominating Committee as to the legality of the petition shall prevail.

SECTION 5 - Determination

If no petition is filed within the designated period, the nominations shall be closed and the nominated slate of candidates shall be declared elected by the Board of Directors at their regular August Board Meeting. (b) If a legal petition shall present additional candidates, the names of all candidates shall be arranged on the ballot in alphabetical order. Instructions will be to vote for six (6) to serve three (3) year terms and up to eleven (11) to serve one (1) year terms. Identification shall be made on the ballot to identify those candidates nominated by the Nominating Committee. The usual election procedures shall prevail.

SECTION 6 - Seating of New Directors

All newly elected Board members shall attend the November and December Board Meetings, which will serve as an orientation period for new Board members. Retiring directors shall continue to serve until January 1. New directors shall be officially seated on January 1st.

comprised of the same members as the New Director Nominating Committee. The Nominating Committee shall be appointed at the regular June meeting. The current Chairman of the Board shall appoint the Chairman for the Nominating Committee. The new officer nominees shall be either current directors or past directors who will be joining the Board for an additional term. All officers shall serve for a term of one (1) year or until their successor assumes the duties of office. The Economic Development Council (EDC) Board of Governors elects the Chairman and the Chairman-Elect for the EDC. The EDC Chairman automatically becomes a member of the Chamber's Executive Committee and Board of Directors.

SECTION 2 - Determination of Officers

The current Chairman shall then notify the members of the Board to be present at the board meeting in August for the purpose of electing officers for the ensuing calendar year, presenting the names of those nominated to serve as the new officers as selected by the committee, and asking for additional nominations from the Board. If there are none, those nominated will be declared elected. If additional names are offered, a secret ballot by the directors for the ensuing year will determine the new officers who shall make up the Executive Committee, in addition to the Immediate Past Chairman and President. New officers shall take office on January 1st.

SECTION 3 - Duties of Officers

(a) Chairman of the Board: The Chairman shall be the head of the Chamber and Chief Executive Officer, shall preside at all meetings of the membership and Board, and shall perform all other duties incidental, serving with the President as the chief spokesman for the organization. Annually, the Chairman of the Board along with the Chairman-Elect and Immediate Past Chairman shall make appraisal of the President's performance, in keeping with his/her official duties and shall set compensatory increments. The Chairman shall serve as a member of the Audit Committee along with the Immediate Past Chairman and the Treasurer. **(b) Chairman-elect:** The Chairman-Elect shall serve as first voluntary assistant to the Chairman, performing the duties of Chairman in the absence of that Officer and shall make appraisal of the President's performance along with the Chairman and Immediate Past Chairman. **(c) Vice-Chairman:** The new Chairman shall designate the areas of Chamber activity for which each shall be responsible. Each will be responsible for conferring with the administration on ways and means by which full committee, task force and council production can be motivated and achieved within their area of responsibility and by coordinating program and committee action, etc., with fellow officers, and making periodic reports of progress to the Board, serving as the vehicle through which recommendations for proposed policy will be presented to the Board for action. **(d) Treasurer:** The Treasurer shall co-sign checks in accordance with Board policy and be the technical custodian of all funds of the Chamber, presenting a monthly report to the Board, and have authorization to cause to be invested

ARTICLE VI COMMITTEES AND COUNCILS

SECTION 1 - Appointment and Authority

The Chairman shall appoint all committees, task forces and councils subject to confirmation by the Board, which shall authorize and define the powers and duties of all standing and special committees, task forces and councils, except those whose functions are set forth in these By-Laws. Committee, task force and council appointments shall be at the will and pleasure of the Chairman. It shall be the function of each council, task force or committee, within the limits of policy set by the Board, to make investigations, conduct studies and hearings, make recommendations to the Board concerning their assignments, and to carry on such activities as may be delegated to them by the Board.

SECTION 2 - Limitation of Authority

No committee, task force or council shall take, or make public, any formal action, or make public any resolution, or in any way commit the Chamber on a question of policy without first receiving the approval of the Board. Special committees, task forces or councils shall be discharged by the Chairman when their work has been completed and their reports accepted, or when, in the opinion of the Board, it is deemed wise to discontinue the committee, task force or council. The Chairman may appoint as advisory members of committees, task forces, or councils, persons essential to the activity because of the nature of their work, interest or position. Other than as provided for in good standing of the Chamber, On issues brought before the Board of Directors, where a public statement will be made to non-members, a 2/3 vote in the presence of a quorum shall be required.

