

BOARD MEETING AGENDA
Manhattan Chamber of Commerce

May 12, 2026, 3:30pm

Roll Call- Christine, Donna B, Dana, Kristy, Donna N, Justine, Kristen. Absent: Marie

Start time 3:33pm

Approval of Consent Agenda

M1: Kristy M2: Kristen

- April 14, 2026, Minutes
- April Treasure Report: Move \$1,000 to replenish scholarships
- April Administrative Assistant Report
 - Current Membership - 102 as of May 11, 2026
 - New members: Lincolnway City Lifestyle, Tapville Social, Advanced Financial Freedom
 - All banners approved by members, working on map placement
 - Welcome letters and stickers sent
 - Member Spotlights posted twice a week

Old Business

- April All Business Connect: Great turnout and feedback. Hoping to book Round Barn or one of the schools for the next one in October.
- D&O update: All set
- Light up Manhattan Green gift cards, one of two purchased.
- Touch a Truck: Went great, bubbles were a hit, bring extra to public safety night.
- Scholarship night went well.

Overview of Upcoming Events

- June- Cruise Night 6/10 (Dana & Christine), Heritage Fest 6/13: Need volunteers to cover different shifts: 10am-12pm (most important), 12pm-2pm, 2pm-4:30pm.
- July-Young Entrepreneur Event 7/18 (currently at 15 vendors), Public Safety Night 7/24 (bring bubbles), Donna N, Donna B, Kristen 5-7pm
- September- Ladies Night 9/2: Currently at 18 vendors out of 30, 2 food trucks, possible Arrowhead specials, Taco Man is a maybe, selling the rest of the wine cups, bags TBD
- October- Taste of Fall Artisan Market 10/3: Starting working on next month
- November-Snowman Stroll 11/1 (prizes \$150 chamber business gift card for 1st, \$100 for 2nd), Light Up Manhattan 11/1, Letters to Santa 11/30: tabled for now.
- December- Holiday Bazaar 12/5, Hot chocolate and cookies 12/5: tabled for now.

Mixers

- June 23- Baker Hill
- July 28- Athletico
- September 29- Manhattan Township Historical Society
- October 27-All Business Connect, Speaker Edward Jones, location TBD/park district
- November- TBD/Checking with Moody Blues

Items for Discussion

- Banner status: All approved, locations/map next.
- Welcome bags: Send out another email blast. Hanover is done. 56 bags needed. Dana Ivanhoe, Christine Leighlinbridge, Donna Sunset Lakes (started)
- Business connect survey results
- Chamber swag with Action Sports: \$35 per person towards top of your choice. Stop in Action Sports to order by June 9
- Cleaning lady quotes: Going with Kristy's lady, \$100
- DBA status: Donna to contact Bruns

Board Members

- President
- Vice President
- Secretary- Email from West about November career fair
- Treasurer
- Directors: Kristen - Create a png badge for members to put on their websites.
Mandie - SMS text service through Constant Contact, \$10/mo for 1,000 texts
M1: Kristy M2: Justine

End Time: 5pm

M1: Kristen M2: Donna

Committee Chairs

- Member Mixers-Dana
- Chamber All Business Connect meeting-Kristen
- Welcome Bags-Donna N and Donna B
- Heritage Fest Craft Fair-Christine and Mandie
- Ladies Night Out-Kristy and Marie
- Taste of Fall craft show-Christine and Mandie
- Christmas on State- Marie and Kristy
- Holiday Bazaar-Christine and Mandie
- Snowman Stroll-Kristen and Marie