#### NOTICE OF TOURISM ADVISORY COMMITTEE MEETING CITY OF TOMBALL, TEXAS



#### Tuesday, July 26, 2022 6:00 PM

Notice is hereby given of a meeting of the City of Tomball Tourism Advisory Committee, to be held on Tuesday, July 26, 2022 at 6:00 PM, City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tourism Advisory Committee reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- A. Call to Order
- B. Public Comments and Receipt of Petitions; [At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law GC, 551.042.]

C.

- 1. Approve the Minutes of the January 25, 2022 Tourism Advisory Committee Meeting
- D. New Business
  - <u>2.</u> Make recommendation to Council regarding Position 1, 3, 6, and 9 of the Tourism Advisory Committee
  - 3. Consideration of Application from the Greater Tomball Area Chamber of Commerce for Grant from FY 2021-2022 Hotel Occupancy Funds for the Visitor Center.
  - 4. Consideration of Application from the Greater Tomball Area Chamber of Commerce for Grant from FY 2021-2022 Hotel Occupancy Funds for the 2021 Holiday Parade.

- Consideration of Application from the Greater Tomball Area Chamber of Commerce for Grant from FY 2021-2022 Hotel Occupancy Funds for the 2022 Tomball Night.
- 6. Consideration of Application from the Greater Tomball Area Chamber of Commerce for Grant from FY 2022-2023 Hotel Occupancy Funds for the Visitor Center.
- Consideration of Application from the Greater Tomball Area Chamber of Commerce for Grant from FY 2022-2023 Hotel Occupancy Funds for the 2022 Holiday Parade.
- 8. Consideration of Application from the Greater Tomball Area Chamber of Commerce for Grant from FY 2022-2023 Hotel Occupancy Funds for the 2023 Tomball Night.
- 9. Consideration of Application from the Houston Repertoire Ballet for Grant from FY 2022-2023 Hotel Occupancy Funds for the 2022 The Nutcracker Performance Series.
- 10. Consideration of Application from the Tomball Sister City Organization for Grant from FY 2022-2023 Hotel Occupancy Funds for the 2022 German Christmas Market and 2023 German Heritage Festival.
- 11. Consideration of Application from the Spring Creek County Historical Association for Grant from FY 2022-2023 Hotel Occupancy Funds for 2022-2023 Operations Activities.
- 12. Consideration of Application from the Spring Creek County Historical Association for Grant from FY 2022-2023 Hotel Occupancy Funds for the 2022 Tomball Museum Car Social.
- E. Adjournment

#### CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 21 day of July 2022 by 5:00 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Tracylynn Garcia, TRMC, CPM, CMC Assistant City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (281) 290-1002 or FAX (281) 351-6256 for further information.

AGENDAS MAY BE VIEWED ONLINE AT www.ci.tomball.tx.us.

### City Council Meeting Agenda Item Data Sheet

Data	Sheet			Meeting Date:	07/26/2022
Topic:					
Approv	e the Minutes of the Janu	ary 25, 2022 To	urism Advisory	y Committee Meetin	ng
Backgr	ound:				
Origina	ation: City Secretary Of	fice			
Recom	mendation:				
Party(i	es) responsible for plac	ing this item on	agenda:	Tracylynn Garci	a, Asst City Secretary
	ING (IF APPLICABLE)  ds specifically designated in	n the current budge	et for the full am	ount required for this	s purpose?
Yes:	No:	i une commente comeg.		Account Number: #	, purpose i
If no, fu	nds will be transferred from	n account #		To account #	
Signed	Tracylynn Garcia		Approved by		
	Staff Member	Date		City Manager	Date

#### MINUTES OF REGULAR TOURISM ADVISORY COMMITTEE MEETING CITY OF TOMBALL, TEXAS



### Tuesday, January 25, 2022 6:00 P.M.

A. The meeting was called to order by Co-Chair Raymond Francois. Other Committee members present were:

Kailey Moore Melanie Sutton Jeffie Cappadonna Ted Mielke

#### Absent:

Holly Cook Rodney Hutson Steve Hughes

#### Others present:

City Manager-David Esquivel Finance Director-Katherine DuBose Assistant City Secretary - Tracylynn Garcia

- B. No Public Comments received.
- C. Motion was made by Ted Mielke, second by Melanie Sutton to approve the Minutes of the November 9, 2021 Special Tourism Advisory Committee Meeting.

Motion carried unanimously.

- D. New Business:
  - 1. Motion was made by Ted Mielke, second by Kaylee Moore to approve request from Spring Creek Historical Association for the Use of Hotel Occupancy Funds.

Motion carried unanimously.

Minu Item 1.

Tourism Advisory Committee January 25, 2022 Page 2 of 2

E.	Adjournment:			
	Motion was made by Ted Mielke, sec	ond by Melar	nie Sutton, to adjo	ourn at 6:10 p.m.
	Motion carried unanimously.			
PASS	ED AND APPROVED this	day of	, 20	022.
•	ynn Garcia City Secretary		Holly Cook Chair	

### City Council Meeting Agenda Item Data Sheet

Data	Sheet		<b>Meeting Date:</b>	07-26-2022
Topic:				
Make re	ecommendation to Council	l regarding Position 1, 3, 6	and 9 of the Tourism	Advisory Committee
Backgr	ound:			
due to e		ndation to Council to remove appoint a new resident to the on.	· ·	, ,
	ion, Positions 3, 6, and 9 (for confirmation of interest	Cappadonna, Hutson and C tin being reappointed.	assel) are up for Reap	ppointment and we are
Origina	ation: Tracylynn Garica			
Recom	mendation:			
N/A				
Party(i	es) responsible for placin	g this item on agenda:	Sasha Luna, Ser Assistant	nior Administrative
	NG (IF APPLICABLE)  ds specifically designated in  No:	the current budget for the full a	amount required for thi y Account Number: #	s purpose?
If no, fu	nds will be transferred from	account #	To account #	
Signed	Tracylynn Garcia	Approved b	у	
	Staff Member	Date	City Manager	Date

### TAC Board Meeting Agenda Item Data Sheet

Data	a Sheet		Meeting Date:	7/26/2022
Topic:	:			
	deration of Application from the Greater 21-2022 Hotel Occupancy Funds for the		hamber of Comme	rce for Grant from
Backgr	round:			
Origina	ation: Finance			
Recom	mendation:			
Party(i	es) responsible for placing this item or	n agenda:	Katherine Tapsc	ott, Finance Director
FUNDI	ING (IF APPLICABLE)			
Are fund	ds specifically designated in the current bud	get for the full amo	ount required for this	purpose?
Yes:	X No:	If yes, specify A	account Number: 24	0-240-6351
If no, fu	nds will be transferred from account		To account	
Signed	Katherine Tapscott, CPA	Approved by		
	Finance Director 7/20/2022		City Manager	Date



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Applications may be r	mailed or	hand	delivered	to:
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Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: Greater Tomball Area Chamber of Commerce
Organization Director: Bruce Hillegeist
Project or Event for which funding is requested: Visitor Center
Date of Event: Monday-Friday 8am-5pm
Description of project or event for which funding is requested: serving the public with questions about Tomball
Location of project or event: 29201 Quinn Road, Suite B, Tomball, TX 77375
GRANT AMOUNTS:  Amount Requested for Current Fiscal Year: 2021-2022 \$10,000
Amount Requested for Current Fiscal Year: 2021-2022 § 10,000

**\$** 17,500

Amount Received for Previous Fiscal Year: 2020-2021

% increase requested over last year's grant: decrease %

#### Organization Budget Summary for Previous Fiscal Year 2021 Budget Attached

	<b>City Funds</b>	Other Funds	Total
Personnel			
<b>Contracted Services</b>			
Travel			
Rental Expense			
Depreciation/Mortgage	N/A		
Advertising			
Insurance			
Other Expenses			
Volunteer Time	N/A		
<b>Donated Goods/Services</b>	N/A		
Total			

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

#### FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL Amount of Funds

Government

	Local		
	County		
	State		
	Federal		
Other 1	Investors/Contributors		
	Individual		
	Corporate		
	Foundations		
<u>Fees</u>			
	Admissions		
	Applications		
	Vendors		
	Tuition		
Conce	<u>ssions</u>		
Memb	<u>erships</u>		
Subscr	<u>iptions</u>		
<u>Other</u>			<del></del>
		Total	<u>\$</u>

How many people do you expect will visit Tomball from	
Explain the basis for your answer to the preceding question	on: 500 annually, with numerous daily
calls and walk in customers; 500 is a conservation	
Are attendees for this event or users of this project expecte	ed to stay overnight in Tomball hotels or
motels? If you answer to this question is Yes, state the ba	sis for your answer: Yes, every day
people ask the staff for hotel options in the are	
Organization Contact Name: Brandy Beyer, Vice Pre	esident
Title: Brandy Beyer, Vice President	
Address: Brandy Beyer, Vice President	
Phone Number: Brandy Beyer, Vice President	
Contact's Signature: Brandy Beyer	Digitally signed by Brandy Beyer Oht cre-Brandy Beyer, o=Greater Tomball Area Chamber of Commerce, ou, email=bbeyer@tomballchamber.org, c=US Date: 2022.07.15 10:11:00-05007
Date: 07/15/2022	



#### **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Brandy Beyer Digitally signed by Brandy Beyer DN: cn=Brandy Beyer, cn=Greater Tomball Area Chamber of Commerce, ou, email=bbeyer@tomballchamber.org, c=US Date: 2022.07.15 10:13:35-05:00'	07/15/2022
Signature of Authorizing Official	Date
Brandy Beyer	
Typed Name	
Vice President	281.351.7222
Title within Organization	Telephone
bbeyer@tomballchamber.org	
Email address	



#### **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should in no case exceed one page.

- 1. Describe the history and purpose of the organization.
- 2. Describe how any grant funds will be used.
- 3. List the programs and activities for the grant year.
- 4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.
- 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?
- 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
- 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.
- 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?



#### OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

#### OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan -3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.

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- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



#### **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

### Visitor Center Budget

Rent	25,974.00
CAM Expense	9,696.96
Office Supplies/Postage	1,000.00
Personnel	27,000.00

Total Expenses: 63,670.96

Grant Request: 10,000.00

#### Item 3.

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview

January through December	2021

													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Ordinary Income/Expense													
Income													
Income													
Rent Income	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	64,620.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness	3,000.00	1,000.00		500.00		3,000.00			500.00				8,000.00
Hotel/Motel Tax									35,000.00				35,000.00
First Friday						1,800.00	1,800.00	2,000.00	2,400.00	2,300.00	2,000.00	2,000.00	14,300.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	5,000.00
Interest Income	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2,640.00
Membership Dues													
New	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	4,000.00	3,500.00	3,500.00	4,500.00	4,500.00	4,500.00	4,500.00	54,000.00
Allowance Non-Renewal	-4,384.33	-8,944.33	-1,879.33	-1,490.08	-1,796.08	-2,699.33	-2,218.58	-2,161.33	-2,837.08	-3,110.83	-2,087.58	-1,929.58	-35,538.50
Renewal	43,843.33	89,443.33	18,793.33	14,900.83	17,960.83	26,993.33	22,185.83	21,613.33	28,370.83	31,108.33	20,875.83	19,295.83	355,384.96
Total Membership Dues	44,459.00	85,499.00	21,914.00	18,410.75	21,164.75	28,294.00	23,467.25	22,952.00	30,033.75	32,497.50	23,288.25	21,866.25	373,846.46
Miscellaneous Income	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Publications/Products													
Magazine/Map/Website	500.00	3,500.00	1,500.00	8,500.00	3,000.00		500.00			500.00			18,000.00
Total Publications		3,500.00	1,500.00	8,500.00	3,000.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	17,500.00
Special Events													
Banquet		10,000.00											10,000.00
Golf Classic		5,000.00	20,000.00										25,000.00
Tomball Night						6,000.00	11,000.00	4,000.00					21,000.00
Holiday Parade									3,000.00	10,000.00	12,000.00		25,000.00
Miss Tomball Pageant									4,000.00	13,000.00	8,000.00		25,000.00
Total Special Events	0.00	15,000.00	20,000.00	0.00	0.00	6,000.00	11,000.00	4,000.00	7,000.00	23,000.00	20,000.00	0.00	106,000.00
Total Income	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Total Income	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Gross Profit	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Expense													
Building Expense													
Alarm	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Cleaning	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	6,720.00
Electricity	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
Building Interest	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	31,800.00
Reimbursed by tenants	-1,400.00	-600.00	-600.00	-1,100.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-9,700.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Total Building Expense	3,735.00	4,535.00	4,535.00	4,035.00	4,535.00	4,535.00	3,935.00	4,535.00	4,535.00	3,935.00	4,535.00	4,535.00	51,920.00

#### Item 3.

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview January through December 2021

													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Accounting Expense		200.00	2,000.00	2,000.00	2,000.00	2,000.00		7,000.00			2,300.00		17,500.00
Advertising							500.00	500.00			1,000.00	500.00	2,500.00
Bad Debt Expense	2,775.00	2,775.00	3,000.00	2,775.00	3,000.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	4,250.00	35,225.00
Health & Wellness			1,000.00				1,000.00	2,500.00		1,500.00			6,000.00
First Friday						2,200.00	2,200.00	1,700.00	2,500.00	2,100.00	2,200.00	2,000.00	14,900.00
Networking Breakfast	200.00	200.00	300.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,500.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Board of Directors	300.00	100.00				200.00	200.00		3,000.00	3,700.00			7,500.00
Dues and Subscriptions	2,472.00							750.00			584.00		3,806.00
Employee Expense													
SUTA	80.00	50.00	25.00	10.00									165.00
Development	600.00	550.00	500.00	500.00	1,500.00	2,000.00	1,550.00		300.00	1,500.00			9,000.00
FUTA	73.00	40.00	30.00	25.00	0.040.00	0.040.00	0.040.00	0.040.00	0.040.00	4.500.00	4 500 00	4 500 00	168.00
Group Insurance	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	4,500.00	4,500.00	4,500.00	48,978.00
Payroll Services	390.00	450.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	4,740.00
Payroll Taxes	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,500.00	2,000.00	18,000.00
Salaries TACC	20,000.00	20,500.00	20,500.00	20,000.00	20,000.00	20,000.00	20,000.00	20,500.00	20,000.00	20,000.00	21,500.00	20,000.00	243,000.00
Bonus	20,000.00	20,500.00	20,500.00	20,000.00	20,000.00	20,000.00	20,000.00	20,500.00	20,000.00	20,000.00	21,500.00	12,150.00	12,150.00
Contract Labor	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00
Total Salaries	20,375.00	20,875.00	20,875.00	20,375.00	20,375.00	20,375.00	20,375.00	20,875.00	20,375.00	20,375.00	21,875.00	32,525.00	259,650.00
Total Galaries	20,070.00	20,073.00	20,070.00	20,010.00	20,070.00	20,070.00	20,070.00	20,070.00	20,575.00	20,570.00	21,075.00	32,323.00	200,000.00
Total Employee Expense	26,910.00	27,357.00	27,212.00	26,692.00	27,657.00	28,157.00	27,707.00	26,657.00	26,457.00	28,215.00	28,265.00	39,415.00	340,701.00
Insurance													
Worker's Compensation	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	549.96
Officer & Director Liability	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	1,843.92
General Liab.	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	7,453.92
Total Insurance	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	9,847.80
Membership/Misc. Expense	1,000.00	3,000.00	1,500.00	500.00	500.00	500.00	1,000.00	1,600.00	1,700.00	1,500.00	500.00	1,500.00	14,800.00
Office Equipment Expense													
Database		3,500.00											3,500.00
Computer Maintenance	300.00	1,200.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	4,500.00
Copier Lease	1,000.00	800.00	1,500.00	600.00	500.00	800.00	1,200.00	1,000.00	700.00	1,000.00	1,000.00	700.00	10,800.00
Pitney Bowes	492.30			581.60			492.30			492.30			2,058.50
Total Office Equip Expense	1,792.30	5,500.00	1,800.00	1,481.60	800.00	1,100.00	1,992.30	1,300.00	1,000.00	1,792.30	1,300.00	1,000.00	20,858.50
Office Supplies	300.00	600.00	300.00	500.00	400.00	1,000.00	600.00	300.00	400.00	500.00	800.00	600.00	6,300.00
Postage & Delivery	500.00	300.00	800.00	1,500.00	0.00	700.00	0.00	0.00	500.00	1,500.00	0.00	500.00	6,300.00
Property Tax Expense	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	15,442.44
Income Tax Expense	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	2,160.00
Rent	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	

#### Item 3.

## Greater Tomball Area Chamber of Commerce 2021 Budget Overview

January	v through	December	2021

													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Special Events													
Banquet		10,000.00											10,000.00
Golf Classic	250.00		1,000.00	6,750.00									8,000.00
Tomball Night					2,000.00		4,000.00	4,000.00					10,000.00
Holiday Parade											15,500.00	1,000.00	16,500.00
Miss Tomball Pageant													
Scholarship Expense											4,000.00		4,000.00
Pageant - Other										500.00	5,500.00	2,500.00	8,500.00
Total Miss Tomball										500.00	9,500.00	2,500.00	12,500.00
Total Special Events	250.00	10,000.00	1,000.00	6,750.00	2,000.00	0.00	4,000.00	4,000.00	0.00	500.00	25,000.00	3,500.00	57,000.00
Telephone Expenses	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	6,780.00
Travel & Entertainment	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
Total Expense	44,126.82	58,459.52	47,339.52	50,326.12	44,984.52	47,259.52	50,001.82	57,709.52	46,959.52	52,109.82	73,351.52	61,892.52	634,520.74
Net Ordinary Income	12,637.18	55,844.48	5,379.48	-13,610.37	-11,514.77	1,139.48	-3,929.57	-19,452.52	37,279.23	15,492.68	-18,658.27	-28,621.27	31,985.72
Principal Building Payment	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
xDepreciation Expense	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	20,460.00
Net Income	7,932.18	51,139.48	674.48	-18,315.37	-16,219.77	-3,565.52	-8,634.57	-24,157.52	32,574.23	10,787.68	-23,363.27	-33,326.27	-24,474.28

#### Narrative Questions:

1. Describe the history and purpose of the organization.

**Answer:** The Greater Tomball Area Chamber of Commerce (GTACC) provides resources and empowers Tomball businesses to prosper. The value of being a GTACC member is evidenced with research by the Shapiro Group, which shows a 63 percent increase in repeat business due to chamber membership. Moreover, the Chamber staff regularly and routinely welcomes visitors to Tomball and places information in their hands that promotes the city and region, in particularly local hotels, motels and restaurants.

