

NON-PROFIT

077-277
711-799



OFFICE OF THE SECRETARY OF STATE

CERTIFICATE OF INCORPORATION
OF

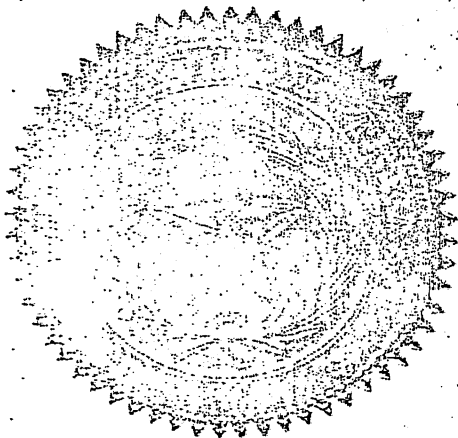
CITY OF TOMBALL CHAMBER OF COMMERCE
CHARTER NO. 215046

The undersigned, as Secretary of State of the State of Texas, hereby certifies that duplicate originals of Articles of Incorporation for the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to conform to law.

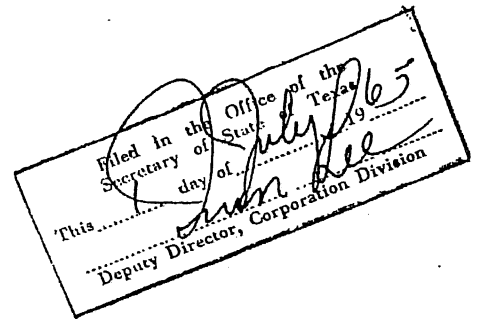
ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

Dated July 1st, 19 65

Crawford C. Martin
Secretary of State



ARTICLES OF INCORPORATION OF
CITY OF TOMBALL CHAMBER OF COMMERCE



We, the undersigned natural persons of the age of twenty-one (21) years of more, at least two of whom are citizens of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation:

ARTICLE ONE

The name of the Corporation is CITY OF TOMBALL CHAMBER OF COMMERCE.

ARTICLE TWO

The Corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The purpose for which the Corporation is organized is Civic, providing and promoting the development of the City of Tomball, Texas.

ARTICLE FIVE

The Street Address of the initial registered office of the corporation is 314 Commerce Street, in Tomball, Texas, and the name of its initial registered agent is Jesse C. Powell, whose address is 314 Commerce Street, in Tomball, Texas.

ARTICLE SIX

The number of directors, or trustees, constituting the initial Board of Directors, or Trustees, of the Corporation is Three (3), and the names and addresses of the persons who are to serve as the

initial directors, or trustees, are:

<u>NAMES</u>	<u>ADDRESSES</u>
Pete Still	719 Barbara, Tomball, Texas
Jesse C. Powell	732 James, Tomball, Texas
Billie J. Lovett	408 W. Commerce, Tomball, Texas

ARTICLE SEVEN

The name and street address of each incorporator is:

Pete Still	719 Barbara, Tomball, Texas
Jesse C. Powell	732 James, Tomball, Texas
Billie J. Lovett	408 W. Commerce, Tomball, Texas

IN WITNESS WHEREOF we have hereto set our hands this 18th day
of June, A. D. 1965.

Pete Still
PETE STILL

Jesse C. Powell
JESSE C. POWELL

Billie J. Lovett
BILLIE J. LOVETT

THE STATE OF TEXAS

COUNTY OF HARRIS

I, Foye A. Burklin, a Notary Public, do hereby
certify that on this the 18th day of June, 1965, personally
appeared before me, PETE STILL, JESSE C. POWELL and BILLIE J. LOVETT, who
each being by me first duly sworn, severally declared that they are the
persons who signed the foregoing document as incorporators, and that
the statements therein contained are true.

IN WITNESS WHEREOF, I have hereto set my hand and seal the day
and year above written.

Foye A. Burklin
Notary Public in and for Harris
County, T E X A S

FOYE A. BURKLIN
Notary Public in and for Harris County, Texas
My Commission Expires June 1, 1967



STATE OF TEXAS
OFFICE OF THE SECRETARY OF STATE
AUSTIN, TEXAS 78711

Crawford C. Martin
SECRETARY OF STATE

July 2, 1965

MR. HOWARD H. KLEIN
KleinOffice Building
311 Commerce Street
Tomball, Texas 77375

In reply include:
Charter No. 215046
Account No. 164647

RE: CITY OF TOMBALL CHAMBER OF COMMERCE

TO THE ATTENTION OF THE CAPTIONED CORPORATION:

It has been our pleasure to approve and place on record the Articles of Incorporation that created your corporation. We extend our best wishes for success in your new venture.

Unless shown as "EXEMPT" under Account No. above, you will be required to file an annual franchise tax return with the Comptroller of Public Accounts, Capitol Station, Austin, Texas, 78711, and pay the tax due thereunder. Your first return and payment will be due within 90 days after the end of the first corporate year. If the corporation should be exempt under Article 12.03, Title 122A, Taxation-General, R.C.S. of Texas, and is not shown "EXEMPT" above, you must apply to the Comptroller for such exemption. The SECRETARY OF STATE cannot make such a determination for your corporation.

We suggest that you keep this letter as a reminder, or, so mark your records that you will not unwittingly become liable for statutory penalties for late filing and late payment.

Yours very truly,

CRAWFORD C. MARTIN
Secretary of State

Robert L. Towery
ROBERT L. TOWERY, Director
Corporation Division

IRS File →

Comptroller of Public Accounts
State of Texas
Austin

077277
711-799

July 13, 1965

PLEASE DIRECT
YOUR COMMUNICATIONS TO
DIVISION 80 FILE _____
TELEPHONE GR 5-4771

Offices of
Howard H. Klein
Klein Office Building
300 Commerce Street
Tomball, Texas

Subject: City of Tomball Chamber of Commerce
Account No. 1,164,647
Charter No. 215046

Re: Tomball Chamber of Commerce

At your request, we examined the Articles of Incorporation of this corporation, together with the outline of the activities for the purpose of determining its status from a franchise tax standpoint.

It is the opinion of this office that so long as the corporation confines its activities exclusively to the purpose or purposes recited in the Articles of Incorporation, it is exempt from the franchise tax.

The Secretary of State is being furnished a copy of this letter for his information.

Yours very truly,

Robert S. Calvert

ROBERT S. CALVERT
Comptroller of Public Accounts

WLE/ms

Form No. 80-2.44 (Rev. 4/20/65)

cc: Corporation Division
Secretary of State
Austin, Texas

**Greater
Tomball Area**



Chamber of Commerce

By-Laws

Article I – Name

The name of this organization shall be the Greater Tomball Area Chamber of Commerce.

Article II – Purpose

Section 1. Vision: The Greater Tomball Area Chamber of Commerce will continue to be the business resource center for the northwest metropolitan area.

Section 2. Mission: The Greater Tomball Area Chamber of Commerce provides resources and fosters relationships that empower businesses to prosper in Tomball and its surrounding communities.

Article III – Area

The principal office of the organization shall always be located within the Tomball area. The organization may have such offices as may from time to time be designated by the Board of Directors.

Article IV – Limitation of Methods

This organization is incorporated under the laws of the state of Texas and shall transact all business as the “Greater Tomball Area Chamber of Commerce.”

Article V – Membership

Section 1. Any person, association, corporation, partnership, or estate eligible for membership may acquire more than one membership by paying the annual dues of each such separate membership.

Section 2. New membership investments shall submit a membership application and the appropriate fees to the Chamber. The membership application/inquiry shall be brought before the Directors at the next scheduled Board of Directors meeting for approval. No applicant shall be considered an official member until approval of a majority of the votes of the Board of Directors and application funds have been obtained.

Section 3. Any person, association, corporation, partnership, or estate holding a membership shall be entitled to cast one vote per separate membership.

Section 4. Membership is subject to the following minimum investments.

- A. The dues of each member per annum shall be an amount as prescribed by the Board of Directors.
- B. Honorary membership shall be given to individuals who have rendered or may render the organization meritorious service and shall have been nominated for such membership by the President

or any Director and have received a majority vote from the Directors present at the meeting when their name was proposed. They shall not be subject to payment of dues and shall not have the right to vote. This membership can be revoked at anytime by the Board of Directors with advance notice to the member. The member has the right to request a hearing before the Board of Directors before the revocation.

Section 5. Recurring membership investments shall become past due and considered delinquent 90 days after date of billing. At the expiration of this period, if said membership investment remains unpaid, the member shall be removed from the rolls of the Greater Tomball Area Chamber of Commerce. Members who shall be deemed delinquent or suspended shall not be entitled to vote.

Section 6. Termination of Membership

- A. Any member may resign from the Chamber upon notice to the Chamber.
- B. Membership shall end 90 days following the dues-paying period unless extended by a vote of two-thirds majority of the Board of Directors.
- C. Any member may be expelled by a two-thirds vote of the Board of Directors, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to the aims or repute of the Chamber, after notice and opportunity for a hearing are afforded the member complained against.