SECTION 3 - Testimony

Once committee action has been approved by the Board of Directors, it shall be incumbent upon the committee chairman, or in his absence, whom ever he designates from his committee as being familiar enough with the issue to give testimony to, or make presentation before, civic and governmental agencies, rather than members of the staff who may be in attendance.

ARTICLE VIII PARLIAMENTARY PROCEDURES

SECTION 1 - Authority

The proceedings of the Chamber shall be governed by and conducted according to the latest rules of Robert's Rules of Order as revised, except as otherwise noted in these By-Laws.

SECTION 2 - Revisions

These by-laws may be amended or altered by a two-thirds vote of the Board of Directors; or by a two-thirds vote of members present at any regular or special meeting of the Chamber called for that purpose, provided proper notice has been given to the entire membership, as in Article III, Section 2 for special meetings.

ARTICLE IX DISSOLUTION

SECTION 1

The Chamber shall use its funds only to accomplish the objective and purposes specified in these by-laws, and upon dissolution, no part of said funds shall inure or be distributed to the members of the Chamber. On dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable educational, scientific or philanthropic organizations to be selected by the Board of Directors. Dissolution may be effected only by an affirmative vote of its members and shall be in compliance with the applicable laws of the State of Florida and pertinent laws and regulations of any other governmental authority.

ARTICLE X EFFECTIVE DATE

SECTION 1 - Approval

These by-laws shall become effective August 31, 2005 after approval of the presently constituted members of the Board of Directors. These by-laws shall void and supersede all previously enacted by-laws of the Chamber.

Manatee Chamber Of Commerce
2008 Budget
EXPENSES

Acct#	Category	2007 Budget	2007 Projected	2008 Proposed
	Administrative Expenses			
6010-000	Salaries	655,404	644,575	676,869
6015-000	Commission Sales	60,000	107,319	72,000
6040-000	Payroll Taxes-FICA	50,200	49,310	57,288
6042-000	Payroll Taxes-Unemployment	2,700	1,200	2,700
6060-000	Group Insurance	69,800	74,100	85,215
6070-000	401(K)	24,500	25,396	26,284
6090-000	Staff Auto	15,500	12,282	15,000
6016-000	Account Exec. Expenses	2,400	2,800	2,400
6091-000	Parking Passes	7,700	7,197	7,300
6010-100	Salary - Drug Grant	0	0	0
6070-100	401K - Drug Grant	0	0	0
6050-100	Payroll Taxes-FICA SBDG	0	0	0
6042-100	Payroll Taxes-Unemp SBDG	0	0	0
	Operating Expenses			
6100-000	Telephone	8,000	4,218	4,500
6110-000	Postage / Faxing	16,000	17,900	19,000
6120-000	Printing	16,000	12,000	16,000
6130-000	Supplies	16,000	14,309	16,000
6140-000	Equipment Lease	10,000	8,800	10,000
6145-000	Maint. Contracts & Repairs	12,000	11,412	13,000
6160-000	Accounting	8,000	7,500	8,500
6170-000	Insurance	18,589	15,070	22,000
6200-000	Utilities	20,000	20,094	22,000
6210-000	Education	13,000	4,271	13,000
6220-000	Travel	2,600	2,400	3,000
6240-000	Dues & Subscriptions	16,500	13,365	16,000
6320-000	Contingency	13,180	0	15,492
6190-000	Building, Grounds & Maint.	19,000	16,549	18,000
6310-000	Capital Equipment	14,500	6,710	14,000
	Program Expenses			
6150-000	Trade Fair	9,000	8,271	8,500
6155-000	Membership Drive	8,500	8,246	8,500
6230-000	Meetings	5,250	7,567	8,500
6105-000	Committee Meetings	4,000	1,655	3,000
6250-000	Current Magazine	99,000	92,000	95,000
6255-000	Membership Directory	7,000	6,540	7,100
6265-000	Planning Retreat	47,000	46,104	52,000
6270-000	Annual Dinner	32,000	35,958	37,000
6275-000	Seminars-Main	12,000	4,839	3,800
6159-000	East Golf Tournament-Spring	27,000	26,357	27,000
6280-000	Golf Tournament-Fall	23,000	23,000	23,000
6285-000	SRQ - BAH	7,000	9,500	9,500
6290-000	Miscellaneous	13,500	12,533	14,000
6300-000	Reimbursement Expense	56,500	49,240	56,500
6286-000	Leads Groups	550	367	400

MANATEE CHAMBER OF COMMERCE RESERVES POLICY

The Manatee Chamber of Commerce, a 501(C) (6) not-for-profit organization, has established an account designated as “reserves.” The “reserves” represent all prior year accumulations and growth. Moneys deposited / invested in these accounts are the “net cash flows” realized during each operating year, as determined by the annual certified financial audit. The monetary goal of the “reserves” is to achieve, as a **minimum**, a balance equal to at least six (6) month’s operating expenses for both the Chamber and EDC accounts.