Incorporated in 1965, the Greater Tomball Area Chamber of Commerce has a history that began in the 1920s. The Chamber has a reputation for actively representing and promoting the interest of its members. As well, the Chamber is recognized throughout the region and the state for its passionate promotion of the greater Tomball community.

The Greater Tomball Area Chamber of Commerce also serves as a visitor's information center.

2. Describe how any grant funds will be used.

Answer: Grant funds would be used to reimburse the GTACC for Visitor Center related expenses. The GTACC staff regularly and routinely welcomes visitors to Tomball and places information in their hands that promotes the city and region, specifically a map of the area, The Spirit of Tomball Texas magazine, and information on local hotels, motels and restaurants. Time dedicated to this function of the GTACC fluctuates, however all Chamber staff participates in this service and materials are kept current for the purpose of maintaining a vital visitor's information center.

3. List the programs and activities for the grant year.

**Answer:** The GTACC annually organizes and hosts Tomball Night and the Tomball Holiday Parade with an emphasis on local retailers, hotels and motels. In its press releases related to these events the Chamber suggests inviting family and guests for a weekend in Tomball, which includes overnight stays at local lodging.

With the large amount of growth in the area, there are individuals in the office daily requesting information on relocation. Many are here staying in the local hotels as they search for a new home. The amount of welcome packets we mail out has increased as well.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

**Answer:** The GTACC has experienced growth over the past several years. This year membership is staying consistent, but event participation has increased. The City of Tomball

and the greater Tomball area has experienced growth as well. At the end of 2008 the Chamber relocated to a facility that exudes professionalism, is in a high profile location and is welcoming to all visitors. Chamber's activities including Tomball Night and the Tomball Holiday Parade take place in the city limits — 100%.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

Answer: The GTACC Visitor Center qualifies for use of the Hotel Occupancy Tax, Chapter 351.101 with two banks of walls and a kiosk dedicated to pamphlets, booklets, promotional materials and other contact information. The Chamber provides an extensive library of current information concerning city, area and regional lodging, entertainment, amusements and even day-trip venues. Daily the GTACC staff place these printed, promotional materials about Tomball in the hands of visitors; a conservative estimated number of this exchange is 5 five visitors a day. In addition, the GTACC staff answers numerous phone inquiries; a conservative number of inquiries by phone related to tourism is 5 per day.

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

**Answer:** As a visitor center, chambers of commerce have a long standing history of being the first place visitors stop when they come to a new town. The GTACC is publicized on the Internet through <a href="www.tomballchamber.org">www.tomballchamber.org</a>, in the World Chamber of Commerce Directory, as a member of the US Chamber of Commerce, as a member of the Texas Association of Business, as a member of the Texas Chamber of Commerce Executives and as a member of the American Chamber of Commerce Executives.

The GTACC publicizes its activities and all partnership city and non profit organization activities in Tomball through local and Houston area newspapers including *The Houston Chronicle* and online news services. The GTACC checks for its press releases in these publications and online. The GTACC is constantly adding to its publicity list. It is notable that the GTACC promotes all partnership city and non profit organization activities, such as the various City of Tomball festivals and the Tomball German Festivals, as a courtesy without compensation or reimbursement.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

Answer: The public benefits to the City of Tomball resulting from the visitor center at the GTACC offices are many. First, the Chamber strives to keep current information on local businesses and growth moving into the area. Through these efforts the public uses the GTACC as an information resource. Also, the Chamber maintains relationships with many entities — like Texas Department of Transportation and the Harris County Precinct 4 Commissioner's office — that serve the greater Tomball area in order to better serve the public. First and foremost, the public benefits by having a visitor center at the GTACC because having been established since 1965, the public is habitual in seeking out the Chamber for information. Moreover, the GTACC has proven to be a stable, tenured, and reliable organization that proudly serves the public.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

**Answer:** The GTACC is maintaining an Internet presence with <a href="www.tomballchamber.org">www.tomballchamber.org</a> where a community calendar with Tomball events is posted and updated, routinely. These events are also placed in the Texas Events Calendar, a statewide publication. The Chamber also provides events such as the Tomball Holiday Parade, Tomball Night, and the Miss Tomball Pageant, which has a history of bringing families to Tomball for overnight stays.



OFFICE OF THE SECRETARY OF STATE

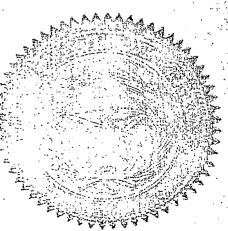
## CERTIFICATE OF INCORPORATION OF

CITY OF TOMBALL CHAMBER OF COMMERCE

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.

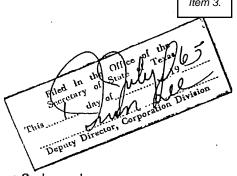
ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

Dated July 1st , 19 65 Occupied & Markon 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:

#### NAMES

#### ADDRESSES

Pete Still

Jesse C. Powell

Billie JacLovett

719 Barbara, Tomball, Texas

732 James, Tomball, Texas

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. eLovett

408 W. Commerce, Tomball, Texas

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

PETE STILL

JESSE C. POWELL

THE STATE OF TEXAS
COUNTY OF HARRIS

I, fore E Surklin, a Notary Public, do hereby certify that on this the 18th day of \_\_\_\_\_\_\_, 1965, personally appeared before me, PETE STILL, JESSE C. POWELL and K. 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.

Notary Public in and for Harris County, TEXAS

FOYE A. BURKLIN Notary Public in and for Harris County, Taxos 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, Director Corporation Division

### Comptroller of Public Accounts State of Texas Austin

July 13, 1965

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

. ≠ Offices of Howard H. Klein "Claim Office Building Commerce Street wall, Texas

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

Charter No. 215046

.Lie men:

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 is 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

Comptroller of Public Accounts

Robert & Kacan

WLE/ms

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

cc: Corporation Division

Secretary of State Austin, Texas



**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.
- 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.
- 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.
- 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
1 2017		
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		

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



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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctg.com

#### 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

Tipton : Company

Houston, Texas

April 14, 2022

## Statement of Financial Position

As of December 31, (with comparative totals for 2020)		Reviewed 2021		
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

## Statement of Activities

Year ended December 31, (with comparative totals for 2020)	R	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
Tenent 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

## Statement of Functional Expenses

			Progr	am Service				S	Supp	orting Service				Reviewed		Audited
Year ended December 31,		Business				tal Program		neral and	_	- ,	Tota	al Supporting		2021		2020
(with comparative totals for 2020)	K	esources	А	dvocacy		Services	Aar	ninistrative	F	undraising		Services		Total		Total
Payroll and related expenses	Φ.	00.406	r.	00.406	Φ	106.050	ф	24,607	Φ	24.607	ф	49,214	•	246.066	<b>ው</b>	254 200
Salaries	\$	98,426	\$	98,426	\$	196,852	\$		Ъ	24,607	Ф		Þ	246,066	Ъ	254,302
Payroll taxes		7,174		7,174		14,348		1,794		1,794		3,588		17,936		19,640
Employee benefits		15,710 121,310		15,710		31,420		3,927 30,328		3,927		7,854 60,656		39,274		39,992
Total payroll and related expenses Other expenses		121,310		121,310		242,620		30,328		30,328		60,656		303,276		313,934
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		709		109		1,576		6,935		3,130		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		4,700
		3,988				7,706 7,976		903		903		1,926		9,632		10,110
Equipment lease				3,988				997		997		1,994				9,095
First Friday		15,142		-		15,142		-		_		-		15,142		-
Health committee		4,859		- 0.040		4,859		-		_		4 004		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

## Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2020)	F	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		<u>-</u>	(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

#### 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.

#### 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 improvements39 yearsComputers and software3-5 yearsOffice equipment5-7 yearsFurniture and fixtures5-7 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.

#### 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

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	Audited
	2021	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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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.

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

#### **NOTE 6 – LONG-TERM DEBT**

Thereafter

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
	<u> </u>

#### **NOTE 7 – LIQUIDITY**

Total

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.

\$573,315

#### **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.

Financial Statements for the Year Ended

December 31, 2020 (Audited)

(with comparative totals for December 31, 2019 (Reviewed))



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ipton & Company
Certified Public Accountants

13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctq.com

#### 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

Tipton : Company

Houston, Texas

May 24, 2021

## Statement of Financial Position

As of December 31, (with comparative totals for 2019)	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	

## Statement of Activities

	Audited 2020	Reviewed 2019
\$	510,128	\$ 480,171
45,405		
(10,640)		
	34,765	132,345
	33,000	36,000
	11,342	41,829
	1,665	4,992
	35,000	35,000
	64,624	64,624
	11,990	9,662
	16,895	15,389
	-	28,795
	3,377	5,450
	11,592	11,535
	734,378	865,792
	252,245	282,361
	248,661	273,616
	500,906	555,977
	117,336	111,043
	110,957	105,901
	228,293	216,944
	729,199	772,921
	5.179	92,871
	541,771	448,900
\$	546,950	\$ 541,771
	45,405 (10,640)	\$ 510,128 45,405 (10,640)  34,765 33,000 11,342 1,665 35,000 64,624 11,990 16,895 

### Statement of Functional Expenses

			Progra	am Services	S			S	uppo	orting Service	es		Audited	F	Reviewed
Year ended December 31,	E	Business			Tota	al Program	Ge	neral and			Tota	l Supporting	2020		2019
(with comparative totals for 2019)	R	esources	Ad	dvocacy		Services	Adn	ninistrative	Fu	undraising	5	Services	Total		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		14,00
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		,00.						-				-	-		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		1,405		2,975		2,975		-		20,060		20,060	23,035		75,118
Taxes - income				2,575		2,575		436		20,000		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		2,014		۷,014		5,220		480		034		480	480		702
Utilities		3,592		3,592		7,184		898		898		1,796	8,980		10,620
Young professionals		286		3,332		286		090		090		1,7 90	286		814
Total other expenses		126,671		123,087		249,758		85,943		90,204		176,147	425,905		488,744
Total other expenses		120,071		123,007		243,130		00,843		30,204		170,147	420,900		400,74
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)		(17,48
Total Expenses	\$	252,245	\$	248,661	\$	500,906	\$	117,336	\$	110,957	\$	228,293	\$ 729,199	\$	772,92°

## Statement of Cash Flows

			_	
Year Ended December 31, (with comparative totals for 2019)		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	Ψ	0,170	Ψ	02,071
net change in operating activities:				
Depreciation		29,984		30,132
Bad debt expense		210,368		36,226
Changes in assets and liabilities:		210,000		00,220
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	es	36,835		143,523
Cash Flows From Investing Activities Purchases of property and equipment		(1,164)		(6,126)
Net Change in Investing Activities	es	(1,164)		(6,126)
Cash Flows From Financing Activities				
Payments on long-term debt		(35,133)		(36,000)
Not Change in Financing Activitie		(25 422)		,
Net Change in Financing Activitie	;5	(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

#### 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.

#### 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

#### Item 3.

## Greater Tomball Area Chamber of Commerd-

#### 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.

#### 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 I 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 I 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 I, 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	Reviewed
	2020	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.

#### 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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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	1,969 492
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.

#### Notes to Financial Statements

Future scheduled maturities of the note payable is as follows:

\$36,992
38,885
40,874
493,619
\$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.

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## Greater Tomball Area Chamber of Commerd

#### 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.

## 2021-2022 Board Meetings

#### Wednesday, October 13 - Board Retreat

Time: 9:00 am - 5:00 pm

Location: Tomball ISD Event Center

#### Wednesday, November 17 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, December 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, January 19 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, February 16 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, March 16 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

## Wednesday, April 20 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

## Wednesday, May 18 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

## Wednesday, June 15 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

## Wednesday, July 20 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, August 17 – Board Meeting

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Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, September 21 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Item 3.

### Greater Tomball Area Chamber of Commerce

### **JOB DESCRIPTION**

Job Title: PRESIDENT

**Department:** N/A

**Reports To: Approved By:**Board of Directors
Board of Directors

Approved Date: May 20, 2015

Revised Date:

The President, as the chief administrative executive plans, organizes, directs and controls the Chamber's same 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
  quidelines.

#### 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.

### 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**

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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.