Article VI – Meetings

Section 1. The annual membership meeting of the Greater Tomball Area Chamber of Commerce shall be held each year, the date, place, and hour to be designated by the Board of Directors or under their authority.

Section 2. Meetings of the members may be held at such times as the President or the Board of Directors may determine, or upon written request of twenty-five (25) percent of the members in good standing, provided that when called otherwise than by the President or Board of Directors, the notice shall contain a statement of the purpose of the meeting, and shall be issued at least ten (10) days and not more than sixty (60) days preceding the meeting. Meeting notices shall be emailed, faxed or mailed.

Section 3. The Board of Directors shall meet regularly, the time and frequency to be decided upon by majority vote of the board. Any meeting by the board can include any director communicating by telephone as present and participating.

Section 4. By decision of the executive committee, a vote of the board upon limited and specific issues may be conducted electronically. Or at a called meeting, telephone participation may be allowed with board approval.

Section 5. A majority of the Board of Directors at any meeting shall constitute a quorum at that meeting. Upon notification to all voting members of a membership meeting, those present shall constitute a quorum.

Article VII – Referenda

Upon the written request of twenty-five (25) percent of the members in good standing, the Board of Directors shall submit a question to members for a mail or electronic referendum vote.

Article VIII – Government & Leadership

Section 1. A. The government of the organization, the direction of its work and the control of its property shall be vested in a Board of Directors consisting of fifteen members, one-third of whom shall be elected annually for a term of three (3) years.

B. In the event that the Board of Directors determines that it is in the best interest of the Greater Tomball Area Chamber of Commerce, additional board members may be appointed by the Board of Directors. The term of such appointed directors shall expire at the next scheduled annual meeting.

C. The Board of Directors shall at any time select Ex Officio members. Ex Officio members of the Board may attend Board meetings and take part in all discussion and can vote.

Section 2. A nominating committee of three (3) members shall be selected from the membership of the Chamber by the Board of Directors at a meeting held not later than September 15. The nominating committee shall meet and select five (5) members as nominees for Directors of the Chamber for terms of three (3) years. The names of the persons nominated by the nominating committee and approved by the board shall be published to the members in alphabetical order. Additional nominees may be placed on the ballot if supported by signatures of eight (8) chamber members in good standing (dues current) and submitted within ten (10) days from the date of publication of the nominating committee's report. If no additional nominations are thus made, the election of the five (5) members selected shall have been approved by the membership. If, however, there are additional nominations by written petition, the names of all persons nominated shall be placed on an official ballot in alphabetical order and brought before the membership or by mail ballot for voting. In case of a tie vote, the Board of Directors shall make the selection.

- Section 3.** New directors shall be chosen prior to the Directors annual planning session. New directors shall be installed at the beginning of each new year.
- Section 4.** The Board of Directors shall meet with the time and date to be fixed by the Board. Absence from 40% of regular meetings per year shall be construed as a resignation.
- Section 5.** Any member of the Board of Directors may be expelled based on the good faith determination by the Board or a committee authorized by the Board to make such a determination, that the Board member has engaged in conduct contrary or damaging to the Chamber or aims of the Chamber. Action can be taken upon a majority vote of the Board of Directors. A Director has the right to request a hearing before a panel of seven (7) non-director members of the Chamber, three (3) shall be selected by the Board, three (3) shall be selected by the member facing expulsion, and those six (6) shall then select a single additional member. All members of the panel must be members in good standing with the Chamber at the time of selection. The panel shall vote on rulings before the panel by secret ballot, and the panel's majority ruling shall be binding.

Article IX – Officers

- Section 1.** Prior to the annual Board of Directors planning session, the Board shall choose the Executive Board Members and delegate each as a Vice-Chair to the Program of Work committees for the chamber year. The Board shall also choose a Treasurer. Executive Board members shall be chosen from the Directors that sit on the Board. All of the Board must be members in good standing. Subsequently the Board shall employ a President who is in charge of administration of the day-to-day operations of the Chamber. The President is responsible to the Board of Directors, and the Directors shall determine his/her compensation.
- Section 2.** The Board of Directors may, by appointment or otherwise, provide for such bureaus and the selection of such committees as may be deemed advisable in promoting the object and purpose of this Chamber of Commerce.
- Section 3.** The individual chosen as Treasurer shall be a voting member of the Board of Directors.
- Section 4.** Duties & Responsibilities
- A. The Chair of the Board shall preside at all meetings of the Board of Directors and shall be a member of all Chamber committees. It shall be the primary responsibility of the Chair of the Board to see that the goals and objectives of the Chamber as adopted by the Board of Directors are carried out. The Chair of the Board may delegate these responsibilities to

the various officers and directors. Subject to the approval of the Board of Directors, the Chair of the Board shall execute all deeds, contracts, leases and other similar documents affecting the operation of the Chamber. In addition, the Chair of the Board shall have such other duties and exercise such other powers as may be directed or delegated by the Board of Directors.

B. The Chair-Elect of the Board shall be a member of all chamber committees and shall closely observe the entire operation of the chamber and serve as special assistant to the Chair. If the Chair is absent from a Board meeting, the Chair-Elect of the Board shall preside at such Board meeting. A nominating committee consisting of the immediate past Chair, the Chair, and the Chair-Elect will nominate the incoming Chair-elect for the next Chamber year subject to Board approval.

C. The Treasurer shall serve as Chair of the Budget Committee appointed by the Chair of the Board. The Treasurer shall be responsible for the safeguarding of all funds received by the Chamber and for their proper disbursement. The Treasurer shall cause a frequent financial report to be prepared for the Board of Directors.

D. The Vice Chairs should attend meetings of all committees within their responsibilities and make periodic reports to the Executive Board and the Board of Directors on the status of the goals and objectives for the year.

E. The President shall be the chief administrative and executive officer, shall serve as secretary to the Board of Directors, and shall cause to be prepared special notices, agendas and minutes of meetings of the Board. The President shall serve as advisor to the Chair of the Board and to the Long-Range Planning Committee on program planning, and shall assemble information and data and cause to be prepared special reports as directed by the Chair of the Board, the Executive Committee or the Board of Directors. With assistance of the Vice-Chairs, the President shall be responsible for administration of the goals and objectives in accordance with the policies and regulations of the Board of Directors. The President shall be responsible for hiring, discharging, directing and supervising all chamber employees.

Article X – Committees

Section 1. The Board of Directors shall establish such committees as are necessary to carry out the goals and objectives of the Chamber. The Chair of the Board with advice from the President, shall appoint all committee chairs subject to board approval. The Chair of the Board may appoint such ad hoc committees and their chairs as deemed necessary. Such ad hoc committee appointments and the terms of such committees shall be at the will and

pleasure of the Chair of the Board, unless a different term is approved by the Board of Directors. It shall be the function of committees to make investigations, conduct studies and hearings, make recommendations to the Board of Directors, and to carry on such activities as may be delegated to them.

Section 2. No action by any member, committee, division, employee, director or officer shall be binding upon, or constitute an expression of, the policy of the Chamber until it has been approved or ratified by the Board of Directors.

Article XI– Finances

Section 1. The fiscal year shall be the calendar year, January 1 through December 31.

Section 2. All money paid to the Chamber shall be kept on deposit in financial institutions or invested in a manner approved by the Board of Directors.

Section 3. At the sole discretion of the Board of Directors, they may require the Treasurer and President of this organization to furnish surety company bonds in such amount as the Board of Directors shall deem necessary, the costs to be paid by the Greater Tomball Area Chamber of Commerce.

Section 4. With advice and counsel of the President and the Staff, the Budget Committee shall prepare an annual budget to be submitted to the Executive Board and the Board of Directors for approval at the December Board Meeting.

Article XII – Dissolution

The Chamber shall use its funds only to accomplish the objects and purposes specified in these bylaws, and no part of said funds shall inure, or be distributed to the members of the Chamber. On dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board of Directors.

Article XIII – Indemnification

The Chamber may, by resolution of the Board of Directors, provide for indemnification by the Chamber of any and all of its Directors or Officers, volunteers, employees, or former Directors or Officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suite, or proceeding, in which they or any of them are made parties, or a party, by reason of having been Directors or Officers, volunteers, or employees of the Chamber, except in relation to matters as to which such Director or Officer, volunteer, employees, or former Director or Officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

Article XIV – Parliamentary Authority

The current edition of *Robert's Rules of Order* shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the bylaws of the Chamber.

Article XV – Amendments

Section 1. These bylaws may be amended by a majority vote of the members in good standing in attendance at any special meeting called for that purpose provided that said amendments shall be plainly stated in the call for the meeting at which they are to be considered.

Section 2. Notice of meetings at which such amendments are to be considered must be given at least ten (10) days and not more than sixty (60) days prior to the time of the meeting.

