

6/10/2020 Team Building Meeting

Trinity & Courtney - in office for mail-outs

Jaki - Leadership Worth emails, ready to accept apps.  
for 2021 class

Meetings: extra masks - available (order paper masks)  
sanitizer - always on table

*Updates*  
Courtney: Renewal/New Member calls/posts  
Ambassador calls/birthdays  
Home ownership calls/post

Trinity: Camera Ready  
Newsletter  
Website Updates (Get To Know Your Candidates)

Jaki: Calling vendors  
Documenting calls  
birthday e-blasts

Concerns? Move Trinity's Computer to side office

Hours: Jaki: full time  
Courtney: 40 hrs (2 wks)  
Trinity: 50 hrs (2 wks)

Jaki<sup>2</sup> Today: Annex 1:00-5:00

**SYLVESTER-WORTH COUNTY CHAMBER OF COMMERCE  
TEAM BUILDING MINUTES  
June 10, 2020 @ 10:00 AM  
SYLVESTER-WORTH COUNTY CHAMBER OF COMMERCE/EDA**

The **following** members were in attendance: President/Ceo – Karen Rackley, Staff – Jaki Johnson, Trinity Archer, and Courtney Hood

**CALL TO ORDER:** The meeting was called to order at 10:00 a.m. by Karen Rackley.

**Employee Work Updates:**

**Courtney Hood** – Membership renewal calls and Facebook posts. Calling businesses for Homeowner's appreciation month. Making calls to Directors and Ambassadors for Facebook posts and gathering birthdays to be forwarded to Jaki Johnson.

**Trinity Archer** – Web site updates, updating election page. Working on membership files and weekly newsletter. Trinity is in the process of updating Camera Ready site, Camera Ready is an avenue for people to make movies highlighting areas in the community. Karen Rackley encouraged staff to submit any ideas for Camera Ready to Trinity Archer.

**Jaki Johnson** – Peanut Festival vendor emails, documenting telephone correspondence with members to put in their file. Weekly thinking of you Facebook post and eblast. Going to Chamber Annex on Wednesday and Thursday if needed to organize Christmas Clearing House room.

**Sponsorship Letters** – Courtney Hood was in the office on Wednesday, June 10<sup>th</sup> to help Trinity Archer mail out Peanut Festival and Farmer's appreciation sponsorship letters.

**Committee Meeting Protocol:**

Meetings should be set up for social distancing for committee members. Hand sanitizer and masks available at all meetings.

**Leadership Worth:**

Jaki Johnson will draft two emails one should go to current 2020 class to inform them that they are currently enrolled in 2021 class starting in January. The second should be sent to membership to inform them that applications for the 2021 class are being accepted.

**Return to work Protocol & Concerns** – Staff members had no questions or concerns regarding returning back to work on Monday, June 15<sup>th</sup>. Staff will be expected to wear masks if they are within six feet of each other and when customers are in the office. Masks and hand sanitizer are placed at each workstation, staff workstations should be cleaned and sanitized daily. Employees will be placed in separate office spaces to practice social distancing. Bathrooms will have hand sanitizer as well.

**Staff office placement & Hours:**

Jaki Johnson (Middle Office) – 40 hrs. weekly  
Trinity Archer (Side office) – 25 hrs. weekly  
Courtney Hood (Lobby) – 20 hrs. weekly

**Employee Evaluations** - Jaki Johnson – June 15, 2020 – Jaki will have evaluation during her lunch hour on June 15<sup>th</sup>. Trinity Archer – June 1, 2020 – 1 year – Trinity's evaluation was held on Monday, June 1<sup>st</sup>. Courtney Hood – August 19, 2020 – 1 year

**Adjourn:** With no further items to discuss, the meeting was adjourned at 10:26 a.m.

**ACTION ITEMS:**

Order paper masks

Put committee contact sheets in Board of Director Folder

Look at calendar to revise Leadership Worth Agenda

Update Leadership Worth Application (2021)