June 1, 2022

City of Tomball 401 MARKET ST TOMBALL TX 77375

## **Account Information:**

Policy Holder Details :	GREATER TOMBALL AREA		
	CHAMBE OF COMMERCE		

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)
06/04/24

06/01/20

Item 3.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLD 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 SUBROGATIONIS 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 fled of such endorsement(s).						
PRODUCER		CONTACT				
HIGGINBOTHAM INS AGENCY II	NC/PHS	NAME:	()	1=	/×	
61611737		PHONE	(866) 467-8730	FAX	(888) 443-6112	
The Hartford Business Service Ce	enter	(A/C, No, Ext):		(A/C, No):		
3600 Wiseman Blvd		E-MAIL		ı		
San Antonio, TX 78251		ADDRESS:				
			INSURER(S) AFFORDING COVERAGE		NAIC#	
INSURED		INSURER A:	Hartford Lloyd's Insurance Compan	у	38253	
GREATER TOMBALL AREA CHAMBE OF COM 292201 QUINN STEB TOMBALL TX 77375	AMBE OF COMMERCE	INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E :				
		INSURER F:				
COVERACES	CERTIFICATE NUMBER.		DEVICION NUMBER			

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 YYY)	LIMITS	
		COMMERCIAL GENERAL LIABILITY	III			(MINI/DD/1111)	(MM) DD/ 1 1111	EACH OCCURRENCE	\$1,000,000
		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	Х	General Liability						MED EXP (Any one person)	\$10,000
Α			X		61 SBA VM8139	12/20/2021	12/20/2022	PERSONAL & ADV INJURY	\$1,000,000
	GEI	N'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
		POLICY PRO- JECT X LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	ΑU	TOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
		ANY AUTO						BODILY INJURY (Per person)	
Α		ALL OWNED SCHEDULED AUTOS			61 SBA VM8139	12/20/2021	12/20/2022	BODILY INJURY (Per accident)	
	Х	HIRED AUTOS X AUTOS						PROPERTY DAMAGE (Per accident)	
		UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
		EXCESS LIAB CLAIMS-MADE						AGGREGATE	
		DED RETENTION \$							
	_	RKERS COMPENSATION DEMPLOYERS' LIABILITY						PER OTH- STATUTE ER	
	AN۱	Y Y/N						E.L. EACH ACCIDENT	
		OPRIETOR/PARTNER/EXECUTIVE FICER/MEMBER EXCLUDED?	N/ A					E.L. DISEASE -EA EMPLOYEE	
	If ye	Indatory in NH) es, describe under SCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
Α		IPLOYMENT PRACTICES			61 SBA VM8139	12/20/2021	12/20/2022	Each Claim Limit Aggregate Limit	\$5,000 \$5,000

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

CANCELLATION

CERTIFICATE HOLDER	CANCELLATION
City of Tomball	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED
401 MARKET ST	BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED
TOMBALL TX 77375	IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Susan S. Castaneda

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CERTIFICATE LIQUEER



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. Greater Tomball Area Chamber of Commerce 2022 – 2025 Strategic Plan

# **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

<b>Deliv</b>	ver Value to Members	Business	Resources
1.	Update value-based membership tiers	Staff	03/01/22
2.	Plan for showcasing members across multiple		
	communication platforms	Board	03/01/22
3.		Board	
4.	Retain 50% of Spring-Klein Chamber memberships	Board	12/31/22
Cwar	4L	Duo an oui	4
Grov		<u>Prosperi</u>	
	Increase membership%	Board	12/31/22
2.	Support Membership Director with quality leads	Board	monthly
3.		ъ 1	0.4/01/02
	improve first-year retention by%	Board	04/01/22
4.	Increase membership investments at renewal by%	Board	12/31/22
Deve	lop Leaders	Advocac	V
	Further develop leadership program (LNH) to include	Havocac	·
1.	Tomball Community Day	Board	06/01/22
2.	Improve board recognition, acknowledgement, and visibility	Dourd	00/01/22
2.	within chamber membership and community.	Board	12/31/22
3.	Develop current & future leaders through our Program of Wor		12/31/22
<b>Oper</b>	rations	Operatio	ons
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
Com	munity Support / Outreach S	taff w/Board	Support_
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
  - o Remove Legislative roadblocks
  - o Grow/Foster municipal relationships
  - o Provide information on growth, trends in all markets, and partnerships
- Support our community goals to enhance Quality of Life:
  - o 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:
  - o 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
  - o 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

- o 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
- o Education/ Partners/ Consultants
  - EDC/City/ Chambers/ College/ County

# TAC Board Meeting Agenda Item Data Sheet

Data	a Sheet		<b>Meeting Date:</b>	7/26/2022
Topic	:			
	leration of Application from the O 21-2022 Hotel Occupancy Funds			merce for Grant from
Backgr	ound:			
Origina	ation: Finance			
Recom	mendation:			
Party(i	es) responsible for placing this	item on agenda:	Katherine Du	Bose, Finance Director
FUNDI	I <b>NG</b> (IF APPLICABLE)			
Are fund	ds specifically designated in the curr	ent budget for the full am	ount required for	this purpose?
Yes:	X No:	If yes, specify A	Account Number:	240-240-6351
If no, fu	nds will be transferred from account		To account	
Signed	Katherine DuBose, CPA	Approved by		
	Finance Director 7/2	0/2022	City Manager	Date



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

A	nr	olications	mav	he	mailed	or	hand	deliv	rered	to:
7 1	r	JIIOULIOIID	11100 9	$\sim$	IIIuII	01	HUHIM	COLL	CICG	···

Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: Greater Tomball Area Chamber of Commerce
Organization Director: Bruce Hillegeist
Project or Event for which funding is requested: Tomball Holiday Parade
Date of Event: November 18, 2021
Description of project or event for which funding is requested: annual parade with over 150 entries
Location of project or event: on Main Street from the railroad tracks to Buvinghausen
GRANT AMOUNTS:
Amount Requested for Current Fiscal Year: 2021-2022 § 15,000
Amount Received for Previous Fiscal Vear: 2020-2021

parade was not held in Nov. 2020

% increase requested over last year's grant: 100

# Organization Budget Summary for Previous Fiscal Year 2021 budget attached

City Funds	Other Funds	Total
N/A		
N/A		
N/A		
	N/A	N/A N/A

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

# FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL

Government		Amount of Funds
Local		
County		
State		
Federal		
Other Investors/Contributors		
Individual		
Corporate		
Foundations		
Fees		
Admissions		
Applications		
Vendors		
Tuition		
Concessions		
<u>Memberships</u>		
Subscriptions		
<u>Other</u>	Total	\$

How many people do you expect will visit Tomball from out-of-town as a result of this project or event? Explain the basis for your answer to the preceding question: while there are many parade participants that travel from out of town, there is not a good way to measure where the crowd members live. The 2021 parade had great weather and therefore Main Street was crowded the whole way.

Are attendees for this event or users of this project expected to stay overnight in Tomball hotels or motels? If you answer to this question is Yes, state the basis for your answer: Yes, parade participants come from far away and have to be in line-up by 8:30am so many of them spend the night

Organization Contact Name: Brandy Beyer, Vice President

Title: Brandy Beyer, Vice President

Address: Brandy Beyer, Vice President

Phone Number: Brandy Beyer, Vice President

Contact's Signature: Brandy Beyer

Date: 7/15/2022



### **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Brandy Beyer  Digitally signed by Brandy Beyer  Div. cn=Brandy Beyer, o=Greater Tomball Area Chamber of Commerce, ou, email=beyer@flomballchamber.org, c=US  Date: 2022.07.15 11:43:20-0500'	7/15/2022
Signature of Authorizing Official	Date
Brandy Beyer	
Typed Name	
Vice President	281.351.7222
Title within Organization	Telephone
bbeyer@tomballchamber.org	
Email address	



## **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should in no case exceed one page.

- 1. Describe the history and purpose of the organization.
- 2. Describe how any grant funds will be used.
- 3. List the programs and activities for the grant year.
- 4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.
- 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?
- 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
- 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.
- 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?



## OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

### OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan -3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



#### **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

# 2021 Tomball Holiday Parade Expenses

Candy for children	137.74
Breakfast for special guests	1,678.92
Clean-Up	800.00
Port-o-Pottie	1,280.00
Advertising	1,100.00
Security	5,300.00
Debriefing Meeting	245.43
Supplies	827.13
Coins	1,055.00
Personnel	27,943.00
Entertainment	7,000.00

Total Expenses: 47,367.22

Grant Request 15,000.00

### Item 4.

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview January through December 2021

													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Ordinary Income/Expense													
Income													
Income													
Rent Income	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	64,620.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness	3,000.00	1,000.00		500.00		3,000.00			500.00				8,000.00
Hotel/Motel Tax									35,000.00				35,000.00
First Friday						1,800.00	1,800.00	2,000.00	2,400.00	2,300.00	2,000.00	2,000.00	14,300.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	5,000.00
Interest Income	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2,640.00
Membership Dues													
New	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	4,000.00	3,500.00	3,500.00	4,500.00	4,500.00	4,500.00	4,500.00	54,000.00
Allowance Non-Renewal	-4,384.33	-8,944.33	-1,879.33	-1,490.08	-1,796.08	-2,699.33	-2,218.58	-2,161.33	-2,837.08	-3,110.83	-2,087.58	-1,929.58	-35,538.50
Renewal	43,843.33	89,443.33	18,793.33	14,900.83	17,960.83	26,993.33	22,185.83	21,613.33	28,370.83	31,108.33	20,875.83	19,295.83	355,384.96
<b>Total Membership Dues</b>	44,459.00	85,499.00	21,914.00	18,410.75	21,164.75	28,294.00	23,467.25	22,952.00	30,033.75	32,497.50	23,288.25	21,866.25	373,846.46
Miscellaneous Income	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Publications/Products													
Magazine/Map/Website	500.00	3,500.00	1,500.00	8,500.00	3,000.00		500.00			500.00			18,000.00
Total Publications		3,500.00	1,500.00	8,500.00	3,000.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	17,500.00
Special Events Banquet		10,000.00											10,000.00
Golf Classic		5,000.00	20,000.00										25,000.00
Tomball Night		0,000.00	20,000.00			6,000.00	11,000.00	4,000.00					21,000.00
Holiday Parade						0,000.00	11,000.00	4,000.00	3,000.00	10,000.00	12,000.00		25,000.00
Miss Tomball Pageant									4,000.00	13,000.00	8,000.00		25,000.00
Total Special Events	0.00	15,000.00	20,000.00	0.00	0.00	6,000.00	11,000.00	4,000.00	7,000.00	23,000.00	20,000.00	0.00	106,000.00
Total Income	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Total Income	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Gross Profit	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Expense													
Building Expense													
Alarm	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Cleaning	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	6,720.00
Electricity	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
Building Interest	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	31,800.00
Reimbursed by tenants	-1,400.00	-600.00	-600.00	-1,100.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-9,700.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Total Building Expense	3,735.00	4,535.00	4,535.00	4,035.00	4,535.00	4,535.00	3,935.00	4,535.00	4,535.00	3,935.00	4,535.00	4,535.00	51,920.00

### Item 4.

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview January through December 2021

													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Accounting Expense		200.00	2,000.00	2,000.00	2,000.00	2,000.00		7,000.00			2,300.00		17,500.00
Advertising							500.00	500.00			1,000.00	500.00	2,500.00
Bad Debt Expense	2,775.00	2,775.00	3,000.00	2,775.00	3,000.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	4,250.00	35,225.00
Health & Wellness			1,000.00				1,000.00	2,500.00		1,500.00			6,000.00
First Friday						2,200.00	2,200.00	1,700.00	2,500.00	2,100.00	2,200.00	2,000.00	14,900.00
Networking Breakfast	200.00	200.00	300.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,500.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Board of Directors	300.00	100.00				200.00	200.00		3,000.00	3,700.00			7,500.00
Dues and Subscriptions	2,472.00							750.00			584.00		3,806.00
Employee Expense													
SUTA	80.00	50.00	25.00	10.00									165.00
Development	600.00	550.00	500.00	500.00	1,500.00	2,000.00	1,550.00		300.00	1,500.00			9,000.00
FUTA	73.00	40.00	30.00	25.00									168.00
Group Insurance	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	4,500.00	4,500.00	4,500.00	48,978.00
Payroll Services	390.00	450.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	4,740.00
Payroll Taxes	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,500.00	2,000.00	18,000.00

20,000.00

20,375.00

375.00

20,000.00

20,375.00

375.00

300.00

492.30

600.00

1,286.87

180.00

180.00

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1,200.00

1,992.30

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20,875.00

375.00

300.00

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700.00

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400.00

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375.00

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21,875.00

20,000.00

12,150.00

32,525.00

375.00

300.00

700.00

1,000.00

600.00

500.00

180.00

180.00

1,286.87

243,000.00

12,150.00

259,650.00

4,500.00

3,500.00

4,500.00

10,800.00

2,058.50

6,300.00

6,300.00

15,442.44

2,160.00

91

20,858.50

Total Employee Expense	26,910.00	27,357.00	27,212.00	26,692.00	27,657.00	28,157.00	27,707.00	26,657.00	26,457.00	28,215.00	28,265.00	39,415.00	340,701.00
Insurance													
Worker's Compensation	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	549.96
Officer & Director Liability	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	1,843.92
General Liab.	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	7,453.92
Total Insurance	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	9,847.80
Membership/Misc. Expense Office Equipment Expense	1,000.00	3,000.00	1,500.00	500.00	500.00	500.00	1,000.00	1,600.00	1,700.00	1,500.00	500.00	1,500.00	14,800.00

300.00

800.00

1,100.00

1,000.00

1,286.87

700.00

180.00

180.00

Salaries TACC

**Bonus** 

**Total Salaries** 

**Database** 

Copier Lease

**Pitney Bowes** 

Office Supplies

Rent

Postage & Delivery

**Property Tax Expense** 

Income Tax Expense

**Computer Maintenance** 

**Total Office Equip Expense** 

Contract Labor

20,000.00

20,375.00

375.00

300.00

492.30

300.00

500.00

180.00

180.00

1,286.87

1,000.00

1,792.30

20,500.00

20,875.00

3,500.00

1,200.00

5,500.00

600.00

300.00

180.00

180.00

1,286.87

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20,500.00

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20,375.00

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300.00

500.00

800.00

400.00

1,286.87

180.00

180.00

0.00

### Item 4.

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview

January through December 2021

													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Special Events													
Banquet		10,000.00											10,000.00
Golf Classic	250.00		1,000.00	6,750.00									8,000.00
Tomball Night					2,000.00		4,000.00	4,000.00					10,000.00
Holiday Parade											15,500.00	1,000.00	16,500.00
Miss Tomball Pageant													
Scholarship Expense											4,000.00		4,000.00
Pageant - Other										500.00	5,500.00	2,500.00	8,500.00
Total Miss Tomball										500.00	9,500.00	2,500.00	12,500.00
Total Special Events	250.00	10,000.00	1,000.00	6,750.00	2,000.00	0.00	4,000.00	4,000.00	0.00	500.00	25,000.00	3,500.00	57,000.00
Telephone Expenses	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	6,780.00
Travel & Entertainment	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
Total Expense	44,126.82	58,459.52	47,339.52	50,326.12	44,984.52	47,259.52	50,001.82	57,709.52	46,959.52	52,109.82	73,351.52	61,892.52	634,520.74
Net Ordinary Income	12,637.18	55,844.48	5,379.48	-13,610.37	-11,514.77	1,139.48	-3,929.57	-19,452.52	37,279.23	15,492.68	-18,658.27	-28,621.27	31,985.72
Principal Building Payment	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
xDepreciation Expense	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	20,460.00
Net Income	7,932.18	51,139.48	674.48	-18,315.37	-16,219.77	-3,565.52	-8,634.57	-24,157.52	32,574.23	10,787.68	-23,363.27	-33,326.27	-24,474.28

#### Narrative Questions:

1. Describe the history and purpose of the organization.

**Answer:** The Greater Tomball Area Chamber of Commerce (GTACC) provides resources and empowers Tomball businesses to prosper. The value of being a GTACC member is evidenced with research by the Shapiro Group, which shows a 63 percent increase in repeat business due to chamber membership. Moreover, the GTACC directly impacts the Tomball area by fostering partnerships and being visible in the community with annual events like the Tomball Holiday Parade.

Incorporated in 1965, the Greater Tomball Area Chamber of Commerce has a history that began in the 1920s. The Chamber has a reputation for actively representing and promoting the interest of its members. As well, the Chamber is recognized throughout the region and the state for its passionate promotion of the greater Tomball community.

The GTACC sponsors and organizes the Tomball Holiday Parade, the event which this application represents.

2. Describe how any grant funds will be used.

**Answer:** Grant funds would be used to reimburse the GTACC for Tomball Holiday Parade related expenses. The GTACC promoted sponsoring and participating Tomball businesses and organizations through newspaper ads, articles and magazine features. In addition, funds were used to promote the event itself.

3. List the programs and activities for the grant year.

**Answer:** The Tomball Holiday Parade announced the beginning of the holiday season, before Thanksgiving, with an emphasis on local retailers. Last summer, the GTACC began preparations for this event by contacting businesses, retailers and former participants with sponsorship information including parade applications. As the fall approached, GTACC staff worked steadily on the parade project.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

Answer: The Tomball Holiday Parade with its floats, marching bands, Miss Tomball contestants, equestrian entries and more brings more than 40,000 people to downtown Tomball each fall. This figure was previously estimated by the Tomball Police Department and reflects a growth of 25 percent since 2003. There is one performance of this unique event which showcases local businesses, retailers, and organizations. The Tomball Holiday Parade featured entries from all over Texas, demonstrating the event's appeal for both residents and area visitors. Restaurants in the city experience a flux of patrons—reflected in local sales tax revenues—following the parade, which ends during the noon hour.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

Answer: The Tomball Holiday Parade qualifies for use of the Hotel Occupancy Tax, Chapter 351.002 with three of the five criteria listed by the City of Tomball for this funding request/report; in particular Listings 3,4 and 6. The Tomball Holiday Parade advertises, solicits and promotes this event in the city of Tomball to attract tourists and potential convention delegates or registrants to the city. As well, the Tomball Holiday Parade encouraged and promoted the arts including instrumental and vocal music, dance, drama, folk art, and many other forms of art and music by featuring organizations and individuals in the parade who performed. Tomball Holiday Parade featured 20 performance groups including the Green Starlettes Drill Team and 250 members of the Tomball Memorial High School Band. Three additional groups in the parade offered singing or music only. Finally, the Tomball Holiday Parade qualifies under Listing 6 with day-to-day operations at the GTACC including supplies, salaries, office rental, travel expenses and other administrative costs directly incurred in the promotion and organization of the parade.