Date Approved	Chair, Board of Directors	President
Jan, 2016	Ryan Aduddell	Bruce Hillegeist
Jan, 2017	Denise Davis	Bruce Hillegeist
Jan, 2018	Gail Randolph	Bruce Hillegeist
Jan, 2019	Jim Ross	Bruce Hillegeist
Jan, 2020	Craig Bogner	Bruce Hillegeist
Jan, 2021	Jerrel Wade	Bruce Hillegeist
Jan, 2022	Dawna Dyson	Bruce Hillegeist
Jan, 2023	Shane Boatman	Bruce Hillegeist
Jan, 2024		
Jan, 2025		
Jan, 2026		
Jan, 2027		
Jan, 2028		
Jan, 2029		
Jan, 2030		
Jan, 2031		
Jan, 2032		
Jan, 2033		
Jan, 2034		

Greater Tomball Area Chamber of Commerce

Financial Statements for the Year Ended December 31, 2021 (Reviewed)
(with comparative totals for December 31, 2020 (Audited))



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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Greater Tomball Area Chamber of Commerce
Tomball, Texas

We have reviewed the accompanying financial statements of Greater Tomball Area Chamber of Commerce (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

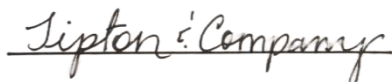
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Greater Tomball Area Chamber of Commerce's 2020 financial statements dated May 42, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.



Tipton & Company
Certified Public Accountants
Houston, Texas

April 14, 2022

Greater Tomball Area Chamber of Commerce

Statement of Financial Position

<i>As of December 31, (with comparative totals for 2020)</i>	Reviewed 2021	Audited 2020
Assets		
Cash and cash equivalents	\$ 459,950	\$ 349,800
Accounts receivable, net	40,848	53,474
Prepaid expenses	9,835	9,422
Property and equipment, net	884,005	914,047
Total Assets	\$ 1,394,638	\$ 1,326,743
Liabilities and Net Assets		
Liabilities		
Accrued expenses	\$ 1,752	\$ 3,232
Deferred revenues	164,664	157,891
Long term debt	573,315	610,370
Deposits	8,300	8,300
Total Liabilities	748,031	779,793
Net Assets		
Without donor restrictions	646,607	546,950
Total Net Assets	646,607	546,950
Total Liabilities and Net Assets	\$ 1,394,638	\$ 1,326,743

Greater Tomball Area Chamber of Commerce

Statement of Activities

Year ended December 31, (with comparative totals for 2020)	Reviewed 2021	Audited 2020
Revenue and Support		
Membership dues	\$ 395,831	\$ 510,128
Special events revenue	139,640	45,405
Direct benefits to donors	(10,151)	(10,640)
Capital improvement campaign	36,000	33,000
First Friday luncheon	15,452	11,342
Networking Breakfast	4,035	1,665
City of Tomball hotel tax revenue	35,000	35,000
Rental income	64,624	64,624
Tenant reimbursements	10,635	11,990
Ads and ad commission	20,767	16,895
Interest income	2,217	3,377
Other income	66,636	11,592
Total Revenue and Support	780,686	734,378
Expenses		
Program Services		
Business resources	235,360	252,245
Advocacy	241,414	248,661
Total Program Services	476,774	500,906
Supporting Services		
General and administrative	101,906	117,336
Fundraising	102,349	110,957
Total Supporting Services	204,255	228,293
Total Expenses	681,029	729,199
Change in Net Assets	99,657	5,179
Net Assets, Beginning of Year	546,950	541,771
Net Assets, End of Year	\$ 646,607	\$ 546,950

Greater Tomball Area Chamber of Commerce

Statement of Functional Expenses

Year ended December 31, (with comparative totals for 2020)	Program Services			Supporting Services			Reviewed	Audited
	Business Resources	Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services	2021 Total	2020 Total
Payroll and related expenses								
Salaries	\$ 98,426	\$ 98,426	\$ 196,852	\$ 24,607	\$ 24,607	\$ 49,214	\$ 246,066	\$ 254,302
Payroll taxes	7,174	7,174	14,348	1,794	1,794	3,588	17,936	19,640
Employee benefits	15,710	15,710	31,420	3,927	3,927	7,854	39,274	39,992
Total payroll and related expenses	121,310	121,310	242,620	30,328	30,328	60,656	303,276	313,934
Other expenses								
Advertising	283	283	566	283	1,980	2,263	2,829	288
Bad debt	21,520	21,520	43,040	21,520	21,520	43,040	86,080	210,368
Bank fees	789	789	1,578	3,156	3,156	6,312	7,890	4,838
Board expenses	-	-	-	6,935	-	6,935	6,935	6,475
Building expenses	130	130	260	32	33	65	325	300
Computer maintenance	1,686	1,686	3,372	422	422	844	4,216	4,730
Contract labor	501	501	1,002	125	125	250	1,252	1,060
Depreciation	12,017	12,017	24,034	3,004	3,004	6,008	30,042	29,984
Dues and subscriptions	985	985	1,970	246	246	492	2,462	4,706
Employee development	3,853	3,853	7,706	963	963	1,926	9,632	4,170
Equipment lease	3,988	3,988	7,976	997	997	1,994	9,970	10,110
First Friday	15,142	-	15,142	-	-	-	15,142	9,095
Health committee	4,859	-	4,859	-	-	-	4,859	1,975
Insurance	3,846	3,846	7,692	962	962	1,924	9,616	9,594
Interest	12,034	12,034	24,068	3,009	3,009	6,018	30,086	32,010
Miscellaneous	4,037	5,383	9,420	4,035	-	4,035	13,455	8,095
Networking breakfast	280	-	280	-	-	-	280	450
Office supplies	1,954	1,954	3,908	488	488	976	4,884	4,192
Payroll service	2,209	2,209	4,418	552	552	1,104	5,522	5,122
Postage and delivery	812	406	1,218	406	1,083	1,489	2,707	1,793
Professional fees	-	-	-	13,565	-	13,565	13,565	6,601
Rent	480	480	960	120	120	240	1,200	2,160
Repairs and maintenance	7,606	7,606	15,212	1,901	1,901	3,802	19,014	10,608
Software	1,940	1,940	3,880	485	485	970	4,850	3,508
Special events	-	26,106	26,106	-	38,029	38,029	64,135	23,035
Taxes - income	-	-	-	4,515	-	4,515	4,515	436
Taxes - property	5,568	5,568	11,136	1,392	1,392	2,784	13,920	13,920
Telephone	2,616	2,616	5,232	654	654	1,308	6,540	6,536
Travel and entertainment	-	-	-	760	-	760	760	480
Utilities	4,204	4,204	8,408	1,051	1,051	2,102	10,510	8,980
Young professionals	711	-	711	-	-	-	711	286
Total other expenses	114,050	120,104	234,154	71,578	82,172	153,750	387,904	425,905
Subtotal	235,360	241,414	476,774	101,906	112,500	214,406	691,180	739,839
Less: Direct benefit to donor	-	-	-	-	(10,151)	(10,151)	(10,151)	(10,640)
Total Expenses	\$ 235,360	\$ 241,414	\$ 476,774	\$ 101,906	\$ 102,349	\$ 204,255	\$ 681,029	\$ 729,199

See accompanying notes and accountants' review report

Greater Tomball Area Chamber of Commerce

Statement of Cash Flows

<i>Year Ended December 31, (with comparative totals for 2020)</i>	Reviewed 2021	Audited 2020
Cash Flows From Operating Activities		
Change in net assets	\$ 99,657	\$ 5,179
Adjustments to reconcile change in net assets to net change in operating activities:		
Depreciation	30,042	29,984
Bad debt expense	86,080	210,368
Changes in assets and liabilities:		
Accounts receivable	(73,454)	(208,668)
Prepaid expenses	(413)	(229)
Accrued expenses	(1,480)	(2,000)
Deferred revenues	6,773	2,201
Total Adjustments	47,548	31,656
Net Change in Operating Activities	147,205	36,835
Cash Flows From Investing Activities		
Purchases of property and equipment	-	(1,164)
Net Change in Investing Activities	-	(1,164)
Cash Flows From Financing Activities		
Payments on long-term debt	(37,055)	(35,133)
Net Change in Financing Activities	(37,055)	(35,133)
Net Change in Cash and Cash Equivalents	110,150	538
Cash and Cash Equivalents, beginning of year	349,800	349,262
Cash and Cash Equivalents, end of year	\$ 459,950	\$ 349,800
Supplemental Disclosures:		
Interest paid	\$ 30,086	\$ 32,010

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Greater Tomball Area Chamber of Commerce (the “Chamber”) is a not-for-profit organization of citizens who are investing their time and money in a community development program working together to improve the economic, civic, and cultural fortitude of the region, community, or area. The Chamber’s mission is to provide resources and foster relationships that empower businesses to prosper in Tomball and its surrounding communities.