Purposes of Reserves

The primary purpose for maintaining a reserve account is to: (1) provide operating cash in the event the organization’s receipts are adversely impacted by a downturn in fees received, and until other sources of revenues could be enhanced or created to make up for the loss; (2) provide funds to pay for contingency contracts involving one time representation when outside expertise is required; (3) provide funds to make capital purchases as they are not always part of annual operating receipts; (4) provide funds for startup operating expenses for mid-County building; (5) provide funds to pay interest on bridge loan for mid-County building; (6) provide funds to pay for North County office; (7) provide funds to keep Chamber / EDC in operation in the event of a natural disaster; (8) provide funds for such purposes as the Board of Directors may direct from time to time in order to fulfill the organization’s established purpose; (9) in the event the “net cash flows” as determined above are negative, this resolution shall not prohibit use of reserves for necessary operational activities in order to offset the amount of the negative cash flows.

Investment Administration

The organization’s president and treasurer have been delegated the authority to deposit, invest, and withdraw funds from the reserves for purposes in accordance with the reserves policy.

Mission Statement (Purpose)

“To serve business through proactive leadership that builds a positive business environment while enhancing our community’s quality of life.”

Adopted by Executive Committee 5/21/97

Amended by Executive Committee 5/2/06

MANATEE CHAMBER OF COMMERCE

What to Expect from Committee Members

Tips for Successful Meetings

Suggestions for Lively Meetings

How to Handle Situations

Human Relations Checklist

Meeting Checklist

Questions to Remember

Policies You Should Know

POINTERS FOR SUCCESSFUL COMMITTEE BUSINESS

What to Expect from Committee Members

1. To attend meetings, arrive on time
2. To be prepared for meetings - read all material distributed in advance
3. To participate in the discussion
4. To share experiences relating to the subject under discussion for the benefit of the committee
5. To attack problems impersonally and objectively, avoiding arguments
6. To avoid discussing extraneous matters
7. To follow the discussion and ask for clarification if needed
8. To resist temptations to "make a speech"
9. To accept and follow through on assignments

Tips for Successful Committee Meetings

Make the most of your meeting time by following a few helpful hints on meeting planning.

1. **SELECT A PROPER DAY, TIME AND LOCATION**
This will insure good attendance and participation. Consider a regularly scheduled meeting so your members can plan their schedules.
2. **GIVE SUFFICIENT NOTIFICATION**
Notify members seven days in advance, then follow up with a phone call. The meeting notice should include: committee name, date, time and location.
3. **TAKE TIME TO PLAN THE MEETING**
Define your purpose and what you hope to accomplish. Prepare reports, charts and notify members who need to give reports. Distribute in advance any background information if the committee needs to take action.
4. **PREPARE FINAL AGENDA**
Prioritize your business and allot the necessary time. Clean up old business first, then take up the new business. Adhere to antitrust avoidance policy.

14. REPORT TO THE BOARD OF DIRECTORS

The Board of Directors needs to know your committee's recommendations for action. Report to them in written form or through a presentation.

TIPS FOR LIVELY MEETINGS

In addition, you will find other devices valuable in focusing the attention of the members on specific points or problems.

Direct questions -- asked of an individual -- will both furnish information and keep the discussion on the subject.

General questions -- asked of the group as a whole -- will stimulate discussion and active participation on the subject.

Case studies -- a detailed analysis of activities or projects -- will provide useful ideas for conducting similar activities.

Anecdotes and stories -- if used sparingly -- may be used with good effect.

Personal sincerity -- of the committee leader -- is actually the most important factor in the success of committee meetings. You can profit from this advice: "Speak sincerely from the heart. You may make a blunder, but you can hardly fail to make a good impression."