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

**Answer:** Last year the Tomball Holiday Parade was advertised in several hard copy and online publications including Facebook, Instagram, LinkedIn, The Houston Chronicle, The Bayou City Media, The Tomball Potpourri and The Magnolia Potpourri. It was even spoken about on the radio, which in turn, was advertised on two large Houston radio station's social media platforms.

The GTACC evaluated the Tomball Holiday Parade publicity efforts by tracking when and where an article/photo or other event promotion was published. Last year, marketing of the Tomball Holiday Parade was increased when the Houston Business Journal published its Book of Lists which included the parade, due to its previous success in attracting large crowds. Moreover, GTACC staff telephoned media outlets to ensure publication or mention of the event in major regional markets.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

Answer: The public benefits to the City of Tomball resulting from the Tomball Holiday Parade were many. First as previously stated, the parade announced the beginning of the holiday season and ushered in the idea of shopping at home, first and foremost. Second, the parade was the 56th edition of a Tomball tradition. While traditions should not stand on history alone—they must constantly update to stay current, productive and viable—the Tomball Holiday Parade did indeed contribute to the City of Tomball's efforts to promote Tomball and focus on hometown pride, business, retail and offerings. At a time when so many businesses, retail operations and small cities are struggling for a place in the economy, the Tomball Holiday Parade helped brand the City of Tomball with excitement and holiday activities for everyone. Third, the Tomball Holiday Parade highlighted local artistic and musical talents while at the same time it brought in more outside entries than needed to fill the 150 available parade openings—this demonstrates the event's appeal and popularity outside the greater Tomball area. The parade is limited to 150 entries so that a two-hour parade may be presented, beginning at 10 a.m. and ending at noon.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

**Answer:** While the Tomball Holiday Parade was mostly frequented by day-visitors, there were 10 parade entry groups, or 6 percent, that inquired about local lodging. The GTACC, organizer and sponsor of the parade, gave contact information for local hotels and restaurants to those who inquired. Additionally, this same information was made available for all out-of-town parade entrants. Also as previously stated in this report, Tomball restaurants are filled with parade-goers after the event, which ends during the noon hour. For many businesses and families, it has been a tradition for years to go out to eat and shopping after the Tomball Holiday Parade.



OFFICE OF THE SECRETARY OF STATE

# CERTIFICATE OF INCORPORATION OF

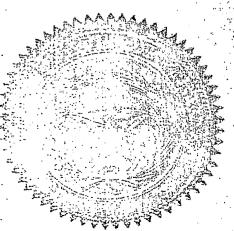
CITY OF TOMBALL CHAMBER OF COMMERCE
CHARTER NO. 215046

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 Craufod & Marian.

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.

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:

### NAMES

# ADDRESSES

Pete Still

Jesse C. Powell

Billie Jackovett

719 Barbara, Tomball, Texas

732 James, Tomball. Texas

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. eLovett

408 W. Commerce, Tomball, Texas

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

PETE STILL

JESSE C. POWELL

THE STATE OF TEXAS
COUNTY OF HARRIS

I, fore E Surklin, a Notary Public, do hereby certify that on this the 18th day of \_\_\_\_\_\_\_, 1965, personally appeared before me, PETE STILL, JESSE C. POWELL and K. 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.

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

FOYE A. BURKLIN Notary Public in and for Harris County, Taxos 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, Director Corporation Division

# Comptroller of Public Accounts State of Texas Austin

July 13, 1965

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

. ≠ Offices of Howard H. Klein "Claim Office Building Commerce Street Woll, Texas

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

Charter No. 215046

.Lie men:

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 is 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 Comptroller of Public Accounts

Robert & Kacan

WLE/ms

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

cc: Corporation Division

Secretary of State

Austin, Texas



**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.
- 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.

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.
- 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

- 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**

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.
- 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
	J	<u> </u>
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		

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



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Item 4.



13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctg.com

#### 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

Tipton : Company

Houston, Texas

April 14, 2022

## Statement of Financial Position

As of December 31, (with comparative totals for 2020)		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		

## Statement of Activities

Year ended December 31, (with comparative totals for 2020)	R	eviewed 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
Tenent 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

### Statement of Functional Expenses

		F	Program	Services			S	Supp	orting Service			 Reviewed	Audited
Year ended December 31,		iness			al Program	_	eneral and				Supporting	2021	2020
(with comparative totals for 2020)	Reso	ources	Advo	cacy	Services	Ad	ministrative	F	undraising	S	ervices	Total	Total
Payroll and related expenses													
Salaries	\$	98,426	\$	98,426	\$ 196,852	\$	,	\$	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	1	21,310	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		-,_0 -	711		-				_,.02	711	286
Total other expenses		114,050	1	20,104	234,154		71,578		82,172		153,750	387,904	425,905
		,		.,	- ,		,		- ,		,	,	-,
Subtotal		235,360	2	41,414	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	\$ 2	41,414	\$ 476,774	\$	101,906	\$	102,349	\$	204,255	\$ 681,029	\$ 729,199

## Statement of Cash Flows

Year Ended December 31, (with comparate	ve totals for 2020)	R	eviewed 2021	Audited 2020
Cash Flows From Operating Activities				
Change in net assets		\$	99,657 \$	5,179
Adjustments to reconcile change in net a	ssets 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			(27.055)	(25 122)
Payments on long-term dept			(37,055)	(35,133)
	Net Change in Financing Activities		(37,055)	(35,133)
Net Change in Cash and Cash Equivalent	· s		110,150	538
Cash and Cash Equivalents, beginning o			349,800	349,262
Cash and Cash Equivalents, end of year		\$	459,950 \$	349,800
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Supplemental Disclosures: Interest paid		\$	30,086 \$	32,010

#### 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.

#### 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 improvements39 yearsComputers and software3-5 yearsOffice equipment5-7 yearsFurniture and fixtures5-7 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.

#### 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

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	Audited
	2021	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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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.

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.

#### **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.

Financial Statements for the Year Ended

December 31, 2020 (Audited)

(with comparative totals for December 31, 2019 (Reviewed))



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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctq.com

#### 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

Tipton & Company

Houston, Texas

May 24, 2021

## Statement of Financial Position

As of December 31, (with comparative totals for 2019)	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	

## Statement of Activities

	Audited 2020	Reviewed 2019
\$	510,128	\$ 480,171
45,405		
(10,640)		
	34,765	132,345
	33,000	36,000
	11,342	41,829
	1,665	4,992
	35,000	35,000
	64,624	64,624
	11,990	9,662
	16,895	15,389
	-	28,795
	3,377	5,450
	11,592	11,535
	734,378	865,792
	252,245	282,361
	248,661	273,616
	500,906	555,977
	117,336	111,043
	110,957	105,901
	228,293	216,944
	729,199	772,921
	5.179	92,871
	541,771	448,900
\$	546,950	\$ 541,771
	45,405 (10,640)	\$ 510,128 45,405 (10,640)  34,765 33,000 11,342 1,665 35,000 64,624 11,990 16,895 

#### Statement of Functional Expenses

		F	Program Service	s			S	Suppo	orting Service	es			Audited	F	Reviewed
Year ended December 31,	Е	Business		Tot	tal Program	Ge	neral and			Total	Supporting		2020		2019
(with comparative totals for 2019)	R	esources	Advocacy		Services	Adn	ninistrative	F	undraising		Services		Total		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		11,000	4.706		4,706		2,000		2,000		0,000		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	-,044		9,095		1,011		1,011		2,022		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
		12,004	12,004		25,000		3,201		3,201		0,402		32,010		62,397
Membership development		2 420	2 220		- 		2,427		-		- 2,427		9.005		
Miscellaneous		2,429	3,239		5,668		2,421		-		2,421		8,095		20,653
Networking breakfast		450	4 677		450		- 440		- 440		-		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		-	-		4 700		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

### Statement of Cash Flows

			_	
Year Ended December 31, (with comparative totals for 2019)		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	Ψ	0,170	Ψ	02,071
net change in operating activities:				
Depreciation		29,984		30,132
Bad debt expense		210,368		36,226
Changes in assets and liabilities:		210,000		00,220
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	es	36,835		143,523
Cash Flows From Investing Activities Purchases of property and equipment		(1,164)		(6,126)
Net Change in Investing Activities	es	(1,164)		(6,126)
Cash Flows From Financing Activities				
Payments on long-term debt		(35,133)		(36,000)
Not Change in Financing Activitie		(25 422)		,
Net Change in Financing Activitie	;5	(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

#### 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.
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#### Notes to Financial Statements

#### Cash and Cash Equivalents

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#### 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

#### 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.

#### 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 I 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 I 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 I, 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	Reviewed
	2020	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.

#### 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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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.

#### Notes to Financial Statements

Future scheduled maturities of the note payable is as follows:

\$36,992
38,885
40,874
493,619
\$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.

#### 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.

## 2021-2022 Board Meetings

#### Wednesday, October 13 – Board Retreat

Time: 9:00 am - 5:00 pm

Location: Tomball ISD Event Center

#### Wednesday, November 17 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, December 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, January 19 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, February 16 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, March 16 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, April 20 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, May 18 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, June 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, July 20 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, August 17 – Board Meeting

Item 4.

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, September 21 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Item 4.

#### Greater Tomball Area Chamber of Commerce

### **JOB DESCRIPTION**

Job Title: PRESIDENT

**Department:** N/A

**Reports To: Approved By:**Board of Directors
Board of Directors

Approved Date: May 20, 2015

Revised Date:

The President, as the chief administrative executive plans, organizes, directs and controls the Chamber's sarying 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
  quidelines.

#### 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.

#### 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.

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

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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.



June 1, 2022

City of Tomball 401 MARKET ST TOMBALL TX 77375

#### **Account Information:**

Policy Holder Details :	GREATER TOMBALL AREA		
	CHAMBE OF COMMERCE		

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

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### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY
06/04/24

06/01/20

Item 4

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLD 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 SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not

conter rights to the certificati	e noider in neu or such endorseme	ni(5).				
PRODUCER		CONTACT				
HIGGINBOTHAM INS AGENCY	INC/PHS	NAME: PHONE	(866) 467-8730	FAX	(888) 443-6112	_
61611737		(A/C, No, Ext):	(000) 401 0100	(A/C, No):	(000) 440 0112	
The Hartford Business Service C	enter	, , ,				
3600 Wiseman Blvd		E-MAIL				
San Antonio, TX 78251		ADDRESS:				
,			INSURER(S) AFFORDING COVERAGE		NAIC#	
INSURED		INSURER A:	Hartford Lloyd's Insurance Company	/	38253	
GREATER TOMBALL AREA CHAME	MBE OF COMMERCE	INSURER B:				
292201 QUINN STEB TOMBALL TX 77375		INSURER C:				
		INSURER D:				
		INSURER E :				
		INSURER F:				
COVEDACES	CEDTIFICATE MUMBER.		DEVICION NUMBER			

CERTIFICATE 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 YYY)	LIMITS	
		COMMERCIAL GENERAL LIABILITY	III			(MINI/DD/1111)	(MM) DD/ 1 1111	EACH OCCURRENCE	\$1,000,000
		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	Х	General Liability						MED EXP (Any one person)	\$10,000
Α			X		61 SBA VM8139	12/20/2021	12/20/2022	PERSONAL & ADV INJURY	\$1,000,000
	GEI	N'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
		POLICY PRO- JECT X LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	ΑU	TOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
		ANY AUTO						BODILY INJURY (Per person)	
Α		ALL OWNED SCHEDULED AUTOS			61 SBA VM8139	12/20/2021	12/20/2022	BODILY INJURY (Per accident)	
	Х	HIRED AUTOS X AUTOS						PROPERTY DAMAGE (Per accident)	
		UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
		EXCESS LIAB CLAIMS-MADE						AGGREGATE	
		DED RETENTION \$							
	_	RKERS COMPENSATION DEMPLOYERS' LIABILITY						PER OTH- STATUTE ER	
	AN۱	Y Y/N						E.L. EACH ACCIDENT	
		OPRIETOR/PARTNER/EXECUTIVE FICER/MEMBER EXCLUDED?	N/ A					E.L. DISEASE -EA EMPLOYEE	
	If ye	Indatory in NH) es, describe under SCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
Α		IPLOYMENT PRACTICES			61 SBA VM8139	12/20/2021	12/20/2022	Each Claim Limit Aggregate Limit	\$5,000 \$5,000

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	CANCELLATION
City of Tomball	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED
401 MARKET ST	BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED
TOMBALL TX 77375	IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Susan S. Castaneda

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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. Greater Tomball Area Chamber of Commerce 2022 – 2025 Strategic Plan

## **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

<b>Deliv</b>	er Value to Members	Business	Resources
1.	Update value-based membership tiers	Staff	03/01/22
2.	Plan for showcasing members across multiple		
	communication platforms	Board	03/01/22
	Segment membership by interests for better engagement	Board	
4.	Retain 50% of Spring-Klein Chamber memberships	Board	12/31/22
Grov	v <b>t</b> h	Prosperit	<b>▼</b> 7
	Increase membership%	Board	12/31/22
2.	Support Membership Director with quality leads	Board	monthly
	Develop & implement effective on-boarding system to	Doard	monuny
3.	improve first-year retention by%	Board	04/01/22
4.	Increase membership investments at renewal by%	Board	12/31/22
	lop Leaders	Advocacy	7
1.	Further develop leadership program (LNH) to include		
	Tomball Community Day	Board	06/01/22
2.	Improve board recognition, acknowledgement, and visibility	D 1	10/01/00
2	within chamber membership and community.	Board	12/31/22
3.	Develop current & future leaders through our Program of Wo	rk Board	12/31/22
Onor	ations	Onoratio	ng
	Actions  Define a guaragian plan for President	Operation Board	06/30/22
	Define a succession plan for President Plan & Budget for an addition to staff	Board	06/30/22
3.	Integrate Five Star Accreditation Goals into	Doard	00/30/22
3.	Board Strategic/Action plan	Board	03/30/22
4.	Implement a system for shifting past due efforts to effective	Doard	03/30/22
	pre-renewal protocol	Board	03/30/22
	pre rene mar protocor	Doura	03/30/22
Com	munity Support / Outreach	Staff w/Board	Support
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
  - o Remove Legislative roadblocks
  - o Grow/Foster municipal relationships
  - o Provide information on growth, trends in all markets, and partnerships
- Support our community goals to enhance Quality of Life:
  - o Beautification of Tomball
  - Develop and Foster downtown environment
  - o Create/Foster a livable center
    - Churches, post office, golf courses, diverse business, EMS, post offices
  - Diversity of business centers
  - Healthcare
  - Education
- Promote Members' Success:
  - o 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

- o 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
- o Education/ Partners/ Consultants
  - EDC/City/ Chambers/ College/ County

# TAC Board Meeting Agenda Item Data Sheet

Data Snee	ė <b>t</b>			Meeting Date:	7/26/2022
Topic:					
	of Application from Hotel Occupancy				erce for Grant from
Background:					
<b>Origination:</b> F	inance				
Recommendati	on:				
Party(ies) respo	onsible for placing	g this item on	agenda:	Katherine DuBo	ose, Finance Director
FUNDING (IF	APPLICABLE)				
Are funds specifi	cally designated in the	he current budge	et for the full amo	ount required for thi	s purpose?
Yes: X N	o:		If yes, specify A	account Number: 24	40-240-6351
If no, funds will b	oe transferred from a	account		To account	
Signed Kather	ne DuBose, CPA		Approved by		
Finance	e Director	7/20/2022		City Manager	Date



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Applications may be mailed or hand delivered to:

Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: Greater Tomball Area Chamber of Commerce
Organization Director: Bruce Hillegeist
Project or Event for which funding is requested: Tomball Night
Date of Event: August 5, 2022
Description of project or event for which funding is requested: community festival with over 90
vendors downtown, Parade of Lights and fireworks
Location of project or event: vendor booths on Market Street, parade on Main Street from
Vernon Street to Peach Street, fireworks at gravel yard across the railroad tracks from
the Depot
GRANT AMOUNTS:
Amount Requested for Current Fiscal Year: 2021-2022 § 10,000

**\$** 17,500

Amount Received for Previous Fiscal Year: 2020-2021

% increase requested over last year's grant: decrease %

## Organization Budget Summary for Previous Fiscal Year 2021 Budget Attached

	<b>City Funds</b>	Other Funds	Total
Personnel			
<b>Contracted Services</b>			
Travel			
Rental Expense			
Depreciation/Mortgage	N/A		
Advertising			
Insurance			
Other Expenses			
Volunteer Time	N/A		
<b>Donated Goods/Services</b>	N/A		
Total			

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

Amount of Funds

## FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL

Government

Local		
County		
State		
Federal		
Other Investors/Contributors		
Individual		
Corporate		
Foundations		
1 oundations		
Fees		
Admissions		
Applications		
Vendors		
Tuition		
Tultion		
Congagions		
Concessions		
Manahawahina		
<u>Memberships</u>		
Carl and signal and		
Subscriptions		
0.1		
<u>Other</u>	TD . 1	Φ.
	Total	<u>\$</u>

How many people do you expect will visit Tomball from	- · ·
Explain the basis for your answer to the preceding question	<sub>n:</sub> we have no way to quantify
where the patrons are from, but we anticipate 5	
Are attendees for this event or users of this project expecte	d to stay overnight in Tomball hotels or
motels? If you answer to this question is Yes, state the ba	sis for your answer: Yes, people come
from many different places to attend and vendo	
Organization Contact Name: Brandy Beyer, Vice Pre	sident
Title: Brandy Beyer, Vice President	
Address: Brandy Beyer, Vice President	
Phone Number: Brandy Beyer, Vice President	
Contact's Signature: Brandy Beyer	Digitally signed by Brandy Beyer DN: cn=Bnandy Beyer, o=Cleater Tomball Area Chamber of Commerce, ou, email=bbeyer@tomballchamber.org, c=US Diles: 2022.07.15 to 1:100 -05000
Date: 07/15/2022	



#### **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Brandy Beyer    Digitally signed by Brandy Beyer   Div. cn=Brandy Be	07/15/2022
Signature of Authorizing Official	Date
Brandy Beyer	
Typed Name	
Vice President	281.351.7222
Title within Organization	Telephone
bbeyer@tomballchamber.org	
Email address	



#### **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should in no case exceed one page.

- 1. Describe the history and purpose of the organization.
- 2. Describe how any grant funds will be used.
- 3. List the programs and activities for the grant year.
- 4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.
- 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?
- 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
- 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.
- 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?



#### OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

#### OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan -3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



#### **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

# 2022 Tomball Night Budget

Port-o-Pottie	1,800.00
Fireworks	5,000.00
Shopper CASH	1,000.00
Advertising	1,500.00
Supplies	600.00
Debriefing Meeting	250.00
Rentals	2,000.00
Personnel	27,000.00

Total Expenses: 39,150.00

Grant Request: 10000.00

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview

January through	December 2021
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													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Ordinary Income/Expense													
Income													
Income													
Rent Income	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	64,620.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness	3,000.00	1,000.00		500.00		3,000.00			500.00				8,000.00
Hotel/Motel Tax									35,000.00				35,000.00
First Friday						1,800.00	1,800.00	2,000.00	2,400.00	2,300.00	2,000.00	2,000.00	14,300.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	5,000.00
Interest Income	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2,640.00
Membership Dues													
New	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	4,000.00	3,500.00	3,500.00	4,500.00	4,500.00	4,500.00	4,500.00	54,000.00
Allowance Non-Renewal	-4,384.33	-8,944.33	-1,879.33	-1,490.08	-1,796.08	-2,699.33	-2,218.58	-2,161.33	-2,837.08	-3,110.83	-2,087.58	-1,929.58	-35,538.50
Renewal	43,843.33	89,443.33	18,793.33	14,900.83	17,960.83	26,993.33	22,185.83	21,613.33	28,370.83	31,108.33	20,875.83	19,295.83	355,384.96
Total Membership Dues	44,459.00	85,499.00	21,914.00	18,410.75	21,164.75	28,294.00	23,467.25	22,952.00	30,033.75	32,497.50	23,288.25	21,866.25	373,846.46
Miscellaneous Income	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Publications/Products													
Magazine/Map/Website	500.00	3,500.00	1,500.00	8,500.00	3,000.00		500.00			500.00			18,000.00
Total Publications		3,500.00	1,500.00	8,500.00	3,000.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	17,500.00
Special Events													
Banquet		10,000.00											10,000.00
Golf Classic		5,000.00	20,000.00										25,000.00
Tomball Night						6,000.00	11,000.00	4,000.00					21,000.00
Holiday Parade									3,000.00	10,000.00	12,000.00		25,000.00
Miss Tomball Pageant									4,000.00	13,000.00	8,000.00		25,000.00
Total Special Events	0.00	15,000.00	20,000.00	0.00	0.00	6,000.00	11,000.00	4,000.00	7,000.00	23,000.00	20,000.00	0.00	106,000.00
Total Income	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Total Income	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Gross Profit	56,764.00	114,304.00	52,719.00	36,715.75	33,469.75	48,399.00	46,072.25	38,257.00	84,238.75	67,602.50	54,693.25	33,271.25	666,506.46
Expense Building Expense													
Alarm	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Cleaning	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	560.00	6,720.00
Electricity	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
Building Interest	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	31,800.00
Reimbursed by tenants	-1,400.00	-600.00	-600.00	-1,100.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-9,700.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Total Building Expense	3,735.00	4,535.00	4,535.00	4,035.00	4,535.00	4,535.00	3,935.00	4,535.00	4,535.00	3,935.00	4,535.00	4,535.00	51,920.00

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview

January	through	December	2021
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													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Accounting Expense		200.00	2,000.00	2,000.00	2,000.00	2,000.00		7,000.00			2,300.00		17,500.00
Advertising							500.00	500.00			1,000.00	500.00	2,500.00
Bad Debt Expense	2,775.00	2,775.00	3,000.00	2,775.00	3,000.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	2,775.00	4,250.00	35,225.00
Health & Wellness			1,000.00				1,000.00	2,500.00		1,500.00			6,000.00
First Friday						2,200.00	2,200.00	1,700.00	2,500.00	2,100.00	2,200.00	2,000.00	14,900.00
Networking Breakfast	200.00	200.00	300.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,500.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Board of Directors	300.00	100.00				200.00	200.00		3,000.00	3,700.00			7,500.00
Dues and Subscriptions	2,472.00							750.00			584.00		3,806.00
Employee Expense	•												,
SUTA	80.00	50.00	25.00	10.00									165.00
Development	600.00	550.00	500.00	500.00	1,500.00	2,000.00	1,550.00		300.00	1,500.00			9,000.00
FUTA	73.00	40.00	30.00	25.00	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			.,			168.00
Group Insurance	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	3,942.00	4,500.00	4,500.00	4,500.00	48,978.00
Payroll Services	390.00	450.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	4,740.00
Payroll Taxes	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,500.00	2,000.00	18,000.00
Salaries	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,000.00	2,000.00	10,000.00
TACC	20,000.00	20,500.00	20,500.00	20,000.00	20,000.00	20,000.00	20,000.00	20,500.00	20,000.00	20,000.00	21,500.00	20,000.00	243,000.00
Bonus	20,000.00	20,500.00	20,300.00	20,000.00	20,000.00	20,000.00	20,000.00	20,300.00	20,000.00	20,000.00	21,500.00	12,150.00	12,150.00
Contract Labor	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00
Total Salaries	20,375.00	20,875.00	20,875.00	20,375.00	20,375.00	20,375.00	20,375.00	20,875.00	20,375.00	20,375.00	21,875.00	32,525.00	259,650.00
Total Salaries	20,375.00	20,675.00	20,675.00	20,375.00	20,375.00	20,375.00	20,375.00	20,675.00	20,375.00	20,375.00	21,075.00	32,323.00	259,650.00
Total Employee Expense	26,910.00	27,357.00	27,212.00	26,692.00	27,657.00	28,157.00	27,707.00	26,657.00	26,457.00	28,215.00	28,265.00	39,415.00	340,701.00
Insurance													
Worker's Compensation	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	45.83	549.96
Officer & Director Liability	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	1,843.92
General Liab.	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	621.16	7,453.92
Total Insurance	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	820.65	9,847.80
Membership/Misc. Expense Office Equipment Expense	1,000.00	3,000.00	1,500.00	500.00	500.00	500.00	1,000.00	1,600.00	1,700.00	1,500.00	500.00	1,500.00	14,800.00
Database		3,500.00											3,500.00
Computer Maintenance	300.00	1,200.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	4,500.00
Copier Lease	1,000.00	800.00	1,500.00	600.00	500.00	800.00	1,200.00	1,000.00	700.00	1,000.00	1,000.00	700.00	10,800.00
Pitney Bowes	492.30			581.60			492.30			492.30			2,058.50
Total Office Equip Expense	1,792.30	5,500.00	1,800.00	1,481.60	800.00	1,100.00	1,992.30	1,300.00	1,000.00	1,792.30	1,300.00	1,000.00	20,858.50
Office Supplies	300.00	600.00	300.00	500.00	400.00	1,000.00	600.00	300.00	400.00	500.00	800.00	600.00	6,300.00
Postage & Delivery	500.00	300.00	800.00	1,500.00	0.00	700.00	0.00	0.00	500.00	1,500.00	0.00	500.00	6,300.00
Property Tax Expense	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	1,286.87	15,442.44
Income Tax Expense	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	2,160.00
Rent	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	164

# Greater Tomball Area Chamber of Commerce 2021 Budget Overview January through December 2021

													TOTAL
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Special Events													
Banquet		10,000.00											10,000.00
Golf Classic	250.00		1,000.00	6,750.00									8,000.00
Tomball Night					2,000.00		4,000.00	4,000.00					10,000.00
Holiday Parade											15,500.00	1,000.00	16,500.00
Miss Tomball Pageant													
Scholarship Expense											4,000.00		4,000.00
Pageant - Other										500.00	5,500.00	2,500.00	8,500.00
Total Miss Tomball										500.00	9,500.00	2,500.00	12,500.00
Total Special Events	250.00	10,000.00	1,000.00	6,750.00	2,000.00	0.00	4,000.00	4,000.00	0.00	500.00	25,000.00	3,500.00	57,000.00
Telephone Expenses	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	565.00	6,780.00
Travel & Entertainment	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
Total Expense	44,126.82	58,459.52	47,339.52	50,326.12	44,984.52	47,259.52	50,001.82	57,709.52	46,959.52	52,109.82	73,351.52	61,892.52	634,520.74
Net Ordinary Income	12,637.18	55,844.48	5,379.48	-13,610.37	-11,514.77	1,139.48	-3,929.57	-19,452.52	37,279.23	15,492.68	-18,658.27	-28,621.27	31,985.72
Principal Building Payment	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
xDepreciation Expense	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	20,460.00

-3,565.52

-8,634.57

-24,157.52

32,574.23

Net Income

7,932.18

51,139.48

674.48

-18,315.37

-16,219.77

-24,474.28

10,787.68

-23,363.27

-33,326.27

#### Narrative Questions:

1. Describe the history and purpose of the organization.

**Answer:** The Greater Tomball Area Chamber of Commerce provides resources and empowers Tomball businesses to prosper. The value of being a GTACC member is evidenced with research by the Shapiro Group, which shows a 63 percent increase in repeat business due to chamber membership. Moreover, the GTACC directly impacts the Tomball area by fostering partnerships and being visible in the community with annual events like the 2022 Tomball Night.

Incorporated in 1965, the Greater Tomball Area Chamber of Commerce has a history that began in the 1920s. The Chamber has a reputation for actively representing and promoting the interest of its members. As well, the Chamber is recognized throughout the region and the state for its passionate promotion of the greater Tomball community.

The GTACC sponsors and organizes Tomball Night, the event which this application represents. Recognized by the *Houston Business Journal* as an outstanding city-wide marketing event, Tomball Night, on the first Friday in August, features an exciting evening for the entire family with a unique nighttime parade including lighted floats, followed by fireworks. Tomball area stores and shops remain open after hours and go all out to attract customers with door prizes, refreshments, and free live entertainment.

2. Describe how any grant funds will be used.

**Answer:** Grant funds would be used to reimburse the GTACC for Tomball Night-related expenses. The GTACC promotes sponsoring and participating Tomball businesses and organizations through newspaper ads, articles, social media posts and magazine features. In addition, funds are used to promote the event itself.

3. List the programs and activities for the grant year.

**Answer:** The Tomball Night organizers, headed by Chair Rob Greening, have been at work this year with the goal to make this year's event truly outstanding. Not only are Tomball businesses and retailers encouraged to participate, but they are encouraged to stand out by hosting independent events and contests.

A well-coordinated GTACC/local retail media campaign will get the word out to neighboring communities and be used to promote the eagerly anticipated "Mystery Shopper" competition that challenges participants, and rewards the winners with cash prizes.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

**Answer:** Tomball Night is a single yearly event. This year Tomball Night will take place on Friday, August 5, beginning at 5 p.m. Tomball Night attendance is anticipated to increase, compared to 2021 as a result of social restrictions being lifted. The Parade of Lights had the most participants and the largest crowd we have seen in 2021 and we anticipate this year to be just as successful based on the number of applicants for the parade and the number of inquiries received by attendees.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

Answer: The 2022 Tomball Night and Parade of Lights qualifies for use of the Hotel Occupancy Tax, Chapter 351.002 with three of the five criteria listed by the City of Tomball for this funding request/report; in particular Listings 3,4 and 6. GTACC advertises, solicits and promotes this event in the city of Tomball to attract tourists and potential convention delegates or registrants to the city. The Tomball Night event encourages and promotes the arts including instrumental and vocal music, dance, drama, folk art, and many other forms of art and music by featuring organizations and individuals in the nighttime lighted parade. As well, the event hosts several venues for musical performers and artists including live entertainment and live demonstrations of various art mediums. Finally, the Tomball Night qualifies under Listing 6 with day-to-day operations at the GTACC including supplies, salaries, office space, travel expenses and other administrative costs directly incurred in the promotion and organization of the event and parade.

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

**Answer:** Tomball Night will be advertised in several hard copy and online publications including The Houston Chronicle, The Tomball Potpourri and The Magnolia Potpourri. Also, social media marketing efforts were increased this year including boosting Tomball Night posts and increasing the social media platforms in which the event is promoted.

The GTACC evaluates the 2022 Tomball Night publicity efforts by tracking when and where an article, photo or other event promotion is published. Marketing of Tomball Night has been positively impacted each year when the Houston Business Journal publishes its Book of Lists which included the event, due to its previous success in attracting large crowds.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

Answer: The public benefits to the City of Tomball resulting from the 2022 Tomball Night are many. Expanding the city's current focus to "Walk Tomball," this event will bring a throng of people to the streets of Tomball with an end-of-summer celebration suitable for all ages. Visitors to the city are exposed to all that Tomball has to offer, including its Depot plaza, historic district, Market Street antique district and numerous new shopping complexes. Additionally, civic booths manned by city service departments and organizations like the Tomball Public Works, Northwest Community Health, Tomball Fire Department and Tomball Police Department along with Lone Star College-Tomball and the GTACC help visitors become familiar with the city of Tomball, including its conference and meeting facilities. These visitors' exposure and anticipated shopping yields sales tax dollars for the city—something Tomball Night has a long history of producing throughout the weekend. This event includes a Health & Wellness Expo which showcases the amazing health and wellness resources in the Tomball area, thus highlighting Tomball's dedication to the overall wellbeing of it residents.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

**Answer:** The 2022 Tomball Night brings tens of thousands to the city of Tomball. As the sponsoring agency and organizer of this event, the GTACC makes hotel, motel and restaurant

information readily available to callers who inquire about the event. Last year the GTACC received an estimated 120 calls inquiring about Tomball Night; local lodging information was given to all who called and brochures for local lodging and restaurants are available at the GTACC office located at 29201 Quinn Rd., Ste. B.