The Chamber is supported through membership dues, contributions, rental income and other miscellaneous revenue. The Chamber conducts the following programs:

- *Business resources* – The Business Resources Division is dedicated to providing and promoting value added, quality networking events to the Chamber’s diverse membership, by ensuring inclusion through new member mentorship programs and by presenting opportunities for personal and business growth. This division invites members to become involved in the Chamber’s programs that will allow relationships to be formed and sustained through a variety of networking events.
- *Advocacy* – The Advocacy Division is committed to being a strong voice for the Chamber’s members and the greater Tomball area community. This will be accomplished by addressing public policy issues with participation from the public, members and elected officials, and holding open discussions about issues that affect the business community including: economic development, education, workforce development, energy and healthcare.

Basis of Accounting

The financial statements of the Chamber have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Chamber reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

- *Net assets without donor restrictions* are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Chamber, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.
- *Net assets with donor restrictions* are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Cash and Cash Equivalents

The Chamber considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. At December 31, 2021 and 2020, the allowance for bad debts was \$7,021 and \$7,021, respectively.

Property and Equipment

The Chamber capitalizes all expenditures for property, plant and equipment in excess of \$500. Maintenance and repairs are charged to operations when incurred. Major improvements and renewals that extend the life of the asset are capitalized. Purchased property, plant and equipment are carried at cost and are depreciated using the straight-line method based on their estimated useful lives as follows:

Buildings and improvements	39 years
Computers and software	3-5 years
Office equipment	5-7 years
Furniture and fixtures	5-7 years

Donated Assets

Donated investments and other noncash donations are recorded as contributions at their fair values at the date of donation.

Donated Property and Equipment

Donations of property and equipment are recorded as contributions at fair value at the date of donation. Such donations are reported as increases in net assets without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Chamber reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Chamber reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Deferred Revenue

Income from membership dues and subscription fees received in advance is deferred and recognized over the periods to which the dues and fees relate.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Membership Dues

Membership dues are recognized in the applicable membership period. Any unearned amounts are included in deferred revenue at the end of each accounting period.

Donated Services

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Chamber. Many individuals volunteer their time and perform a variety of tasks that assist the Chamber with program services and fundraising events. No amounts have been reflected in the financial statements for these donated services as the recognition criteria were not met.

Functional Allocation of Expenses

Expenses are categorized in the Statement of Activities as program services, management and general and fundraising. The Chamber's expenses are allocated on a functional basis among these benefited categories:

- Program service expenses: include direct and indirect (allocated) expenses for the various programs offered by the Chamber to fulfill member investment expectations. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated to program services based on time and effort.
- Management and general expenses: include those expenses, ranging from office management to financial services, that are not directly identifiable with any other specific function but provide for the overall support and direction of the Chamber. Those expenses include the basic necessities to be an accredited, well rounded, and effective organization.
- Fundraising expenses: represent costs incurred in connection with fundraising efforts to continue the Chamber's mission. The membership dues alone are not adequate enough to accomplish the Chamber's goals; therefore, fundraising events are held to fill the gap between membership dues and total expenses.

Advertising Cost

Advertising costs are expensed when incurred. Advertising costs for the years ended December 31, 2021 and 2020 amounted to \$2,829 and \$288, respectively.

Income Taxes

The Chamber is operating as a not-for-profit corporation, under Section 501(c)(6) of the Internal Revenue Code, and is not subject to income taxes with the exception of unrelated business income. The Chamber conducted unrelated business activities during the current year. Therefore, the Chamber paid \$4,515 and \$436 for federal income taxes in the years ended December 31, 2021 and 2020, respectively.

The Chamber applies the provisions of FASB ASC Topic 740, Income Taxes, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition. As of December 31, 2021 and 2020, no uncertain tax positions were identified.

NOTE 2 – CONCENTRATION OF CREDIT RISKS

The Chamber maintains its cash balances in a local bank. These balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Management periodically assesses the financial condition of the financial institutions and believes that any possible credit risk is minimal. As of December 31, 2021 and 2020, the

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Chamber had approximately \$210,000 and \$100,000, respectively, of cash balances that were not insured by the FDIC. The Chamber has not experienced any losses in such accounts and believes the risk of future loss is mitigated by monitoring the balances and the financial institutions where the cash is deposited.

NOTE 3 – PROPERTY AND EQUIPMENT

As of December 31, 2021 and 2020, property, plant and equipment consisted of the following:

	Reviewed 2021	Audited 2020
Building and improvements	\$1,112,383	\$1,112,383
Computers and software	17,517	17,517
Office equipment	13,102	13,102
Furniture and fixtures	17,990	17,990
Land	145,000	145,000
 Total property and equipment, gross	 1,305,992	 1,305,992
Less: Accumulated depreciation	(421,987)	(391,945)
 Total property and equipment, net	 \$884,005	 \$914,047

Depreciation expense charged to operations for the years ended December 31, 2021 and 2020 was \$30,042 and \$29,984, respectively.

NOTE 4 – RENTAL INCOME

The Chamber leases office space to three other organizations under four to five year leases as follows:

	Current monthly rent	Lease initiation	Lease expiration	Lease renewal	Renewal expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013 11/1/2018	10/31/2018 10/31/2023
TRHF	\$3,729	11/1/2012	10/31/2017	11/1/2017	10/31/2022
Envirocon	\$150	4/1/2016	3/31/2020	4/1/2020	3/31/2024

For the years ended December 31, 2021 and 2020, rental income was \$64,624 and \$64,624, respectively.

Future minimum rentals expected to be collected are as follows:

For the years ending December 31,	
2022	\$ 57,165
2023	16,860
2024	450
 Total	 \$ 74,475

NOTE 5 – COMMITMENTS

The Chamber leases office equipment under noncancelable leases that expire in 2024 and 2026. For the years ended December 31, 2021 and 2020, the total rental expense under these leases was \$9,970 and \$10,110, respectively. These expenses are included in equipment lease expense in the Statement of Functional Expenses.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Future minimum lease payments are as follows:

For the years ending December 31,	
2022	\$ 6,789
2023	6,651
2024	2,749
2025	1,969
2026	492
Thereafter	-
Total	\$18,650

NOTE 6 – LONG-TERM DEBT

The Chamber had a note payable due in monthly installments to a financial institution for an office building in the amount of \$6,729 for 83 months beginning January 10, 2010 through November 10, 2016. This note was secured by the Quinn Road office building, with interest at 5%. On December 10, 2016, a balloon payment of any unpaid principal and interest became due and payable, at which time the loan was modified to require monthly installments of \$5,595 at the same interest rate and terms and to become due and payable on December 10, 2023. As of December 31, 2021 and 2020, the balance was \$573,315 and \$610,370, respectively.

Future scheduled maturities of the note payable is as follows:

For the years ending December 31,	
2022	\$ 38,885
2023	40,874
Thereafter	493,556
Total	\$573,315

NOTE 7 – LIQUIDITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2021, comprise the following:

Financial assets:	
Cash and cash equivalents	\$459,950
Accounts receivable, net	40,848
Financial assets available to meet cash needs for general expenditures within one year	\$500,798

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Chamber considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The Chamber sets a goal of having financial assets on hand to meet a minimum of 90 days of normal operating expenses, which are, on average, around \$56,000. As part of its liquidity management, the Chamber has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 8 – CONCENTRATIONS

For the year ended December 31, 2021, approximately fifty-one percent (51%) of the Chamber's total revenue and support came from membership dues. For the year ended December 31, 2020, approximately sixty-nine percent (69%) of the Chamber's total revenue and support came from membership dues.

The Chamber conducts its operations solely in the greater Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in membership dues and revenue.

NOTE 9 – FEDERAL COVID RELIEF

On February 25, 2021, the Chamber received \$49,436 under the Paycheck Protection Program ("PPP") as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"). The PPP provides loans to qualifying businesses and are forgivable if the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains average payroll levels. The Organization applied for forgiveness and in August 2021, was notified that the advance was forgiven in full. The proceeds have been recognized as other income during the year ended December 31, 2021.

NOTE 10 – CHAMBER MEMBERSHIP ABSORPTION AGREEMENT

In 2021, the Spring-Klein Chamber of Commerce (SKCC) ceased operations. The Chamber entered into an agreement with SKCC to absorb their current members and honor the remaining membership benefits. No assets or liabilities were transferred to the Chamber as part of the agreement.

NOTE 11 – SUBSEQUENT EVENTS

Due to the ongoing COVID-19 pandemic, the Organization continues to evaluate current economic conditions and the impact on the Organization's operations for the year ended December 31, 2021, as the long-term effects of the pandemic are uncertain.

The Organization has evaluated subsequent events through April 14, 2022, the date the financial statements were available to be issued.

