

CITY OF BEL AIRE

BEL AIRE CHAMBER FUNDING POLICY

Organization:

- The City of Bel Aire may be able to provide office space for the Chamber Director at City Hall if requested.
- A City of Bel Aire representative shall be appointed annually to the Chamber Board as an Officer, if so elected, or as a regular appointee while the grant is in effect.
- The Chamber shall create a job description, hire, fire, evaluate, supervise and accept all other responsibilities for a Chamber Executive Director.
- The Chamber shall supply the Director a computer or laptop, printer / copier, cell phone or stipend and all other materials and office supplies required for this position.
- The Chamber shall pay the salary and all other expenses for the Director position.
- The Chamber Board, or Director, shall create a monthly report for the City detailing marketing, membership and all other activities for that month.
- The Chamber will create its own website and social media outlets which will be the responsibility of the Chamber Director. The City will provide links in its website and assist in social media sharing.
- The Chamber Board, or Director, shall assist the Rec Center with three community events as outlined below:
 - Three Community events shall be Spring Egg Hunt, Fall Festival and Christmas Event.
 - Chamber Director shall pledge a minimum of 40 hours of assistance to the Recreation Department for each event.
 - The Chamber will provide at least 4 volunteers for each event.
 - The Chamber will raise funds to cover expenses for each event. (Budget for each event shall be agreed upon by the Rec Department and Chamber).
 - Chamber may plan other events for fundraising but will receive no assistance from the Recreation Department.

Finances:

- The City will provide a \$15,000 grant for 2024. Payment will be made in the first quarter of 2024.
- The City will reevaluate this grant for the 2025 budget and determine its success.

- The Chamber will provide the City with an annual financial report detailing incomes and expenses.
- The City will also be responsible for its annual membership fee.

Adopted this 16th day of January, 2024 by the Bel Aire City Council.

Jim Benage, Mayor

Attest:

Melissa Krehbiel, City Clerk

Bel Aire Chamber President