## OFFICE OF THE SECRETARY OF STATE

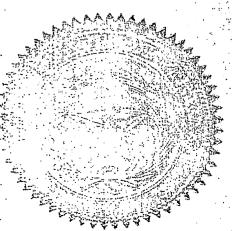
# CERTIFICATE OF INCORPORATION OF

#### 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.

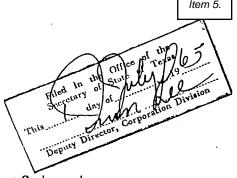
ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

Dated July 1st , 19.65 Occupled & Market





# 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.

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:

#### NAMES

## ADDRESSES

Pete Still

Jesse C. Powell

Billie Je Lovett

719 Barbara, Tomball, Texas

732 James, Tomball, Texas

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. eLovett

408 W. Commerce, Tomball, Texas

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

PETE STILL

JESSE C. POWELL

THE STATE OF TEXAS
COUNTY OF HARRIS

I, fore E Surklin, a Notary Public, do hereby certify that on this the 18th day of \_\_\_\_\_\_\_, 1965, personally appeared before me, PETE STILL, JESSE C. POWELL and K. 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.

Notary Public in and for Harris County, TEXAS

FOYE A. BURKLIN Notary Public in and for Harris County, Taxos 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, Director Corporation Division

# Comptroller of Public Accounts State of Texas Austin

July 13, 1965

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

. ≠ Offices of Howard H. Klein "Claim Office Building Commerce Street wall, Texas

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

Charter No. 215046

.Lie men:

At your request, we examined the Articles of Incorporation of this corporation, sogether 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 is 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

Comptroller of Public Accounts

Robert & Kacan

WLE/ms

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

cc: Corporation Division Secretary of State

Austin, Texas



**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.
- 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.

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**

- 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.
- 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**

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.
- 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
Juli, 2010	Ttyan Madden	Brace Timegerst
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		

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



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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctg.com

#### 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

Tipton : Company

Houston, Texas

April 14, 2022

## Statement of Financial Position

As of December 31, (with comparative totals for 2020)	 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

## Statement of Activities

Year ended December 31, (with comparative totals for 2020)	R	eviewed 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
Tenent 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

## Statement of Functional Expenses

	F	Program Service				S	Supp	orting Service			Reviewed	Audited
Year ended December 31,	Business		Tot	tal Program	Ger	neral and			Tota	I Supporting	2021	2020
(with comparative totals for 2020)	Resources	Advocacy		Services	Adm	inistrative	F	undraising	;	Services	Total	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

## Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2020)	F	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		<u>-</u>	(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

#### 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.

#### 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

Computers and software

Office equipment

Furniture and fixtures

39 years

3-5 years

5-7 years

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.

#### 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

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	Audited
	2021	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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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.

Future minimum lease payments are as follows:

i oi tilo youlo	criding	DCCCIII	001 01,
For the years	anding	Decem	har 31

Tor the years charing becomber 51,	
2022	\$ 6,789
2023	6,651
2024	2,749
2025	1,969
2026	492
Thereafter	-
Total	\$18,650
I Utai	\$10,00

#### **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:

Tor the years chairing becember 51,	
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.

#### **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.

Financial Statements for the Year Ended

December 31, 2020 (Audited)

(with comparative totals for December 31, 2019 (Reviewed))



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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctq.com

#### 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

Tipton : Company

Houston, Texas

May 24, 2021

## Statement of Financial Position

As of December 31, (with comparative totals for 2019)	Audited 2020		
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

## Statement of Activities

	Audited 2020	Reviewed 2019
\$	510,128	\$ 480,171
45,405		
(10,640)		
	34,765	132,345
	33,000	36,000
	11,342	41,829
	1,665	4,992
	35,000	35,000
	64,624	64,624
	11,990	9,662
	16,895	15,389
	-	28,795
	3,377	5,450
	11,592	11,535
	734,378	865,792
	252,245	282,361
	248,661	273,616
	500,906	555,977
	117,336	111,043
	110,957	105,901
	228,293	216,944
	729,199	772,921
	5.179	92,871
	541,771	448,900
\$	546,950	\$ 541,771
	45,405 (10,640)	\$ 510,128 45,405 (10,640)  34,765 33,000 11,342 1,665 35,000 64,624 11,990 16,895 

#### Statement of Functional Expenses

Program Services				Supporting Services					Audited	F	Reviewed				
Year ended December 31,	Е	Business		Tot	tal Program	Ge	neral and			Total	Supporting		2020		2019
(with comparative totals for 2019)	R	esources	Advocacy		Services	Adn	ninistrative	F	undraising		Services		Total		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		11,000	4.706		4,706		2,000		2,000		0,000		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	-,044		9,095		1,011		1,011		2,022		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
		12,004	12,004		25,000		3,201		3,201		0,402		32,010		62,397
Membership development		2 420	2 220		- 		2,427		-		- 2,427		9.005		
Miscellaneous		2,429	3,239		5,668		2,421		-		2,421		8,095		20,653
Networking breakfast		450	4 677		450		- 440		- 440		-		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		-	-		4 700		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

## Statement of Cash Flows

	Ota	terrient or		101111000
Year Ended December 31, (with comparative totals for 2019)		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 Activiti	es	36,835		143,523
Cook Flows From Investing Activities				
Cash Flows From Investing Activities  Purchases of property and equipment		(1,164)		(6,126)
T dichases of property and equipment		(1,104)		(0,120)
Net Change in Investing Activiti	es	(1,164)		(6,126)
Cash Flows From Financing Activities				
Payments on long-term debt		(35,133)		(36,000)
Net Change in Financing Activiti	es	(35,133)		(36,000)
		(00,100)		(00,000)
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
Interest paid	Ψ	JZ,U 10	Ψ	33,030

#### 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.

#### 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

#### 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.

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## Greater Tomball Area Chamber of Commerd-

#### 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 I 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 I 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 I, 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.

#### 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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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	1,969 492
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.

#### Notes to Financial Statements

Future scheduled maturities of the note payable is as follows:

For the years	ending	December	31,

\$36,992
38,885
40,874
493,619
\$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.

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#### 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.

## 2021-2022 Board Meetings

#### Wednesday, October 13 - Board Retreat

Time: 9:00 am - 5:00 pm

Location: Tomball ISD Event Center

#### Wednesday, November 17 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, December 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, January 19 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, February 16 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, March 16 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, April 20 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, May 18 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

## Wednesday, June 15 – Board Meeting

Time: 4:00 pm – 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, July 20 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, August 17 - Board Meeting

Item 5.

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, September 21 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Item 5.

#### Greater Tomball Area Chamber of Commerce

### **JOB DESCRIPTION**

Job Title: PRESIDENT

**Department:** N/A

**Reports To: Approved By:**Board of Directors
Board of Directors

Approved Date: May 20, 2015

Revised Date:

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.

#### 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.

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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.



June 1, 2022

City of Tomball 401 MARKET ST TOMBALL TX 77375

#### **Account Information:**

Policy Holder Details :	GREATER TOMBALL AREA		
	CHAMBE OF COMMERCE		

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)
06/04/24

06/01/20

Item 5.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLD 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 SUBROGATIONIS 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		CONTACT			
HIGGINBOTHAM INS AGENCY INC/PHS 61611737 The Hartford Business Service Center		PHONE (A/C, No, Ext):	(866) 467-8730	FAX (A/C, No)	(888) 443-6112
3600 Wiseman Blvd San Antonio. TX 78251		E-MAIL ADDRESS:		•	
San 7 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)			INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED		INSURER A:	Hartford Lloyd's Insurance Compa	any	38253
GREATER TOMBALL AREA CHAMBE OF COMMERCE		INSURER B:			
292201 QUINN STEB TOMBALL TX 77375		INSURER C:			
		INSURER D:			
		INSURER E :			
		INSURER F:			
COVERAGES	CERTIFICATE NUMBER		REVISION NUMBE	D.	· ·

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

INSR	ERMS, EXCLUSIONS AND CONDITIONS		SUBR		POLICY EFF	POLICY EXP		
LTR			WVD	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/Y YYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	χ General Liability						MED EXP (Any one person)	\$10,000
Α		Χ		61 SBA VM8139	12/20/2021	12/20/2022	PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
	POLICY PRO- JECT X LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	OTHER:							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	
Α	ALL OWNED SCHEDULED AUTOS AUTOS			61 SBA VM8139	12/20/2021	12/20/2022	BODILY INJURY (Per accident)	
	X HIRED AUTOS X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
	EXCESS LIAB CLAIMS- MADE						AGGREGATE	
	DED RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER OTH- STATUTE ER	
	ANY Y/N PROPRIETOR/PARTNER/EXECUTIVE						E.L. EACH ACCIDENT	
	OFFICER/MEMBER EXCLUDED?	N/ A					E.L. DISEASE -EA EMPLOYEE	
	(Mandatory in NH)  If yes, describe under  DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
_	EMPLOYMENT PRACTICES			C4 CDA \/M0420	12/20/2021	10/00/0000	Each Claim Limit	\$5,000
Α	LIABILITY			61 SBA VM8139	12/20/2021	12/20/2022	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	CANCELLATION
City of Tomball	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED
401 MARKET ST	BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED
TOMBALL TX 77375	IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Susan S. Castaneda

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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. Greater Tomball Area Chamber of Commerce 2022 – 2025 Strategic Plan

## **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

<b>Deliv</b>	er Value to Members	Business	Resources
1.	Update value-based membership tiers	Staff	03/01/22
2.	Plan for showcasing members across multiple		
	communication platforms	Board	03/01/22
	Segment membership by interests for better engagement	Board	
4.	Retain 50% of Spring-Klein Chamber memberships	Board	12/31/22
Grov	v <b>t</b> h	Prosperit	<b>▼</b> 7
	Increase membership%	Board	12/31/22
2.	Support Membership Director with quality leads	Board	monthly
	Develop & implement effective on-boarding system to	Doard	monuny
3.	improve first-year retention by%	Board	04/01/22
4.	Increase membership investments at renewal by%	Board	12/31/22
	lop Leaders	Advocacy	7
1.	Further develop leadership program (LNH) to include		
	Tomball Community Day	Board	06/01/22
2.	Improve board recognition, acknowledgement, and visibility	D 1	10/01/00
2	within chamber membership and community.	Board	12/31/22
3.	Develop current & future leaders through our Program of Wo	rk Board	12/31/22
Onor	ations	Onoratio	ng
	Actions  Define a guaragian plan for President	Operation Board	06/30/22
	Define a succession plan for President Plan & Budget for an addition to staff	Board	06/30/22
3.	Integrate Five Star Accreditation Goals into	Doard	00/30/22
3.	Board Strategic/Action plan	Board	03/30/22
4.	Implement a system for shifting past due efforts to effective	Doard	03/30/22
	pre-renewal protocol	Board	03/30/22
	pre rene mar protocor	Doura	03/30/22
Com	munity Support / Outreach	Staff w/Board	Support
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
  - o Remove Legislative roadblocks
  - o Grow/Foster municipal relationships
  - o Provide information on growth, trends in all markets, and partnerships
- Support our community goals to enhance Quality of Life:
  - o Beautification of Tomball
  - Develop and Foster downtown environment
  - o Create/Foster a livable center
    - Churches, post office, golf courses, diverse business, EMS, post offices
  - Diversity of business centers
  - Healthcare
  - Education
- Promote Members' Success:
  - o 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
  - o 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
  - o 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

- o 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
- o Education/ Partners/ Consultants
  - EDC/City/ Chambers/ College/ County

## TAC Board Meeting Agenda Item Data Sheet

Data	a Sheet		Meeting Date:	7/26/2022
Topic:	:			
	deration of Application from the Grea 22-2023 Hotel Occupancy Funds for		hamber of Comme	rce for Grant from
Backgr	cound:			
Origina	ation: Finance			
Recom	mendation:			
Party(i	es) responsible for placing this item	n on agenda:	Katherine Tapsc	ott, Finance Director
FUNDI	ING (IF APPLICABLE)			
Are fund	ds specifically designated in the current	budget for the full amo	ount required for this	purpose?
Yes:	X No:	If yes, specify A	account Number: 24	0-240-6351
If no, fu	nds will be transferred from account		To account	
Signed	Katherine Tapscott, CPA	Approved by	G: M	
	Finance Director 7/20/20	)22	City Manager	Date



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Applications may be mailed or hand delivered	Applications :	mav be r	nailed or	hand de	livered t	o:
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Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: Greater Tomball Area Chamber of Commerce
Organization Director: Bruce Hillegeist
Project or Event for which funding is requested: Visitor Center
Date of Event: Monday-Friday 8am-5pm
Description of project or event for which funding is requested: serving the public with questions about Tomball
Location of project or event: 29201 Quinn Road, Suite B, Tomball, TX 77375
GRANT AMOUNTS:
Amount Requested for Current Fiscal Year: 2022-2023  Amount Received for Previous Fiscal Year: 2021-2022  % increase requested over last year's grant: 0 %

#### Organization Budget Summary for Previous Fiscal Year 2022 Budget Attached

City Funds	Other Funds	Total
N/A		
N/A		
N/A		
	N/A	N/A  N/A

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

## **FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL**Government Amount of Funds

Ooverminent		Amount of Lunus
Local		
County		
State		
Federal		
1 edelal		
Other Investors/Contributors		
Individual		
Corporate		
Foundations		
<u>Fees</u>		
Admissions		
Applications		
Vendors		
Tuition		
Concessions		
Concessions		
<u>Memberships</u>		
<u>wemoersmps</u>		
Subscriptions		
<u> </u>		
Other		
Ouici	Total	\$
	1 Otal	<u>Ψ</u>

How many people do you expect will visit Tomball from	1 0
Explain the basis for your answer to the preceding question	$_{ m on:}$ $500$ annually, with numerous daily
calls and walk in customers; 500 is a conservat	
Are attendees for this event or users of this project expecte	ed to stay overnight in Tomball hotels or
motels? If you answer to this question is Yes, state the ba	sis for your answer: Yes, every day
people ask the staff for hotel options in the are	
Organization Contact Name: Brandy Beyer, Vice Pre	sident
Title: Brandy Beyer, Vice President	
Address: Brandy Beyer, Vice President	
Phone Number: Brandy Beyer, Vice President	
Contact's Signature: Brandy Beyer	Digitally signed by Brandy Beyer  DN: cn=Brandy Beyer, s=Creater Tomball Area Chamber of Commerce, ou, email=bbeyer@tomballchamber.org, c=US  Dias: 2022.01.5 loci 1:100-05007
Date: 07/15/2022	



#### **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

07/15/2022
Date
281.351.7222
Telephone



#### **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should in no case exceed one page.

- 1. Describe the history and purpose of the organization.
- 2. Describe how any grant funds will be used.
- 3. List the programs and activities for the grant year.
- 4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.
- 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?
- 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
- 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.
- 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?



#### OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

#### OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan − 3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



#### **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

## Visitor Center Budget

Rent	25,974.00
CAM Expense	12,000.00
Office Supplies/Postage	1,200.00
Personnel	29,000.00

Total Expenses: 68,174.00

Grant Request: 10,000.00

# Greater Tomball Area Chamber of Commerce 2022 Budget Overview January through December 2022

													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Ordinary Income/Expense													
Income													
Income													
Rent Income	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	64,620.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness		1,000.00			1,000.00	4,000.00	1,000.00			1,000.00			8,000.00
Hotel/Motel Tax									35,000.00				35,000.00
First Friday	2,000.00	2,200.00	2,200.00	2,000.00	2,000.00	1,800.00	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	5,000.00
Women's Committee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	5,500.00	400.00	400.00	400.00	9,900.00
Interest Income	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	2,280.00
Membership Dues													
New	8,000.00	10,000.00	9,000.00	9,000.00	8,000.00	6,000.00	6,000.00	8,000.00	8,000.00	10,000.00	10,000.00	8,000.00	100,000.00
Allowance Non-Renewal	-4,177.75	-6,612.75	-1,731.00	-2,208.50	-1,484.50	-2,289.00	-2,205.25	-2,314.75	-3,393.25	-3,412.00	-2,173.50	-2,383.75	-34,386.00
Renewal	41,777.50	66,127.50	17,310.00	22,085.00	14,845.00	22,890.00	22,052.50	23,147.50	33,932.50	34,120.00	21,735.00	23,837.50	343,860.00
<b>Total Membership Dues</b>	45,599.75	69,514.75	24,579.00	28,876.50	21,360.50	26,601.00	25,847.25	28,832.75	38,539.25	40,708.00	29,561.50	29,453.75	409,474.00
Miscellaneous Income	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	4,260.00
Publications/Products													
Magazine/Map/Website	1,000.00		9,000.00	1,250.00			1,000.00	1,000.00		750.00			14,000.00
Total Publications	1,000.00	0.00	9,000.00	1,250.00	0.00	0.00	1,000.00	1,000.00	0.00	750.00	0.00	0.00	14,000.00
Special Events													
Tomball Together/Tidings					10,000.00							6,000.00	16,000.00
Banquet	5,000.00	17,000.00			.,							-,	22,000.00
Golf Classic	•	6,000.00	20,000.00										26,000.00
Tomball Night		-,	-,			8,000.00	15,000.00	6,000.00					29,000.00
Holiday Parade						,	ŕ	,	3,000.00	10,000.00	12,000.00		25,000.00
Miss Tomball Pageant									4,000.00	18,000.00	13,000.00		35,000.00
Total Special Events	5,000.00	23,000.00	20,000.00	0.00	10,000.00	8,000.00	15,000.00	6,000.00	7,000.00	28,000.00	25,000.00	6,000.00	153,000.00
	00 000 75	105 111 75	05 500 00	44.050.50	44,000,50	50.404.00	54.077.05	47.500.75	07.000.05	00.400.00	00.004.50	47.000.75	705 504 00
Total Income	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Total Income	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Gross Profit	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Expense													
Building Expense													
Alarm	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Cleaning	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	8,880.00
Electricity	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
Building Interest	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	2,650.00	23,275.00
Reimbursed by tenants	-1,400.00	-600.00	-700.00	-1,100.00	-700.00	-600.00	-1,200.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-9,900.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	236

# Greater Tomball Area Chamber of Commerce 2022 Budget Overview January through December 2022

													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Total Building Expense	3,140.00	3,940.00	3,840.00	3,440.00	3,840.00	3,940.00	3,340.00	3,940.00	3,940.00	3,340.00	3,940.00	4,715.00	45,355.00
Accounting Expense		200.00	2,000.00		2,000.00						2,400.00		6,600.00
Advertising							1,000.00	500.00			1,000.00	500.00	3,000.00
Bad Debt Expense	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	50,000.00
Past Due Collections	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Health & Wellness		1,000.00				1,000.00		3,000.00		1,000.00			6,000.00
First Friday	2,100.00	2,300.00	2,300.00	2,100.00	2,100.00	1,900.00	1,900.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	25,200.00
Networking Breakfast	100.00	100.00	150.00	100.00	100.00	150.00	100.00	100.00	150.00	100.00	150.00	200.00	1,500.00
Women's Committee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	400.00	400.00	400.00	4,900.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Board of Directors	300.00	100.00				200.00	200.00		3,000.00	3,700.00			7,500.00
Dues and Subscriptions	1,130.00	1,250.00						750.00			45.00	584.00	3,759.00
Employee Expense	450.00	450.00	400.00	400.00									500.00
SUTA	150.00	150.00	100.00	100.00	1 500 00	2 000 00	4 550 00		200.00	4 500 00			500.00
Development FUTA	600.00 73.00	550.00 40.00	1,500.00	500.00 25.00	1,500.00	2,000.00	1,550.00		300.00	1,500.00			10,000.00 168.00
Group Insurance	2,812.00	2,812.00	30.00 2,812.00	25.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	33,744.00
Payroll Services	445.00	600.00		445.00	445.00			445.00	445.00		2,612.00 445.00	445.00	5,495.00
Payroll Taxes	1,250.00	1,300.00	445.00 1,250.00	1,300.00	1,250.00	445.00 1,250.00	445.00 1,250.00	1,300.00	1,250.00	445.00 1,250.00	1,300.00	1,250.00	15,200.00
Salaries	1,230.00	1,300.00	1,230.00	1,300.00	1,230.00	1,230.00	1,230.00	1,300.00	1,230.00	1,230.00	1,300.00	1,230.00	13,200.00
TACC	20,500.00	21,000.00	20,500.00	21,000.00	20,500.00	20,500.00	20,500.00	21,000.00	20,500.00	20,500.00	21,000.00	20,500.00	248,000.00
Bonus	20,300.00	21,000.00	20,300.00	21,000.00	20,300.00	20,300.00	20,300.00	21,000.00	20,300.00	20,500.00	21,000.00	12,400.00	12,400.00
Contract Labor	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Total Salaries	20,700.00	21,200.00	20,700.00	21,200.00	20,700.00	20,700.00	20,700.00	21,200.00	20,700.00	20,700.00	21,200.00	33,100.00	262,800.00
Total Galarios	20,700.00	21,200.00	20,700.00	21,200.00	20,700.00	20,7 00.00	20,700.00	21,200.00	20,700.00	20,700.00	21,200.00	00,100.00	202,000.00
Total Employee Expense	26,030.00	26,652.00	26,837.00	26,382.00	26,707.00	27,207.00	26,757.00	25,757.00	25,507.00	26,707.00	25,757.00	37,607.00	327,907.00
Insurance													
Worker's Compensation	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	513.00
Officer & Director Liability	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	1,843.92
General Liab.	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	7,686.00
Total Insurance	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	10,042.92
Membership/Misc. Expense	1,000.00	3,000.00	1,500.00	500.00	1,000.00	1,000.00	500.00	3,000.00	1,500.00	500.00	1,500.00	2,000.00	17,000.00
Office Equipment Expense													
Database		4,850.00											4,850.00
Computer Maintenance	300.00	1,200.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	4,500.00
Copier Lease	400.00	600.00	800.00	600.00	600.00	900.00	600.00	600.00	200.00	1,000.00	800.00	700.00	7,800.00
Pitney Bowes	528.30			581.60			528.30			528.30			2,166.50
Total Office Equip Expense	1,228.30	6,650.00	1,100.00	1,481.60	900.00	1,200.00	1,428.30	900.00	500.00	1,828.30	1,100.00	1,000.00	19,316.50
Office Supplies	300.00	1,000.00	100.00	500.00	300.00	200.00	200.00	700.00	200.00	400.00	1,000.00	200.00	5,100.00
Postage & Delivery	500.00	500.00	500.00	500.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00	100.00	237

## Greater Tomball Area Chamber of Commerce 2022 Budget Overview

January	through)	December	2022
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													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Property Tax Expense	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	14,239.20
Income Tax Expense	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	5,676.00
Rent	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Special Events													
Tomball Together/Tidings					1,000.00								1,000.00
Banquet		11,000.00											11,000.00
Golf Classic	250.00		3,000.00	6,750.00									10,000.00
Tomball Night					2,000.00		4,000.00	4,000.00					10,000.00
Holiday Parade											15,500.00	1,000.00	16,500.00
Miss Tomball Pageant													
Scholarship Expense											4,000.00		4,000.00
Pageant - Other										500.00	12,500.00	3,000.00	16,000.00
Total Miss Tomball										500.00	16,500.00	3,000.00	20,000.00
Total Special Events	250.00	11,000.00	3,000.00	6,750.00	3,000.00	0.00	4,000.00	4,000.00	0.00	500.00	32,000.00	4,000.00	68,500.00
Telephone Expenses	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
Travel & Entertainment	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
Total Expense	45,484.81	67,098.51	50,733.51	51,160.11	49,353.51	46,703.51	49,331.81	54,153.51	46,403.51	50,081.81	80,398.51	64,412.51	655,315.62
Net Ordinary Income	17,844.94	38,346.24	14,775.49	-9,303.61	-5,263.01	3,427.49	5,045.44	-6,590.76	50,965.74	32,106.19	-14,007.01	-17,128.76	110,218.38
Principal Building Payment	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	45,000.00
xDepreciation Expense	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	20,460.00
Net Income	12,389.94	32,891.24	9,320.49	-14,758.61	-10,718.01	-2,027.51	-409.56	-12,045.76	45,510.74	26,651.19	-19,462.01	-22,583.76	44,758.38

 New Net Income

 3%
 5,916.00
 38,842.38

 Salary/Market Adjustment
 14,800.00
 29,958.38

 (Recommended by Committee) Salary/Market Adjustment + 3%
 21,300.00
 23,458.38

#### Narrative Questions:

1. Describe the history and purpose of the organization.

**Answer:** The Greater Tomball Area Chamber of Commerce (GTACC) provides resources and empowers Tomball businesses to prosper. The value of being a GTACC member is evidenced with research by the Shapiro Group, which shows a 63 percent increase in repeat business due to chamber membership. Moreover, the Chamber staff regularly and routinely welcomes visitors to Tomball and places information in their hands that promotes the city and region, in particularly local hotels, motels and restaurants.

Incorporated in 1965, the Greater Tomball Area Chamber of Commerce has a history that began in the 1920s. The Chamber has a reputation for actively representing and promoting the interest of its members. As well, the Chamber is recognized throughout the region and the state for its passionate promotion of the greater Tomball community.

The Greater Tomball Area Chamber of Commerce also serves as a visitor's information center.

2. Describe how any grant funds will be used.

Answer: Grant funds would be used to reimburse the GTACC for Visitor Center related expenses. The GTACC staff regularly and routinely welcomes visitors to Tomball and places information in their hands that promotes the city and region, specifically a map of the area, The Spirit of Tomball Texas magazine, and information on local hotels, motels and restaurants. Time dedicated to this function of the GTACC fluctuates, however all Chamber staff participates in this service and materials are kept current for the purpose of maintaining a vital visitor's information center.

3. List the programs and activities for the grant year.

**Answer:** The GTACC annually organizes and hosts Tomball Night and the Tomball Holiday Parade with an emphasis on local retailers, hotels and motels. In its press releases related to these events the Chamber suggests inviting family and guests for a weekend in Tomball, which includes overnight stays at local lodging.

With the large amount of growth in the area, there are individuals in the office daily requesting information on relocation. Many are here staying in the local hotels as they search for a new home. The amount of welcome packets we mail out has increased as well.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

**Answer:** The GTACC has experienced growth over the past several years. This year membership is staying consistent, but event participation has increased. The City of Tomball

and the greater Tomball area has experienced growth as well. At the end of 2008 the Chamber relocated to a facility that exudes professionalism, is in a high profile location and is welcoming to all visitors. Chamber's activities including Tomball Night and the Tomball Holiday Parade take place in the city limits — 100%.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

Answer: The GTACC Visitor Center qualifies for use of the Hotel Occupancy Tax, Chapter 351.101 with two banks of walls and a kiosk dedicated to pamphlets, booklets, promotional materials and other contact information. The Chamber provides an extensive library of current information concerning city, area and regional lodging, entertainment, amusements and even day-trip venues. Daily the GTACC staff place these printed, promotional materials about Tomball in the hands of visitors; a conservative estimated number of this exchange is 5 five visitors a day. In addition, the GTACC staff answers numerous phone inquiries; a conservative number of inquiries by phone related to tourism is 5 per day.

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

**Answer:** As a visitor center, chambers of commerce have a long standing history of being the first place visitors stop when they come to a new town. The GTACC is publicized on the Internet through <a href="www.tomballchamber.org">www.tomballchamber.org</a>, in the World Chamber of Commerce Directory, as a member of the US Chamber of Commerce, as a member of the Texas Association of Business, as a member of the Texas Chamber of Commerce Executives and as a member of the American Chamber of Commerce Executives.

The GTACC publicizes its activities and all partnership city and non profit organization activities in Tomball through local and Houston area newspapers including *The Houston Chronicle* and online news services. The GTACC checks for its press releases in these publications and online. The GTACC is constantly adding to its publicity list. It is notable that the GTACC promotes all partnership city and non profit organization activities, such as the various City of Tomball festivals and the Tomball German Festivals, as a courtesy without compensation or reimbursement.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

Answer: The public benefits to the City of Tomball resulting from the visitor center at the GTACC offices are many. First, the Chamber strives to keep current information on local businesses and growth moving into the area. Through these efforts the public uses the GTACC as an information resource. Also, the Chamber maintains relationships with many entities — like Texas Department of Transportation and the Harris County Precinct 4 Commissioner's office — that serve the greater Tomball area in order to better serve the public. First and foremost, the public benefits by having a visitor center at the GTACC because having been established since 1965, the public is habitual in seeking out the Chamber for information. Moreover, the GTACC has proven to be a stable, tenured, and reliable organization that proudly serves the public.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

**Answer:** The GTACC is maintaining an Internet presence with <a href="www.tomballchamber.org">www.tomballchamber.org</a> where a community calendar with Tomball events is posted and updated, routinely. These events are also placed in the Texas Events Calendar, a statewide publication. The Chamber also provides events such as the Tomball Holiday Parade, Tomball Night, and the Miss Tomball Pageant, which has a history of bringing families to Tomball for overnight stays.



OFFICE OF THE SECRETARY OF STATE

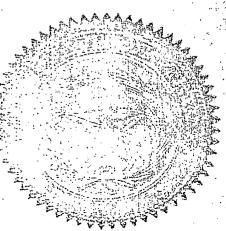
## CERTIFICATE OF INCORPORATION OF

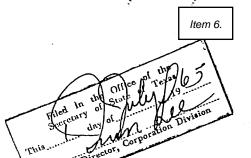
CITY OF TOMBALL CHAMBER OF COMMERCE

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 Occupied & Markon 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:

#### NAMES

#### ADDRESSES

Pete Still

Jesse C. Powell

Billie J. Lovett

719 Barbara, Tomball, Texas

732 James, Tomball. Texas

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. eLovett

408 W. Commerce, Tomball, Texas

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

PETE STILL

TESSE C DOUBLE

LOVETT

THE STATE OF TEXAS
COUNTY OF HARRIS

I, fore E Surklin, a Notary Public, do hereby certify that on this the 18th day of \_\_\_\_\_\_\_, 1965, personally appeared before me, PETE STILL, JESSE C. POWELL and K. 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.

Notary Public in and for Harris County, TEXAS

FOYE A. BURKLIN Notary Public in and for Harris County, Taxos 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, Director Corporation Division

## Comptroller of Public Accounts State of Texas Austin

July 13, 1965

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

. ≠ Offices of Howard H. Klein "Claim Office Building Commerce Street Woll, Texas

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

Charter No. 215046

.Lie men:

At your request, we examined the Articles of Incorporation of this corporation, sogether 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 is 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

Comptroller of Public Accounts

Robert & Kacan

WLE/ms

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

cc: Corporation Division

Secretary of State Austin, Texas



**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.

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.
- 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

- 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.
- 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**

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
	J	<u> </u>
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		

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



Independent Accountants' Review Report	1
Financial Statements	
Statement of Financial Position	2
Statement of Activities	
Statement of Functional Expenses	∠
Statement of Cash Flows	5
Notes to Financial Statements	6-11

Item 6.



13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctg.com

#### 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

Tipton : Company

Houston, Texas

April 14, 2022

#### Item 6.

## Greater Tomball Area Chamber of Commerce

## Statement of Financial Position

As of December 31, (with comparative totals for 2020)	1	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	

## Statement of Activities

Year ended December 31, (with comparative totals for 2020)	R	eviewed 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
Tenent 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			050 045
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

### Statement of Functional Expenses

		F	Program	Services			S	Supp	orting Service			 Reviewed	Audited
Year ended December 31,		iness			al Program	_	eneral and				Supporting	2021	2020
(with comparative totals for 2020)	Reso	ources	Advo	cacy	Services	Ad	ministrative	F	undraising	S	ervices	Total	Total
Payroll and related expenses													
Salaries	\$	98,426	\$	98,426	\$ 196,852	\$	,	\$	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	1	21,310	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		-,_0 -	711		-				_,.02	711	286
Total other expenses		114,050	1	20,104	234,154		71,578		82,172		153,750	387,904	425,905
		,		.,	- ,		,		- ,		,	,	-,
Subtotal		235,360	2	41,414	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	\$ 2	41,414	\$ 476,774	\$	101,906	\$	102,349	\$	204,255	\$ 681,029	\$ 729,199

## Statement of Cash Flows

Year Ended December 31, (with comparate	ve totals for 2020)	R	eviewed 2021	Audited 2020
Cash Flows From Operating Activities				
Change in net assets		\$	99,657 \$	5,179
Adjustments to reconcile change in net a	ssets 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			(27.055)	(25 122)
Payments on long-term dept			(37,055)	(35,133)
	Net Change in Financing Activities		(37,055)	(35,133)
Net Change in Cash and Cash Equivalent	· s		110,150	538
Cash and Cash Equivalents, beginning o			349,800	349,262
Cash and Cash Equivalents, end of year		\$	459,950 \$	349,800
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Supplemental Disclosures: Interest paid		\$	30,086 \$	32,010

#### 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.

#### 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 improvements39 yearsComputers and software3-5 yearsOffice equipment5-7 yearsFurniture and fixtures5-7 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.