Greater Tomball Area Chamber of Commerce

Financial Statements for the Year Ended
December 31, 2020 (Audited)
(with comparative totals for December 31, 2019 (Reviewed))



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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Greater Tomball Area Chamber of Commerce
Tomball, Texas

Opinion

We have audited the accompanying financial statements of Greater Tomball Area Chamber of Commerce (a nonprofit organization), which comprise the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greater Tomball Area Chamber of Commerce as of December 31, 2020, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Greater Tomball Area Chamber of Commerce and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Greater Tomball Area Chamber of Commerce's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

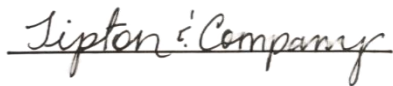
In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Greater Tomball Area Chamber of Commerce's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Greater Tomball Area Chamber of Commerce's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously reviewed Greater Tomball Area Chamber of Commerce's 2019 financial statements dated September 22, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.



Tipton & Company
Certified Public Accountants
Houston, Texas

May 24, 2021

Greater Tomball Area Chamber of Commerce

Statement of Financial Position

As of December 31, <i>(with comparative totals for 2019)</i>	Audited 2020	Reviewed 2019
Assets		
Cash and cash equivalents	\$ 349,800	\$ 349,262
Accounts receivable, net	53,474	55,174
Prepaid expenses	9,422	9,193
Property and equipment, net	914,047	942,867
Total Assets	\$ 1,326,743	\$ 1,356,496
Liabilities and Net Assets		
Liabilities		
Accrued expenses	\$ 3,232	\$ 5,232
Deferred revenues	157,891	155,690
Long term debt	610,370	645,503
Deposits	8,300	8,300
Total Liabilities	779,793	814,725
Net Assets		
Without donor restrictions	546,950	541,771
Total Net Assets	546,950	541,771
Total Liabilities and Net Assets	\$ 1,326,743	\$ 1,356,496

Greater Tomball Area Chamber of Commerce

Statement of Activities

Year ended December 31, <i>(with comparative totals for 2019)</i>	Audited 2020	Reviewed 2019
Revenue and Support		
Membership dues	\$ 510,128	\$ 480,171
Special events revenue	45,405	
Less: Cost of direct benefits to donors	<u>(10,640)</u>	
Special events revenue, net	34,765	132,345
Capital improvement campaign	33,000	36,000
First Friday luncheon	11,342	41,829
Networking Breakfast	1,665	4,992
City of Tomball hotel tax revenue	35,000	35,000
Rental income	64,624	64,624
Tenant reimbursements	11,990	9,662
Ads and ad commission	16,895	15,389
In-kind donations	-	28,795
Interest income	3,377	5,450
Other income	11,592	11,535
Total Revenue and Support	734,378	865,792
Expenses		
Program Services		
Business resources	252,245	282,361
Advocacy	248,661	273,616
Total Program Services	500,906	555,977
Supporting Services		
General and administrative	117,336	111,043
Fundraising	110,957	105,901
Total Supporting Services	228,293	216,944
Total Expenses	729,199	772,921
Change in Net Assets	5,179	92,871
Net Assets, Beginning of Year	541,771	448,900
Net Assets, End of Year	\$ 546,950	\$ 541,771

Greater Tomball Area Chamber of Commerce

Statement of Functional Expenses

Year ended December 31, (with comparative totals for 2019)	Program Services			Supporting Services			Audited	Reviewed
	Business Resources	Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services	2020 Total	2019 Total
Payroll and related expenses								
Salaries	\$ 101,721	\$ 101,721	\$ 203,442	\$ 25,430	\$ 25,430	\$ 50,860	\$ 254,302	\$ 253,742
Payroll taxes	7,856	7,856	15,712	1,964	1,964	3,928	19,640	18,734
Employee benefits	15,997	15,997	31,994	3,999	3,999	7,998	39,992	29,188
Total payroll and related expenses	125,574	125,574	251,148	31,393	31,393	62,786	313,934	301,664
Other expenses								
Advertising	29	29	58	29	201	230	288	24,443
Bad debt	52,592	52,592	105,184	52,592	52,592	105,184	210,368	36,226
Bank fees	484	484	968	1,935	1,935	3,870	4,838	10,796
Board expenses	-	-	-	6,475	-	6,475	6,475	3,964
Building expenses	120	120	240	30	30	60	300	300
Computer maintenance	1,892	1,892	3,784	473	473	946	4,730	3,310
Contract labor	424	424	848	106	106	212	1,060	3,933
Depreciation	11,993	11,993	23,986	2,999	2,999	5,998	29,984	30,132
Dues and subscriptions	-	4,706	4,706	-	-	-	4,706	3,465
Employee development	1,668	1,668	3,336	417	417	834	4,170	9,875
Equipment lease	4,044	4,044	8,088	1,011	1,011	2,022	10,110	14,001
First Friday	9,095	-	9,095	-	-	-	9,095	44,033
Health committee	1,975	-	1,975	-	-	-	1,975	5,670
Insurance	3,838	3,838	7,676	959	959	1,918	9,594	8,488
Interest	12,804	12,804	25,608	3,201	3,201	6,402	32,010	33,780
Membership development	-	-	-	-	-	-	-	62,397
Miscellaneous	2,429	3,239	5,668	2,427	-	2,427	8,095	20,653
Networking breakfast	450	-	450	-	-	-	450	1,456
Office supplies	1,677	1,677	3,354	419	419	838	4,192	6,404
Payroll service	2,049	2,049	4,098	512	512	1,024	5,122	4,452
Postage and delivery	538	269	807	269	717	986	1,793	5,840
Professional fees	-	-	-	6,601	-	6,601	6,601	14,820
Rent	864	864	1,728	216	216	432	2,160	2,160
Repairs and maintenance	4,243	4,243	8,486	1,061	1,061	2,122	10,608	24,618
Software	1,403	1,403	2,806	351	351	702	3,508	3,382
Special events	-	2,975	2,975	-	20,060	20,060	23,035	75,118
Taxes - income	-	-	-	436	-	436	436	2,160
Taxes - property	5,568	5,568	11,136	1,392	1,392	2,784	13,920	13,920
Telephone	2,614	2,614	5,228	654	654	1,308	6,536	6,812
Travel and entertainment	-	-	-	480	-	480	480	702
Utilities	3,592	3,592	7,184	898	898	1,796	8,980	10,620
Young professionals	286	-	286	-	-	-	286	814
Total other expenses	126,671	123,087	249,758	85,943	90,204	176,147	425,905	488,744
Subtotal	252,245	248,661	500,906	117,336	121,597	238,933	739,839	790,408
Less: Direct benefit to donor	-	-	-	-	(10,640)	(10,640)	(10,640)	(17,487)
Total Expenses	\$ 252,245	\$ 248,661	\$ 500,906	\$ 117,336	\$ 110,957	\$ 228,293	\$ 729,199	\$ 772,921

The accompanying notes are an integral part of these financial statements.

Greater Tomball Area Chamber of Commerce

Statement of Cash Flows

Year Ended December 31, <i>(with comparative totals for 2019)</i>	Audited 2020	Reviewed 2019
Cash Flows From Operating Activities		
Change in net assets	\$ 5,179	\$ 92,871
Adjustments to reconcile change in net assets to net change in operating activities:		
Depreciation	29,984	30,132
Bad debt expense	210,368	36,226
Changes in assets and liabilities:		
Accounts receivable	(208,668)	(39,867)
Prepaid expenses	(229)	(7,973)
Accrued expenses	(2,000)	1,956
Deferred revenues	2,201	30,178
Total Adjustments	31,656	50,652
Net Change in Operating Activities	36,835	143,523
Cash Flows From Investing Activities		
Purchases of property and equipment	(1,164)	(6,126)
Net Change in Investing Activities	(1,164)	(6,126)
Cash Flows From Financing Activities		
Payments on long-term debt	(35,133)	(36,000)
Net Change in Financing Activities	(35,133)	(36,000)
Net Change in Cash and Cash Equivalents	538	101,397
Cash and Cash Equivalents, beginning of year	349,262	247,865
Cash and Cash Equivalents, end of year	\$ 349,800	\$ 349,262
Supplemental Disclosures:		
Interest paid	\$ 32,010	\$ 35,650

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

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Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Cash and Cash Equivalents

The Chamber considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. At December 31, 2020 and 2019, the allowance for bad debts was \$7,021 and \$7,021, respectively.

Property and Equipment

The Chamber capitalizes all expenditures for property, plant and equipment in excess of \$500. Maintenance and repairs are charged to operations when incurred. Major improvements and renewals that extend the life of the asset are capitalized. Purchased property, plant and equipment are carried at cost and are depreciated using the straight-line method based on their estimated useful lives as follows:

Buildings and improvements	39 years
Computers and software	3-5 years
Office equipment	5-7 years
Furniture and fixtures	5-7 years

Donated Assets

Donated investments and other noncash donations are recorded as contributions at their fair values at the date of donation.

