

Quincy Chamber of Commerce

PO Box 215, Quincy, CA 95971

Minutes for the Meeting of February 10, 2026, at 7:00 a.m. at The Quincy Hub, 493 Main Street, Quincy

Present -Cheryl Kolb, Kris Miravalle, Susan Scarlett, Robin Wight, Gina Achilles. Absent-Kevin Trutna, Lisa Lester, Tracy Wixted.

1. **Additions or deletions to the agenda** -N/A
2. **Approve minutes from January 28, 2026** -Approved. Susan/Robin.
3. **Groundhog Fever Festival debrief** -It was suggested that the “To Do” template is entered on Google Docs so everyone can type in their “Good, Bad and Ugly” issues and then we can review at the next meeting. Cheryl asked about donating to QVFD for use of tables. It was suggested that there should be a budget for the event that would include such items so that they do not have to be individually approved. The consensus was to establish a committee for this and maybe all events, including people outside of the Chamber. Also, it would be good to have the “to do” list posted on google docs for people to see status at any given time. It was agreed that we could offset membership fees with equal amount of donations from businesses like Brewing Lair and Quintopia.
4. **Discussion regarding billing IVIH per Clint’s original commitment** -MOU needs to be redone ASAP so we can get it to them before sub-lease is up in April. Gina and Cheryl will work on getting it on google docs for all of us to help edit. We will include, with the updated MOU, an invoice for the committed \$10/hr. subsidy for Jake’s time.
5. **Committee reports** -Financial sustainability committee-Gina, Tracy, Susan met and concluded that we need a new job description for our employees, need to bill IVIH for their employee subsidy. Gina will put job description on google docs. That way everyone can access and be more engaged.
6. **Employee report** -H/O no employee present.
 - a. The Quincy Hub
 - b. Membership Strategic Plan
 - i. Tiered dues structure
 - c. **ARPA Project** -It was discussed in an email request that we include the Hub’s commitment to the RERC section for business development in allocating our ARPA funds. This includes providing public restrooms, a visitor’s center open 7 days a week and an outlet for additional retail spurring a revitalized downtown shopping area. We were able to code \$30k towards that effort, ~\$2k towards Jake’s digital optimization, leaving ~\$13k for additional ARPA use this year.
7. **Outreach** -H/O
 - a. Social media use and guidelines
 - b. Newsletter

- c. 1st Quarter membership promotion & retention
- d. Development of FAQ's

8. Strategic Plan updates -H/O

- a. Oversee & fund a Digital Optimization Program – Jake Williams
- b. Merchant appreciation / awareness program – Lisa
- c. Marketing plan – Kevin
- d.
- e. Create/update monthly calendars, relocation package, business checklist – Cheryl
- f. Plan to deal with vacant buildings on Main Street – Kris
- g. Improve outreach & promote Chamber membership / Annual meeting – Robin
- h. Individual membership campaign – Susan
- i. ~~Impact report – Cheryl~~

9. Our “To Dos” before next meeting-Set up on Google drive the following items-1) GFF to do list for our debrief. (Cheryl and Gina set up, everyone includes their input) 2) Job description (Gina and Cheryl get it on there, everyone review), Cheryl to supply Kris and Tracy with other documentation needed such as contract and any agreements between QCC and IVIH in regard to employee. MOU (Gina and Cheryl) post, everyone reviews and inputs.

Gina will update website by working on a landing page for our “Main Street Signature Events” if given access. Chamber site should be updated for events for the entire year.

Kris and Cheryl work on Employee review.

10. Schedule next meeting / Agenda topics -Wed. 2/25/26 7:00 am

- a. MOU between IVIH and QCC re: The Quincy Hub

11. Adjourn 8:02

Submitted for review by Kris Miravalle, Secretary, on Feb. 10, 2026.

Approved March 4, 2026.