HANDLING DIFFICULT COMMITTEE LEADERSHIP SITUATIONS

1. When discussion is difficult to get underway --
 - A. Direct challenging statements or questions to the group
 - B. Direct question to individual members
2. When leader loses the attention of the group --
 - A. Direct a question to an individual
 - B. Step up the pace of the meeting
3. When one or two individuals dominate the meeting --
 - A. Direct thought-provoking questions to them
 - B. Tactfully, and in private, ask for cooperation
 - C. Give them a special assignment -- research or study
 - D. Ask one to serve as secretary of the meeting

HUMAN RELATIONS CHECKLIST FOR THE COMMITTEE LEADER

The effective Committee Leader:

- Keeps emotions under control
- Uses many kind words
- Gives reasonable explanations
- Encourages freedom of expression
- Suggests constructive approaches
- Protects the weak and the absent
- Avoids ridicule
- Acknowledges and gives consideration to what members say
- Thinks of group's comfort
- Uses a persuasive voice
- Pays compliments freely and sincerely, without flattery

MEETING CHECKLIST

- Has meeting room been secured?
- Is room conveniently located?
- Have notices of meeting been mailed/e-mailed or faxed?
- Did notices show place, time and date?
- Have individual committee members who are making reports been notified?
- Have committee members been reminded of meeting by phone?
- Do you have your final agenda?
- Is meeting room comfortably heated (or ventilated)?
- Are there sufficient chairs, properly arranged?
- Is there a table or desk for committee leader and secretary?
- Is lighting adequate? Does anyone have to face a glaring light?
- Is there a white board/flip chart? Marker? Eraser?
- Have you checked all electrical equipment?
- Are there note pads and pencils for members?
- Do you have an attendance list showing name and firm of committee members?
- Are rest rooms available?

POLICIES YOU SHOULD KNOW

1. **HOW CHAIRMEN ARE APPOINTED:** Recommendations for Chairmen are obtained from (1) Retiring Committee Chairmen, (2) Staff, (3) Committee, (4) President. The Chairman-Elect then takes these recommendations and either concurs with one of the recommendations or makes an appointment of his own.
2. **FINANCIAL COMMITMENTS:** No member or group of members serving as a committee will authorize expenditures for the Chamber or committee. This is to be handled administratively, and within the guidelines of the established budget.
3. **NO PERSONAL GAINS** in the Chamber's name. No committee chairman or member may use the Chamber's name in order to obtain discounts, donations, etc. for other than Chamber-related projects.
4. **NO SEPARATE BANK ACCOUNTS:** All funds must go through the Chamber's general account.
5. **THE PRESS:** All press releases are to be made by the Chamber's Manager of Communications. The Executive Committee must authorize when it is necessary for someone other than the Chairman, President or staff Vice Presidents to speak for the Chamber. At all other times, only the Chairman, President and staff Vice Presidents are authorized to speak on the Chamber's behalf.
6. **THE CHAMBER WILL NOT TAKE** positions for or against any project by a private developer regardless of size. Action may be taken to support or oppose government actions, redevelopment agency action, airport authority action etc. This practice will not limit the Chamber legislative action or ordinances and routine legislative activities.
7. **BOARD OF DIRECTORS ACTION** and discussion is considered confidential and is not to be discussed after leaving the Board Room.
8. **PAYMENT IN FULL** and in advance is required for all charges where an established price is known, i.e. coffee sponsorships, Trade Fair booths, Directory ads, etc.
9. **ADVERTISING:** The Chamber does not support, through advertising, programs and projects of other organizations, i.e. yearbooks, theater programs, etc.

In keeping with this member confidentiality policy, news reporters are not permitted to attend committee and task force meetings, Executive Committee meetings, nor the Board of Directors meetings. If an exception is made to this policy for a specific meeting, all major area media reporters will be notified concurrently.

17. STANDARDS: The Manatee Chamber of Commerce is a private organization to the extent that its activities deal with matters of a private nature involving only the members. In this instance, there is no reason to make such minutes or policies public. Illustratively, matters dealing with staff are not part of the public domain.
18. PUBLICATIONS: In the formation of Chamber resolutions, it is extremely important that final wording of a resolution be presented for adoption or modification by the Board. The Board shall not discuss and agree on positions with a charge to any member or group to draft a position into final form of resolution. The exact wording is critically important and only the final form should be acted upon when the Board involves itself in public positions.
19. ANTITRUST AVOIDANCE STATEMENT:

Prelude

The Manatee Chamber of Commerce is a not-for-profit organization. The Manatee Chamber of Commerce is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather, it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Manatee Chamber of Commerce provides a forum for exchange of ideas in a variety of settings, including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that the Chamber and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Manatee Chamber of Commerce's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principal of competition served by the antitrust laws, the Manatee Chamber of Commerce also recognizes the severity of the potential penalties that might be imposed on not only the Chamber but its members as well in the event that certain conduct is found to violate the antitrust

- * There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Chamber's bylaws.
- * Certain activities of the Chamber and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- * Speakers at committees, educational meetings, or other business meetings of the Chamber shall be informed that they must comply with the Chamber's antitrust policy in the preparation and the presentation of their remarks.
- * Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

At informal discussions at the site of any Chamber meeting, all participants are expected to observe the same standards of personal conduct as are required of the Chamber in its compliance.