Donated Property and Equipment

Donations of property and equipment are recorded as contributions at fair value at the date of donation. Such donations are reported as increases in net assets without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Chamber reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Chamber reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Deferred Revenue

Income from membership dues and subscription fees received in advance is deferred and recognized over the periods to which the dues and fees relate.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Membership Dues

Membership dues are recognized in the applicable membership period. Any unearned amounts are included in deferred revenue at the end of each accounting period.

Donated Services

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Chamber. Many individuals volunteer their time and perform a variety of tasks that assist the Chamber with program services and fundraising events. No amounts have been reflected in the financial statements for these donated services as the recognition criteria were not met.

Functional Allocation of Expenses

Expenses are categorized in the Statement of Activities as program services, management and general and fundraising. The Chamber's expenses are allocated on a functional basis among these benefited categories:

- Program service expenses: include direct and indirect (allocated) expenses for the various programs offered by the Chamber to fulfill member investment expectations. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated to program services based on time and effort.
- Management and general expenses: include those expenses, ranging from office management to financial services, that are not directly identifiable with any other specific function but provide for the overall support and direction of the Chamber. Those expenses include the basic necessities to be an accredited, well rounded, and effective organization.
- Fundraising expenses: represent costs incurred in connection with fundraising efforts to continue the Chamber's mission. The membership dues alone are not adequate enough to accomplish the Chamber's goals; therefore, fundraising events are held to fill the gap between membership dues and total expenses.

Advertising Cost

Advertising costs are expensed when incurred. Advertising costs for the years ended December 31, 2020 and 2019 amounted to \$288 and \$24,443, respectively.

Income Taxes

The Chamber is operating as a not-for-profit corporation, under Section 501(c)(6) of the Internal Revenue Code, and is not subject to income taxes with the exception of unrelated business income. The Chamber conducted unrelated business activities during the current year. Therefore, the Chamber paid \$436 and \$2,160 for federal income taxes in the years ended December 31, 2020 and 2019, respectively.

The Chamber applies the provisions of FASB ASC Topic 740, Income Taxes, (formerly FASB Interpretation No. 48 (FIN 48), Accounting for Uncertainty in Income Taxes - an Interpretation of FASB Statement No. 109), which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. FIN 48 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition. As of December 31, 2020 and 2019, no uncertain tax positions were identified.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Fair Value of Financial Instruments – ASC 820, *Fair Value Measurements and Disclosures* (formerly SFAS 157), defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market, establishes a framework for measuring fair value in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date.

The valuation techniques required by ASC 820 are based upon observable and unobservable inputs, and ASC 820 establishes a three-level fair value hierarchy that prioritizes the inputs used to measure fair value. The three levels of inputs used to measure fair value are as follows:

- Level 1 - Quoted prices in active markets for identical assets or liabilities. An active market is a market in which transactions for the asset or liability occur with sufficient frequency and volume to provide pricing information on an ongoing basis. Level 1 assets include cash and cash equivalents with a fair value at December 31, 2020 and 2019 of \$349,800 and \$349,262, respectively.
- Level 2 - Inputs other than quoted prices included in Level 1, such as quoted prices for similar assets and liabilities in active markets; quoted prices for identical or similar assets and liabilities that are not active; or other inputs that are observable or can be corroborated by observable market data.
- Level 3 - Significant unobservable inputs that are supported by little or no market activity.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used are to maximize the use of observable inputs and minimize the use of unobservable inputs.

NOTE 2 – CONCENTRATION OF CREDIT RISKS

The Chamber maintains its cash balances in a local bank. These balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Management periodically assesses the financial condition of the financial institutions and believes that any possible credit risk is minimal. As of December 31, 2020 and 2019, the Chamber had approximately \$100,000 and \$99,000, respectively, of cash balances that were not insured by the FDIC. The Chamber has not experienced any losses in such accounts and believes the risk of future loss is mitigated by monitoring the balances and the financial institutions where the cash is deposited..

NOTE 3 – PROPERTY AND EQUIPMENT

As of December 31, 2020 and 2019, property, plant and equipment consisted of the following:

	Audited 2020	Reviewed 2019
Building and improvements	\$1,112,383	\$1,112,383
Computers and software	17,517	16,353
Office equipment	13,102	13,102
Furniture and fixtures	17,990	17,990
Land	145,000	145,000
Total property and equipment, gross	1,305,992	1,304,828
Less: Accumulated depreciation	(391,945)	(361,961)
Total property and equipment, net	\$914,047	\$942,867

Depreciation expense charged to operations for the years ended December 31, 2020 and 2019 was \$29,984 and \$30,132, respectively.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 4 – RENTAL INCOME

The Chamber leases office space to three other organizations under four to five year leases as follows:

	Current monthly rent	Lease initiation	Lease expiration	Lease renewal	Renewal expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013 11/1/2018	10/31/2018 10/31/2023
TRHF	\$3,729	11/1/2012	10/31/2017	11/1/2017	10/31/2022
Envirocon	\$150	4/1/2016	3/31/2020	4/1/2020	3/31/2024

For the years ended December 31, 2020 and 2019, rental income was \$64,624 and \$64,624, respectively.

Future minimum rentals are as follows:

For the years ending December 31,	
2021	\$62,624
2022	57,165
2023	16,860
2024	450
Total	\$137,099

NOTE 5 – COMMITMENTS

The Chamber has two noncancelable operating leases for office equipment. The terms of the leases vary from 36 to 60 months beginning in 2015 and expiring in 2021. The monthly rental payments are \$393 and \$210 plus maintenance costs. Both leases were renewed subsequent to year end. For the years ended December 31, 2020 and 2019, the total rental expense under these leases was \$10,110 and \$14,001, respectively.

Future minimum lease payments are as follows:

For the years ending December 31,	
2021	\$6,788
2022	6,651
2023	6,651
2024	2,749
2025	1,969
Thereafter	492
Total	\$25,300

NOTE 6 – LONG-TERM DEBT

The Chamber had a note payable due in monthly installments to a financial institution for an office building in the amount of \$6,729 for 83 months beginning January 10, 2010 through November 10, 2016. This note was secured by the Quinn Road office building, with interest at 5%. On December 10, 2016, a balloon payment of any unpaid principal and interest became due and payable, at which time the loan was modified to require monthly installments of \$5,595 at the same interest rate and terms and to become due and payable on December 10, 2023. As of December 31, 2020 and 2019, the balance was \$610,370 and \$645,503, respectively.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Future scheduled maturities of the note payable is as follows:

For the years ending December 31,	
2021	\$36,992
2022	38,885
2023	40,874
Thereafter	493,619
Total	\$610,370

NOTE 7 – LIQUIDITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2020, comprise the following:

Financial assets:	
Cash and cash equivalents	\$349,800
Accounts receivable, net	53,474
Financial assets available to meet cash needs for general expenditures within one year	\$403,274

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Chamber considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The Chamber sets a goal of having financial assets on hand to meet a minimum of 90 days of normal operating expenses, which are, on average, around \$56,000. As part of its liquidity management, the Chamber has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due.

NOTE 8 – CONCENTRATIONS

For the year ended December 31, 2020, approximately sixty-nine percent (69%) of the Chamber's total revenue and support came from membership dues. For the year ended December 31, 2019, approximately fifty-five percent (55%) of the Chamber's total revenue and support came from membership dues.

The Chamber conducts its operations solely in the greater Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in membership dues and revenue.

NOTE 9 – SUBSEQUENT EVENTS

In preparing these financial statements, the Chamber has evaluated events and transactions for potential recognition or disclosure through May 24, 2021, the date the financial statements were available to be issued. In early 2020, an outbreak of the novel strain of coronavirus (COVID-19) emerged globally. The spread of COVID-19 and related global responses have caused material disruptions to many economies around the world, resulting in an economic slowdown. Global equity markets have also experienced significant volatility and weakness. Although governments and central banks have reacted with interventions designed to stabilize economic conditions, the duration and extent of the impact of the COVID-19 outbreak remains unclear.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

On February 25, 2021, the Chamber received \$49,436 under the Paycheck Protection Program ("PPP") as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"). The PPP provides loans to qualifying businesses and are forgivable if the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains average payroll levels. Any unforgiven portion of the PPP loan will be payable over two years at an interest rate of 1%, with a deferral of payments for the first six months. While the Chamber believes its use of the PPP loan proceeds meet the conditions of forgiveness, it is possible the Chamber may be ineligible for forgiveness of the loan, in whole or in part.

The Chamber has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and statement of activities as of and for the year ended December 31, 2020 have not been adjusted to reflect their impact. As of May 24, 2021, the virus and related responses have caused disruptions to the Chamber's operations through cancelled events and reduced membership dues, and the Chamber expects these disruptions to negatively impact its operating results. However, the ultimate impact of COVID-19 is not reasonably estimable at this time.

