

**SYLVESTER-WORTH COUNTY CHAMBER OF COMMERCE  
TEAM BUILDING MINUTES  
June 3, 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. Prayer led by Jaki Johnson.

**Employee Work Updates - Jaki Johnson** – Made Homeowners Association Facebook Post (Realtors). Contacted T-shirt winner, Julia Sandlin and her mother, Jessica. All birthdays received to date have been added to google calendar and eblasts scheduled for each one. Jaki continue to make wellness calls to retailers and other noon homeowner businesses.

**Courtney Hood** – Renewal calls, Courtney will make homeowner phone calls and make Facebook post. Send birthdays collected to Jaki Johnson.

**Trinity Archer** – Web page updates, categories are complete and doing in office work.

**Professional Development** – Karen Rackley encouraged the staff to look for Professional Development to do in their own time and enhance personal effectiveness at work. Trinity will share free courses from GSU with Jaki and Courtney. If there are courses requiring cost, staff should present those to Karen Rackley for determination.

**Voting** – Jaki – Make reminder Facebook post about voting and eblast to membership a reminder to vote.

**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

**Chamber Annex/Cleaning** – Karen and Trinity will go to Chamber Annex on June 3<sup>rd</sup> to start cleaning. Century 21 is moving out of annex and will be used for rental in the future. Jaki will locate the rental agreement upon her return to the office. Conference table will be moved in area where Century 21 was housed.

**Farmers Appreciation/Georgia Peanut Festival Sponsorships** – Courtney will come in the office one day to help Trinity send out sponsorship forms for both committees.

**Adjourn:** With no further items to discuss, the meeting was adjourned.

**Next Meeting:**

The next team building Meeting is scheduled to be held on Wednesday, June 11, 2020 at 10:00 AM

## **ACTION ITEMS:**

- Courtney will make homeowner phone calls and make Facebook post
- Jaki continue to make wellness calls to retailers and other noon homeowner businesses.
- Courtney will send birthdays to Jaki Johnson
- Trinity will share free courses from GSU with Jaki and Courtney.
- Jaki – Make reminder Facebook post about voting and eblast to membership a reminder to vote.
- Jaki will locate Chamber Annex rental agreement upon return to office.
- Courtney will schedule a day to come in the office to help Trinity prepare sponsorship forms to mail out.
- Jaki will have evaluation during her lunch hour on June 15<sup>th</sup>.

## Meeting - Time Cards

Karen M. Rackley <karenrackley@msn.com>

Wed 6/3/2020 9:43 AM

To: Jaki Johnson <ikajjohnson@gmail.com>; Trinity Archer <trinityarcher2019@gmail.com>; Courtney Hood <chood0908@gmail.com>

Good Morning!

I look forward to seeing everyone's smiling faces this morning.

Please make sure that you send in your Time Cards by noon today.

Agenda:

Work Updates

Professional Development Suggestions

Voting - EBlast / FB Posts

Employee Evaluations

Chamber Annex - Cleaning

Farmers Appreciation Dinner - Sponsorships

Georgia Peanut Festival Sponsorships

We will see you in a bit!

Karen

*Karen M. Rackley*

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President / CEO

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[www.swcounty-chamber.com](http://www.swcounty-chamber.com) Chamber Website

"Ask not what your community can do for you but what can you do for your community"

June 3, 2020 Meeting

Next Meeting: 6/11 @ 10:00

Agenda: Work Updates

Professional Development Suggestions

Voting - Eblast/FB - Posts

Employee Evaluations

Chamber Annex - Cleaning

Farmers Appreciation

Dinner - Sponsorships

Georgia Peanut Festival

Sponsorships

Jaki Updates: Homeowners Association Appreciation Posts

Contacted T-shirt winner

Birthday E-blasts

Courtney Updates: Renewal Calls

Birthday Posts

Homeowner Calls/Posts

Trinity Updates: Webpage

Categories done

In Office Work

Voting: Jaki: post for Facebook & E-blast

Annex Rental: Century 21 leaving, will need Ribbon Cutting,  
Contact in 2 weeks if no more information

Evaluations: Jaki: June 15 Trinity Done

Cleaning: Today, Mrs. Karen & Trinity heading over today  
Rent out meeting space

Farmers/Festival: Mailed out, Courtney in office one day

- Update Sponsorship forms

- Send COVID verbiage (add to all apps & sponsor forms)

Prof. Develop.: Encourage to seek courses to take on own time

- Share OSU's free courses