MANATEE CHAMBER OF COMMERCE

Appendix



**Manatee Chamber of Commerce
Board of Directors
Tuesday, October 30 ~ 4:00 p.m.**

AGENDA

Mission: To build a positive business environment while enhancing the community's quality of life.		
1	Call to Order Comments	Tom Danahy, <i>Chairman</i>
2	Consent Agenda *# Minutes of September 2007 Meeting	Tom Danahy, <i>Chairman</i>
3	Treasurer's Report *# Chamber Financials for September 2007 *# EDC Financials for September 2007 *# Review and Approval of 2008 Budget	Rose Carlson, <i>Treasurer</i>
4	Community Development / Communications Mid-County Building Campaign Job Fair & Career Expo Manatee Young Professionals	Chris Pennewill, <i>Vice Chairman</i>
5	Economic Development Staff Update # EDC 2008 Leadership Initiatives Entrepreneur / Technology Strategies Upcoming Events	Tom Moseley, <i>Vice Chairman</i>
6	Membership Development Fall Golf Tournament Tri-Chamber Event Power Networking Lunches Membership Update *# Approval of BBC Members	George Manson, <i>Vice Chairman</i>
7	Public Affairs Hometown Democracy Update Healthcare Study Committee Update	Mac Carraway, <i>Vice Chairman</i>
8	President's Report Review of Planning Retreat *# Review and Approval of Leadership Initiatives Discussion of 2008 Retreat County Commission Workshop on Workforce Housing	Bob Bartz, <i>President</i>
9	Special Presentation *# 2008 Draft Legislative Agenda	Gilbert Smith, <i>Chair</i> Legislative Affairs Committee

**BOARD OF DIRECTORS
MEETING MINUTES**

Tuesday, November 27, 2007

4:00 P.M.

Chamber Board Room

Attendance: Betsy Benac, Jeff Boyd, Mike Burton, Mac Carraway, Linda Cinque, Tom Danahy, Dave Eckel, Bob Gause, Trevor Gooby, Sherod Halliburton, John Horne, Ed Hunzeker, Sandy Kirkpatrick, Mel Klein, Susan Kopstad, George Manson, Claude McGavic, Michele Morgan, Tom Moseley, Sarah Pappas, Chris Pennewill, John Rice, Don Schroder, Amy Stein, Darrell Turner, Nick Zec, Rick Piccolo, Eleana Hall, Lou Marinaccio, Edward Bailey, Trudy Moon, Will Robinson, Jim Vett, Bob Bartz, Nancy Engel, Neil Spirtas, Marie Pender, Jacki Dezelski and Carey Miller.

1. **CALL TO ORDER:** Chairman of the Board Tom Danahy called the meeting to order at 4:07pm.
2. **CONSENT AGENDA:** Motion was made by Mac Carraway, seconded by Claude McGavic, and carried unanimously to approve the minutes of the October 2007 meeting.
3. **TREASURER'S REPORT:** Bob Bartz reviewed the Chamber financials through October 2007. Motion was made by Sarah Pappas, seconded by Mac Carraway, and carried unanimously to approve these financials. Nancy Engel reviewed the EDC financials through October 2007. Motion was made by Mac Carraway, seconded by Trevor Gooby, and carried unanimously to approve these financials.
4. **COMMUNITY DEVELOPMENT / COMMUNICATIONS:** Vice Chairman of Community Development and Communications Chris Pennewill reported that the Chamber's Executive Committee approved the Bank RFP Review Committee's recommendation that the Chamber and United Way accept Whitney Bank's proposal for a non-revolving line of credit to cover the 5-year period that campaign pledges will be received. Motion was made by George Manson, seconded by Mac Carraway and carried unanimously to approve accepting this proposal. NDC gave a presentation on the Guaranteed Maximum Price (GMP) for construction-related costs. There is a \$50,000 contingency fund and any un-used monies will be placed in that fund as well. A payment and performance bond – basically an insurance policy that guarantees that construction will be completed and payment will be made – is also included, but could be left out if the Board chooses to do so. Tom Moseley stated that, considering the construction company and the organizations for whom the building is being completed, Whitney Bank would not require a payment and performance bond. Motion was made by Betsy Benac, seconded by Mac Carraway, and carried unanimously not to include the bond. Motion was then made by Chris Pennewill, seconded by Tom Moseley, and carried unanimously to approve the GMP. Chris then discussed a proposal for the Manatee Chamber Foundation to seek funding from the Knight Foundation to conduct a study of the economic impact of the arts in Manatee County. This study is needed in order to actively pursue additional grant money. Motion was made by Sarah Pappas, seconded by Jeff Boyd, and carried unanimously to approve seeking this funding.

