

## 2019 Executive/Board Program of Work

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**MISSION:** To provide effective leadership in shaping the direction and fulfilling the mission of the Mid-Maine Chamber of Commerce.

**GOALS:**

- Include membership receivables/other accts. receivable in monthly reports or as needed.
- Develop performance review/goals for the Chamber president. Revamp evaluation process. Time Line: January; Chair: Dan Bernier
- Develop a succession plan for president and CEO.
- Review pool of candidates for board & executive board positions to present to members.
- Explore and develop programs to address workforce/labor issues including the perfect attendance program with the Albert S. Hall School. Work with local schools: K-12, JMG, higher education and Adult Ed. Identify specific actions to link business and education for a “work ready” workforce.
- Fund KV Transit.
- Assist with programs designed to support local businesses and the local economy, including but not limited to: Waterville Public Library Business & Career Services, Central Maine Tech Night, Thomas College’s Alford Institute for Business Innovation and Colby College business incubator. Actively seek ways to reduce duplication of efforts and to create appropriate linkages.
- Monitor and participate in unanticipated economic development opportunities when it is economically viable for the Chamber.
- Work with KVCOG on its Community Economic Development Strategy (CEDS)
- Continue contractual oversight & support of the Central Maine Growth Council. Nominate/elect new CMGC board members as necessary.
- Work with businesses on professional recruitment as needed.
- Plan annual retreat for board of directors in October.
- Purchase children’s books for regional early education/reading initiatives.
- Investigate the development of an economic development, nonprofit arm for grant writing.
- Oversee and administer KV Connect Steering committee activities/initiatives.
- Keep 6-mo. reserve in Balance Sheet for emergency or catastrophic circumstances, and at yearend, add minimum of 1% of current year’s surplus to the building maintenance fund. Project 2% surplus as percent of gross revenue.

- Discretionary budget for advancing workforce needs in our region to include coordination of workforce practitioners' group 3 times annually.
- Continue employee Workplace Wellness program.\
- Explore opportunities to collaborate with KV Chamber and other regional orgs. to illustrate cooperation and support.
- Aid the Central Maine Growth Council, as needed, in the development of information/materials for business attraction/retention purposes. Assist with business recruitment efforts of CMGC and/or other ED orgs. Assist with marketing initiatives if needed. Integrate Community Branding where appropriate. Assist with the Foreign Trade Zone initiative.
- Work with area partners including: Waterville Business & Career Center to plan, promote and implement Small Business Waterville during Small Business Week through a sub-committee. Secure sponsor to promote. Encourage people to shop on Small Business Saturday. Secure a sponsor if necessary.
- Budget for discretionary use.

**Board Chair:** Dan Bernier

**E-Board Members:** Joy McKenna – 1st Vice Chair; Brandi Meisner --2nd Vice Chair; Gary Zemrak, Treasurer; Gary Levesque --Past Chair; Bruce Harrington -- director-at-large; Kimberly Lindlof – President & CEO

**Board Members:** Rick Hopper, Ken Hoehlein, Charlie Gaunce, Rick Whalen, Sara Barry, Tom Davis, Shawn Michaud, Jill Huard, Heather MacKenzie Thorne, Bill Layton, Kelly Doran, Michelle Joler-Labbe, & Paul Gendreau. Garvan Donegan (ex officio)

**Meeting Place:** Mid-Maine Chamber of Commerce boardroom

**E-Board Meeting Time:** Third Friday – 8:00 AM – January through December

**Board Meeting Time:** 7:30 AM fourth Friday of the month except July, October board retreat; 11:30 AM in December for luncheon