2022-2023 Board Meetings

Wednesday, October 19 – Board Retreat

Time: 9:00 am – 5:00 pm

Location: TBD

Wednesday, November 16 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, December 21 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, January 18 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, February 15 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, March 15 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, April 19 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, May 17 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, June 21 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, July 19 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, August 16 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Wednesday, September 20 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2nd floor of Chamber Office)

Greater Tomball Area Chamber of Commerce

JOB DESCRIPTION

Job Title: PRESIDENT
Department: N/A
Reports To: Board of Directors
Approved By: Board of Directors
Approved Date: May 20, 2015
Revised Date: _____

JOB DEFINITION

The President, as the chief administrative executive plans, organizes, directs and controls the Chamber's services, products, economic development and public policy activities and responds to the needs of its members within available and agreed upon financial resources. The President develops and maintains collaborative working relationships between the Greater Tomball Area Chamber of Commerce and other key business and public policy organizations, other area chambers of commerce and other organizations to foster a nurturing business environment for members. The President delegates portions of his/her responsibilities consistent with sound operations and authorized policies and procedures (together with proportionate authority for their fulfillment through subordinate managers responsible for developing operational strategies that ensure the flawless execution of the Chamber's internal affairs) in support of the chamber's external goals for business and membership growth.

SPECIFIC RESPONSIBILITIES

1. Strategic

- Direct development of short and long range objectives, policies, budgets, and operating plans for the organization and oversees their consistent interpretation, implementation and achievement.
- Oversee the development of established policies, systems and processes for the proper, consistent, and efficient execution of financial and operational activities, in compliance with all relevant internal, local, state, and federal guidelines.
- Work with committees to identify issues and needs and develop plans to address them.

2. Managerial

- Develop and ensure successful implementation of the Chamber's multi-year strategic plan and the corresponding annual business plan as approved by the Board of Directors.
- Integrate the needs and constraints of other functional/departmental managers and directors into planning and execution of day-to-day operations.
- Ensure activities meet with chamber requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Manage and develop direct reporting staff, including establishing and enforcing accountability guidelines, directing and supervising staff day-to-day activities, training, and recruiting in line with the Operational Plan and chamber goals and guidelines.
- Delegate and outsource activities as appropriate to meet goals and deliverables in the most efficient and productive manner.

3. Financial

- Advise the Board of Directors of the Chamber's financial activities including cash flow, expenditures, billing and event budgeting.
- Monitor accounting procedures and records in accordance with relevant internal and external guidelines, including an annual audit.
- Approve disbursements, co-sign checks with the officers and maintain general control of expenditures.

4. Administrative

- Employ staff necessary to carry out the work of the organization.
- Conduct employee evaluations in conjunction with the Vice President.
- Monitor the established employee benefits packages, payroll, tax deductions, and appropriate records as approved by the Board of Directors, and in compliance with local, state, and federal HR guidelines.

5. Communication

- Act as primary spokesperson for the organization.
- Maintain an open line of communication with the Board of Directors, providing objective and factual input regarding relevant operational and financial activities to facilitate informed decision making.
- Maintain and develop effective communications and relations with other community leaders, other organizations, and elected officials.
- Work closely with Communications Director to ensure all information that is published by and through the Chamber is correct, timely, addressed to the proper parties and/or audience, and in line with chamber, local, state, and federal guidelines.

6. Self-Development

- Conduct all business in an ethical and professional manner.
- Keep abreast of new developments in community, legislation, Board of Directors, the membership base, and any other area that could affect the Chamber's operations.
- Know and understand the federal, state, and local laws which govern the different aspects of chamber activities.
- Attend training seminars and courses as requested by the Board of Directors, or required by developments in regulatory bodies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

B.A. or B.S. from accredited college.

Five (5) years experience as a successful business leader, familiarity with public relations and marketing, and management experience.

LANGUAGE SKILLS

Ability to read and write legibly. Ability to document numbers quickly without transposing or dropping digits. Ability to communicate verbally in English.

REASONING ABILITY

Ability to apply common sense understanding to carry out moderately complex instructions. Ability to keep track of, and organize, numerous and varied time sensitive tasks and concurrently deal with frequent urgent situations requiring immediate decision and action.

ADDITIONAL REQUIREMENTS

Ability to work irregular hours, evenings and weekends.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work with computers; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The President is required to wear proper/approved work attire at all times.

NOTE:

THIS IS NOT NECESSARILY AN EXHAUSTIVE LIST OF RESPONSIBILITIES, SKILLS, DUTIES, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. WHILE THIS LIST IS INTENDED TO BE AN ACCURATE REFLECTION OF THE CURRENT JOB, THE CHAMBER RESERVES THE RIGHT TO REVISE THE FUNCTIONS AND DUTIES OF THE JOB TO REQUIRE THAT ADDITIONAL OR DIFFERENT TASKS BE PERFORMED WHEN CIRCUMSTANCES CHANGE (i e, EMERGENCIES, CHANGES IN PERSONNEL, WORK LOAD, RUSH JOBS, OR TECHNOLOGICAL DEVELOPMENTS).

I have read and fully understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that the job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Chamber has a similar right.

Employee's Name

Employee's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

THE GREATER TOMBALL AREA CHAMBER OF COMMERCE IS
AN EQUAL OPPORTUNITY EMPLOYER.

Greater Tomball Area Chamber of Commerce

JOB DESCRIPTION

Job Title: VICE PRESIDENT OF OPERATIONS (U.S Chamber job code U105)
Department: N/A
Reports To: PRESIDENT
Prepared By: Pascale Nicolet-Smith — TOP solutions
Prepared Date: 1-10-2007
Approved By: BRUCE HILLEGEIST - PRESIDENT
Approved Date: _____
Revised Date: _____

JOB DEFINITION

The Vice President of Operations serves as the Chief Operating Officer, ensuring execution of the day-to-day business operations of the organization, including policy development and management of financial activities and personnel. The Vice President of Operations is responsible for developing operational strategies that ensure the flawless execution of the chamber's internal affairs in support of the chamber's external goals for business and membership growth.

SPECIFIC RESPONSIBILITIES

1. Strategic

- Contribute to development of strategic plan as a member of executive team.
- Plan, develop and implement strategy for operational management and execution so as to meet agreed Chamber goals within agreed budgets and timeframes.
- Develop and establish policies, systems and processes for the proper, consistent, and efficient execution of financial and operational activities, in compliance with all relevant internal, local, state, and federal guidelines.

2. Managerial

- Develop and implement Annual Operational Plan that defines deliverables, resource requirements, processes, and timeframes for chamber driven activities.
- Integrate the needs and constraints of other functional/departmental managers and directors into planning and execution of day-to-day operations.
- Ensure activities meet with chamber requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Manage and develop direct reporting staff, including establishing and enforcing accountability guidelines, directing and supervising staff day-to-day activities, training, and recruiting in line with Operational Plan and chamber goals and guidelines.
- Delegate and outsource activities as appropriate to meet goals and deliverables in the most efficient and productive manner.

3. Financial

- Plan, Develop, and manage annual budget with Board of Directors.
- Oversee the chamber's financial activities including managing and controlling cash flow, expenditures, billing and event budgeting.
- Maintain proper accounting procedures and records in accordance with relevant internal and external guidelines, including and annual audit.
- Keep and distribute financial notes, records, and reports to President and the Board of Directors.

4. Administrative

- Manage and maintain appropriate records for company insurance, contracts and agreements, corporate level negotiations (e.g. premises), vendors, regulatory bodies relationships and strategies, approvals and accreditations.
- Establish and maintain appropriate IT and communication systems to ensure financial records, membership databases, web presence and all communication channels are functional and meet chamber goals and guidelines.
- Establish and manage employee benefits packages, payroll, tax deductions, and appropriate records as approved by the Board of Directors, and in compliance with local, state, and federal HR guidelines

5. Communication

- Maintain an open line of communication with Chamber executives and Board of Directors, providing objective and factual input regarding relevant operational and financial activities, to facilitate informed decision making.
- Work closely with Communications Director to ensure all information that is published by and through the chamber is correct, timely, addressed to the proper parties and/or audience, and in line with chamber, local, state, and federal guidelines.
- Maintain appropriate communication with direct report staff, ensuring they have the necessary information to perform their day-to-day work effectively.

6. Self-Development

- Conduct all business in an ethical and professional manner.
- Keep abreast of new developments in community, legislation, Board of Directors, membership base, and any other area that could affect the chamber operations.
- Know and understand the federal, state, and local laws which govern the different aspects of chamber activities.
- Attend training seminars and courses as requested by the President and/or Board of Directors, or required by developments in regulatory bodies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

B.A. or B.S. from accredited college.

Five (5) years administrative, accounting, and project management experience, preferably in a business oriented not-for-profit organization.

LANGUAGE SKILLS

Ability to read and write legibly. Ability to document numbers quickly without transposing or dropping digits. Ability to communicate verbally in English.