unanimously for the Chamber to enter into any agreements necessary. Motion was made by Claude McGavic, seconded by Mac Carraway, and carried unanimously to approve re-affirming the decision of the Executive Committee to enter into agreements with the County and USF to complete this study. The 2008 Planning Retreat will be held at the Naples Grande. Photos of the site were shown. Bob reviewed the Shrinking Workforce sessions being held in conjunction with AARP and reminded everyone that the next "class" will be held on December 12th. The Lieutenant Governor's visit to the Chamber was cancelled due to illness, but will be re-scheduled and a new invitation to Board Members will be sent out. The Chamber will be recognizing Representative Galvano at the Annual Dinner for his leadership in starting T-BARTA. Bob thanked Tom Danahy for serving as Chairman of the Board and all members for serving on the Board in 2007. Happy Holidays.

9. **EDUCATION REPRESENTATIVES REPORT:**

10. **COUNTY REPRESENTATIVES REPORT:** Amy Stein reported that most everything of import to the County has been covered by the regular Board reports. The County gave conceptual approval to their legislative platform today. Ed Hunzeker added that the elected officials recommended Neil Spirtas for T-BARTA but also submitted George Mendez' name as an alternate.

11. **CITY REPRESENTATIVES REPORT:**

12. **AIRPORT REPRESENTATIVE REPORT:** Rick Piccolo reported that the airport traffic is up 12% this year. Two new airlines will be coming on board over the next couple of months.

13. **OLD BUSINESS:**

14. **NEW BUSINESS:** John Rice announced that Marie and Jacki held a friendly competition to sell raffle tickets at the 2007 Retreat. The winner was Marie with \$3,800 in sales. She wins dinner for four with John and Carol Rice.

15. **BOARD MEMBER COMMENTS:** Trevor Gooby presented Bob Bartz with a Pittsburgh Pirates commemorative jersey in honor of his 25th Anniversary with the Manatee Chamber.

16. **ADJOURNMENT:** With no further business to discuss, the meeting adjourned at 5:25p.m.

Respectfully submitted,

Tom Danahy
Chairman of the Board

DOWNTOWN REDEVELOPMENT COMMITTEE MEETING

**FRIDAY, MARCH 30, 2007
8:00 to 9:00 AM
Manatee Chamber of Commerce**

MINUTES

Those in attendance included: Bob Bartz, Lee Bosserman, William Burggraf, Nathan Carr, David Fagan, Greg Green, Nancy Griffin, Alan Haines, Marla Hough, Don Howard, Cheryl Huntsinger, Carl Keeler, Mike Kennedy, Anthony Mazzucca, George Mendez, Andy Minor, Tim Polk, Valerie Pippins, Allen Miller, Sandy Silverman, and Neil Spirtas.

February minutes were approved.

After a review by Cheryl H. and Greg G., it was recommended to have the Boat Dock Taskforce meet again to determine future courses of action.

Mike K. reviewed the Downtown by Design approval process. He thanked the Chamber for its position and presentation to City Council. He later talked about Gene Gallo's discussion / recommendation to have a referendum on relocation of city services / hall. A long discussion ensued.

Carl K. discussed the April 6 Art Walk and Poetry Slam, as well as the Neighbors section featuring a Village of the Arts business.

Lee B. mentioned a master plan being developed on the County's CRA later this month; Janene Witham is chair.

Alan H. discussed the Museum's next phase of renovation and the River Heritage Hall highlighting the 17th century to 1960's.

Cheryl H. mentioned the fourth annual "Give to the Kids A World" silent auction on April 24th for life threatening illnesses at Tara Golf & Country Club.

Andy M. said there would be three more Get Down Downtowns (GDD) and the Main St. Market every Saturday until the second Saturday in April. Billy Rice will be at the April GDD.

Tours of the Riverpark Grande followed the meeting.

Respectfully submitted, Neil Spirtas

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