REASONING ABILITY

Ability to apply common sense understanding to carry out moderately complex instructions. Ability to keep track of, and organize, numerous and varied time sensitive tasks and concurrently deal with frequent urgent situations requiring immediate decision and action.

ADDITIONAL REQUIREMENTS

Ability to work irregular hours, evenings and weekends.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work with computers; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Vice President of Operations is required to wear proper/approved work attire at all times.

NOTE:

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I have read and fully understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that the job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the chamber has a similar right.

Employee's Name

Employee's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

THE GREATER TOMBALL AREA CHAMBER OF COMMERCE IS
AN EQUAL OPPORTUNITY EMPLOYER.



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

June 1, 2022

City of Tomball
401 MARKET ST
TOMBALL TX 77375

Account Information:

Policy Holder Details :	GREATER TOMBALL AREA CHAMBE OF COMMERCE
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Contact Us

Need Help?

Start a live chat online or call us at
(866) 467-8730.

We're here weekdays from 8:00 AM to
8:00 PM ET.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/01/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HIGGINBOTHAM INS AGENCY INC/PHS 61611737 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (866) 467-8730 FAX (888) 443-6112 (A/C, No, Ext): E-MAIL ADDRESS: <div style="text-align: right;">INSURER(S) AFFORDING COVERAGE NAIC#</div>
INSURED GREATER TOMBALL AREA CHAMBE OF COMMERCE 292201 QUINN STEB TOMBALL TX 77375	INSURER A : Hartford Lloyd's Insurance Company 38253 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY	X		61 SBA VM8139	12/20/2021	12/20/2022	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY			61 SBA VM8139	12/20/2021	12/20/2022	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/>						BODILY INJURY (Per accident)	
	HIRE AUTOS <input type="checkbox"/>						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	
	DED <input type="checkbox"/> RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY			61 SBA VM8139	12/20/2021	12/20/2022	Each Claim Limit	\$5,000
							Aggregate Limit	\$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER

City of Tomball
401 MARKET ST
TOMBALL TX 77375

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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Greater
Tomball Area



Chamber of Commerce

2022 – 2025 Strategic Plan

Vision Statement

The Greater Tomball Area Chamber of Commerce will continue to be the business resource center for the northwest Houston metropolitan area.

R.E.A.L. (Core) Values

Relationship

Connecting members for lasting relationships that promote growth and enhance success.

Education

Promoting development of our community through personal and business education.

Advocacy

Partnering with business and government to advocate for the community.

Legacy

Establishing the standards of tomorrow guided by the cornerstone of tradition.

Mission Statement

The Greater Tomball Area Chamber of Commerce provides resources and fosters relationships that empower businesses to prosper in Tomball and its surrounding communities.

Diversity Statement

The Greater Tomball Area Chamber of Commerce is committed to advancing the values and benefits of diversity, equity and inclusion and believes it takes every member of the community to maintain a thriving economy.

Representing

City of Tomball, Creekside, Decker Prairie, Hufsmith, Korhville, Lakewood, Northpointe, Pinehurst, Rose Hill, Spring-Klein & Stagecoach

Critical Goals

Advance Region's Economy

Promote and enhance a vibrant, diverse and sustainable economy.

Improve Quality of Life

Foster a high-ranking quality of life for all residents.

Enhance Members' Success

Provide targeted services, events and programs.

Organization Improvement

Position the organization and its staff for long term success.

Business Resources Division

The Business Resources Division is dedicated to providing and promoting value added, quality networking events to GTACC's diverse membership by ensuring inclusion through new member mentorship programs and by presenting opportunities for personal and business growth. The division invites members to become involved in GTACC programs that will allow relationships to be formed and sustained through a variety of networking events.

This Division is led by the Vice-Chair of Business Resources and includes:

First Friday Luncheon, Networking Breakfast, Young Professionals, Ambassadors, Business After Hours, Tomball Together, and Women's Committee

Advocacy Division

The Advocacy Division is committed to being a strong voice for GTACC members and the greater Tomball area community. This will be accomplished by addressing public policy issues with participation from the public, members and elected officials, and holding open discussions about issues that affect the business community including: economic development, education, workforce development, energy, and healthcare.

This Division is led by the Vice-Chair of Advocacy and includes:

Government & Legislative Affairs Committee, Health & Wellness Alliance, Mobility & Transportation Committee, Business & Education Partnership, Leadership North Houston, Citizen of Year, Tomball Tidings, and Collaboration with City & Community partners

Prosperity Division

The Prosperity Division oversees the revenue generating activities that support the economic activities of the GTACC. By supporting these quality events, the GTACC brings people together, enhances Tomball's overall quality of life, and provides many fundraising opportunities. All events listed carry on the excellent reputation that the GTACC has earned statewide – events that attract tens of thousands of visitors to the Tomball community. This division also concentrates on pursuing various avenues to increase membership growth.

This Division is led by the Vice-Chair of Prosperity and includes:

Membership Growth, Tomball Holiday Parade, Miss Tomball Pageant, Tomball Night, Chairman's Ball, and the Golf Classic

Operations Division

The Operations Division is responsible for the administrative oversight of the Greater Tomball Area Chamber of Commerce's financial, facilities, and marketing operations. The division also ensures the Chamber's compliance with all applicable internal and external rules, regulations, and guidelines.

This Division is led by the Vice-Chair of Operations and includes:

Marketing, Accreditation, By-laws, Facilities, and Finances

The GTACC Board of Directors will yearly develop an annual action plan to focus our efforts each year. We will keep in mind our mission, vision and value statements along with our long-term goals in development of this plan each year.

2022 Action Plan

<u>Deliver Value to Members</u>	<u>Business Resources</u>	
1. Update value-based membership tiers	Staff	03/01/22
2. Plan for showcasing members across multiple communication platforms	Board	03/01/22
3. Segment membership by interests for better engagement	Board	
4. Retain 50% of Spring-Klein Chamber memberships	Board	12/31/22

<u>Growth</u>	<u>Prosperity</u>	
1. Increase membership ____%	Board	12/31/22
2. Support Membership Director with quality leads	Board	monthly
3. Develop & implement effective on-boarding system to improve first-year retention by ____%	Board	04/01/22
4. Increase membership investments at renewal by ____%	Board	12/31/22

<u>Develop Leaders</u>	<u>Advocacy</u>	
1. Further develop leadership program (LNH) to include Tomball Community Day	Board	06/01/22
2. Improve board recognition, acknowledgement, and visibility within chamber membership and community.	Board	12/31/22
3. Develop current & future leaders through our Program of Work	Board	12/31/22

<u>Operations</u>	<u>Operations</u>	
1. Define a succession plan for President	Board	06/30/22
2. Plan & Budget for an addition to staff	Board	06/30/22
3. Integrate Five Star Accreditation Goals into Board Strategic/Action plan	Board	03/30/22
4. Implement a system for shifting past due efforts to effective pre-renewal protocol	Board	03/30/22

<u>Community Support / Outreach</u>	<u>Staff w/Board Support</u>	
1. Support citizens & downtown businesses during upcoming 2920 Redevelopment and Alley Projects	Staff	12/31/22
2. Support citizens & businesses through proposed Harris County redistricting	Staff	12/31/22

2022 – 2025 Strategic Plan

- Support the advancement of our Region's Economy:
 - Transportation-improving the flow of goods, services and families
 - 2920
 - Business 249
 - Major feeders to 249 and 2920
 - Remove Legislative roadblocks
 - Grow/Foster municipal relationships
 - Provide information on growth, trends in all markets, and partnerships
- Support our community goals to enhance Quality of Life:
 - Beautification of Tomball
 - Develop and Foster downtown environment
 - Create/Foster a livable center
 - Churches, post office, golf courses, diverse business, EMS, post offices
 - Diversity of business centers
 - Healthcare
 - Education
- Promote Members' Success:
 - Future leaders/Sustainable leadership
 - Develop current and future leaders through our Program of Work
 - Education/ Equipping programs
 - Developing education opportunities for our members through the Chamber and its Partners
 - Promotion / Exposure of businesses/ Lead generation
 - Resource Center
 - Continue to provide information and resources on growth trends in all markets and strategic partnerships for members and the community.
 - Technology
- Cultivate Cultural Diversity from a position of leadership.
 - Identify community leaders and promote chamber membership
 - Identify chamber or community events to support diversity
- Identify the Top 10 Business Development Opportunities for Chamber Growth
 - Identify development opportunities in Tomball to strengthen our community and Chamber
- Organization Improvement:
 - Technology
 - Continuous improvement of technology to implement current trends that are productive for the Chamber and our members
 - Advertising and branding

- Accreditation
 - Identify areas of improvement as suggested by our recent accreditation review
- Communications
 - Maintain timely and quality communications with staff
 - Promote member connections and enhance flow of information in usable formats
- Education/ Partners/ Consultants
 - EDC/City/ Chambers/ College/ County