#### 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

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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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.

Future minimum lease payments are as follows:

For the years ending December 31,	
2022	\$ 6,789
2023	6,651
2024	2,749
2025	1,969 492
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.

#### **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.

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



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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctq.com

#### 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

Tipton : Company

Houston, Texas

May 24, 2021

## Statement of Financial Position

As of December 31, (with comparative totals for 2019)	Audited 2020		
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

## Statement of Activities

	Audited 2020	Reviewed 2019
\$	510,128	\$ 480,171
45,405		
(10,640)		
	34,765	132,345
	33,000	36,000
	11,342	41,829
	1,665	4,992
	35,000	35,000
	64,624	64,624
	11,990	9,662
	16,895	15,389
	-	28,795
	3,377	5,450
	11,592	11,535
	734,378	865,792
	252,245	282,361
	248,661	273,616
	500,906	555,977
	117,336	111,043
	110,957	105,901
	228,293	216,944
	729,199	772,921
	5.179	92,871
	541,771	448,900
\$	546,950	\$ 541,771
	45,405 (10,640)	\$ 510,128 45,405 (10,640)  34,765 33,000 11,342 1,665 35,000 64,624 11,990 16,895 

#### Statement of Functional Expenses

			Progra	am Services	S		Supporting Services				Audited		Reviewed			
Year ended December 31,	E	Business			Tota	al Program	Ge	neral and			Tota	l Supporting		2020		2019
(with comparative totals for 2019)	R	esources	Ad	dvocacy		Services	Adn	ninistrative	Fu	undraising	5	Services		Total		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		14,00
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		1,405		2,975		2,975		-		20,060		20,060		23,035		75,118
Taxes - income				2,575		2,575		436		20,000		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		2,014		۷,014		5,220		480		034		480		480		702
Utilities		3,592		3,592		7,184		898		898		1,796		8,980		10,620
Young professionals		286		3,332		286		090		090		1,7 90		286		814
Total other expenses		126,671		123,087		249,758		85,943		90,204		176,147		425,905		488,744
Total other expenses		120,071		123,007		243,130		00,843		30,204		170,147		420,900		400,74
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)		(17,48
Total Expenses	\$	252,245	\$	248,661	\$	500,906	\$	117,336	\$	110,957	\$	228,293	\$	729,199	\$	772,92°

## Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2019)	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

#### 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.

#### 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

#### 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.

#### Item 6.

## Greater Tomball Area Chamber of Commerd-

#### 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 I 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 I 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 I, 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	Reviewed
	2020	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.

#### 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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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	1,969 492
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.

#### Notes to Financial Statements

Future scheduled maturities of the note payable is as follows:

For the years ending December 31	For the	vears	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.

#### Item 6.

## Greater Tomball Area Chamber of Commerd

#### 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 (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, December 21 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, January 18 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, February 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, March 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, April 19 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, May 17 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, June 21 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, July 19 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, August 16 - Board Meeting

Item 6.

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Wednesday, September 20 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Item 6.

#### Greater Tomball Area Chamber of Commerce

#### **JOB DESCRIPTION**

Job Title: PRESIDENT

**Department:** N/A

**Reports To: Approved By:**Board of Directors
Board of Directors

Approved Date: May 20, 2015

Revised Date:

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
  quidelines.

#### 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:

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.



June 1, 2022

City of Tomball 401 MARKET ST TOMBALL TX 77375

#### **Account Information:**

Policy Holder Details :	GREATER TOMBALL AREA
	CHAMBE OF COMMERCE

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)

06/01/20

Item 6.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLD 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 SUBROGATIONIS 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)

come rights to the certifical	te notaer in hea of sacin chaofseine	ιιι( <i>3)</i> .			
PRODUCER	AGENCY INC/PHS	CONTACT NAME:			
61611737 The Hartford Business Service O		PHONE (A/C, No, Ext):	(866) 467-8730	FAX (A/C, No):	(888) 443-6112
3600 Wiseman Blvd San Antonio, TX 78251		E-MAIL ADDRESS:		ı	
			INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED		INSURER A:	Hartford Lloyd's Insurance Compan	у	38253
GREATER TOMBALL AREA CH	HAMBE OF COMMERCE	INSURER B:			
292201 QUINN STEB TOMBALL TX 77375		INSURER C:			
TOMBALL TATTOTO		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 YYY)	LIMITS	
		COMMERCIAL GENERAL LIABILITY	III			(MINI/DD/1111)	(MM) DD/ 1 1111	EACH OCCURRENCE	\$1,000,000
		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	Х	General Liability						MED EXP (Any one person)	\$10,000
Α			X		61 SBA VM8139	12/20/2021	12/20/2022	PERSONAL & ADV INJURY	\$1,000,000
	GEI	N'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
		POLICY PRO- JECT X LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	ΑU	TOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
		ANY AUTO						BODILY INJURY (Per person)	
Α		ALL OWNED SCHEDULED AUTOS			61 SBA VM8139	12/20/2021	12/20/2022	BODILY INJURY (Per accident)	
	Х	HIRED AUTOS X AUTOS						PROPERTY DAMAGE (Per accident)	
		UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
		EXCESS LIAB CLAIMS-MADE						AGGREGATE	
		DED RETENTION \$							
	_	RKERS COMPENSATION DEMPLOYERS' LIABILITY						PER OTH- STATUTE ER	
	AN۱	Y Y/N						E.L. EACH ACCIDENT	
		OPRIETOR/PARTNER/EXECUTIVE FICER/MEMBER EXCLUDED?	N/ A					E.L. DISEASE -EA EMPLOYEE	
	If ye	Indatory in NH) es, describe under SCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
Α		IPLOYMENT PRACTICES			61 SBA VM8139	12/20/2021	12/20/2022	Each Claim Limit Aggregate Limit	\$5,000 \$5,000

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	CANCELLATION
City of Tomball	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED
401 MARKET ST	BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED
TOMBALL TX 77375	IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Susan S. Castaneda

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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. Greater Tomball Area Chamber of Commerce 2022 – 2025 Strategic Plan

### **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

<b>Deliv</b>	er Value to Members	Business	Resources
1.	Update value-based membership tiers	Staff	03/01/22
2.	Plan for showcasing members across multiple		
	communication platforms	Board	03/01/22
	Segment membership by interests for better engagement	Board	
4.	Retain 50% of Spring-Klein Chamber memberships	Board	12/31/22
Grov	v <b>t</b> h	Prosperit	<b>▼</b> 7
	Increase membership%	Board	12/31/22
2.	Support Membership Director with quality leads	Board	monthly
	Develop & implement effective on-boarding system to	Doard	monuny
3.	improve first-year retention by%	Board	04/01/22
4.	Increase membership investments at renewal by%	Board	12/31/22
	lop Leaders	Advocacy	7
1.	Further develop leadership program (LNH) to include		
	Tomball Community Day	Board	06/01/22
2.	Improve board recognition, acknowledgement, and visibility	D 1	10/01/00
2	within chamber membership and community.	Board	12/31/22
3.	Develop current & future leaders through our Program of Wo	rk Board	12/31/22
Onor	ations	Onoratio	ng
	Actions  Define a guaragian plan for President	Operation Board	06/30/22
	Define a succession plan for President Plan & Budget for an addition to staff	Board	06/30/22
3.	Integrate Five Star Accreditation Goals into	Doard	00/30/22
3.	Board Strategic/Action plan	Board	03/30/22
4.	Implement a system for shifting past due efforts to effective	Doard	03/30/22
	pre-renewal protocol	Board	03/30/22
	pre rene mar protocor	Doura	03/30/22
Com	munity Support / Outreach	Staff w/Board	Support
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
  - o Grow/Foster municipal relationships
  - o Provide information on growth, trends in all markets, and partnerships
- Support our community goals to enhance Quality of Life:
  - o Beautification of Tomball
  - Develop and Foster downtown environment
  - o Create/Foster a livable center
    - Churches, post office, golf courses, diverse business, EMS, post offices
  - Diversity of business centers
  - Healthcare
  - Education
- Promote Members' Success:
  - o 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
  - o 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

- o 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
- o Education/ Partners/ Consultants
  - EDC/City/ Chambers/ College/ County

### TAC Board Meeting Agenda Item Data Sheet

Data Sneet		Meeting Date:	7/26/2022
Topic:			
Consideration of Application from the FY 2022-2023 Hotel Occupancy Fund			erce for Grant from
Background:			
Origination: Finance			
Recommendation:			
Party(ies) responsible for placing this	s item on agenda:	Katherine Tapso	cott, Finance Director
FUNDING (IF APPLICABLE)			
Are funds specifically designated in the cur	rent budget for the full am	ount required for this	s purpose?
Yes: X No:	If yes, specify A	Account Number: 24	10-240-6351
If no, funds will be transferred from account	nt	To account	
Signed Katherine Tapscott, CPA	Approved by		
Finance Director 7/2	20/2022	City Manager	Date

NON-PROFIT



OFFICE OF THE SECRETARY OF STATE

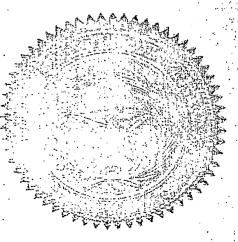
## CERTIFICATE OF INCORPORATION OF

CITY OF TOMBALL CHAMBER OF COMMERCE
CHARTER NO. 215046

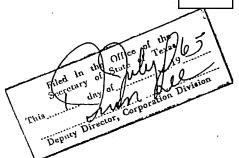
The undersigned, as Secretary of State of the State of Texas, hereby certifies that duplicate originals of Articles of Incorporation for the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to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

#### NAMES

#### ADDRESSES

Pete Still

Jesse C. Powell

Billie JacLovett

719 Barbara, Tomball, Texas

732 James, Tomball, Texas

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. eLovett

408 W. Commerce, Tomball, Texas

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

PETE STILL

JESSE C POWELL

THE STATE OF TEXAS

COUNTY OF HARRIS

I, fore E Surklin, a Notary Public, do hereby certify that on this the 18th day of \_\_\_\_\_\_\_, 1965, personally appeared before me, PETE STILL, JESSE C. POWELL and K. 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.

Notary Public in and for Harris County, TEXAS

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



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

Crawford C. Martin

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, Director Corporation Division

### Comptroller of Public Accounts State of Texas Austin

July 13, 1965

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

. ≠ Offices of Howard H. Klein "Claim Office Building Commerce Street Woll, Texas

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

Charter No. 215046

.Lie men:

At your request, we examined the Articles of Incorporation of this corporation, segether 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 is 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

Comptroller of Public Accounts

Robert & Kacan

WLE/ms

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

cc: Corporation Division Secretary of State

Austin, Texas



**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.
- 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.
- 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**

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
Juli, 2010	Ttyan Madden	Brace Timegerst
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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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctg.com

#### 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

Tipton : Company

Houston, Texas

April 14, 2022

### Greater Tomball Area Chamber of Commerce

### Statement of Financial Position

As of December 31, (with comparative totals for 2020)		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)	R	eviewed 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
Tenent 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 Commerc

### Statement of Functional Expenses

		Program Service			Supporting Servic		Reviewed	Audited
Year ended December 31,	Business	Λ due · ·	Total Program	General and		Total Supporting	2021 Total	2020
(with comparative totals for 2020)	Resources	Advocacy	Services	Administrative	Fundraising	Services	Total	Total
Payroll and related expenses	ф 00.40e	¢ 00.406	ф 406.0E0	\$ 24,607	ф 04.60 <b>7</b>	\$ 49,214	¢ 240.000	ф <u>ОБ</u> 4 200
Salaries	\$ 98,426	\$ 98,426						
Payroll taxes	7,174 15.710	7,174 15.710	14,348 31,420	1,794 3.927	1,794 3,927	3,588 7,854	17,936 39,274	19,640 39,992
Employee benefits  Total payroll and related expenses	121,310	121,310	242,620	30,328	30,328	60,656	39,274	313,934
Other expenses	121,310	121,310	242,020	30,320	30,320	00,000	303,276	313,932
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	705	703	1,070	6,935	0,100	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	200,000	-	- 470,774	-	(10,151)		(10,151)	(10,640
Total Expenses	\$ 235,360	\$ 241,414	\$ 476,774	\$ 101,906		,	, ,	

### Greater Tomball Area Chamber of Commerc

### Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2020)	F	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 Commerded 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 Commerded 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 improvements39 yearsComputers and software3-5 yearsOffice equipment5-7 yearsFurniture and fixtures5-7 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 Commerded 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 Commerded 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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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 Commerd Notes to Financial Statements

Future minimum lease payments are as follows:

For the years	ending	Decem	ber 31,
	0000		

\$ 6,789
6,651
2.749
1,969 492
492
<u>-</u>
\$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,
-----------------------------------

1 of the years chairing becomes or,	
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 Commerded 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.

Financial Statements for the Year Ended

December 31, 2020 (Audited)

(with comparative totals for December 31, 2019 (Reviewed))



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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctg.com

### **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

Tipton : Company

Houston, Texas

May 24, 2021

### Statement of Financial Position

As of December 31, (with comparative totals for 2019)	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	

### Statement of Activities

Year ended December 31, (with comparative totals for 2019)		Audited 2020	R	eviewed 2019
Revenue and Support				
Membership dues	\$	510,128	\$	480,171
Special events revenue	45,405			
Less: Cost of direct benefits to donors	(10,640)			
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
Tenent 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

### Statement of Functional Expenses

			Progra	am Services	S			S	uppo	orting Service	es		Audited	F	Reviewed
Year ended December 31,		Business			Tota	al Program	Ge	neral and			Tota	l Supporting	2020		2019
(with comparative totals for 2019)	R	esources	Ad	dvocacy		Services	Adn	ninistrative	Fu	undraising	5	Services	Total		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		14,00
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		1,405		2,975		2,975		-		20,060		20,060	23,035		75,118
Taxes - income				2,575		2,575		436		20,000		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		2,014		۷,014		5,220		480		034		480	480		702
Utilities		3,592		3,592		7,184		898		898		1,796	8,980		10,620
Young professionals		286		3,332		286		090		090		1,7 90	286		814
Total other expenses		126,671		123,087		249,758		85,943		90,204		176,147	425,905		488,744
Total other expenses		120,071		123,007		243,130		00,843		30,204		170,147	420,900		400,74
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)		(17,48
Total Expenses	\$	252,245	\$	248,661	\$	500,906	\$	117,336	\$	110,957	\$	228,293	\$ 729,199	\$	772,92°

### Statement of Cash Flows

	Ota	terrient or		101111000
Year Ended December 31, (with comparative totals for 2019)		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 Activiti	es	36,835		143,523
Cook Flows From Investing Activities				
Cash Flows From Investing Activities  Purchases of property and equipment		(1,164)		(6,126)
T dichases of property and equipment		(1,104)		(0,120)
Net Change in Investing Activiti	es	(1,164)		(6,126)
Cash Flows From Financing Activities				
Payments on long-term debt		(35,133)		(36,000)
Net Change in Financing Activiti	es	(35,133)		(36,000)
		(00,100)		(00,000)
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
Interest paid	Ψ	JZ,U 10	Ψ	33,030

### 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.

### 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

### 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.

### 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 I 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 I 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 I, 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.

### 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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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	1,969 492
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.

### Notes to Financial Statements

Future scheduled maturities of the note payable is as follows:

For the years ending December 31	For the	vears	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.

### 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 (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, December 21 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, January 18 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, February 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, March 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, April 19 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, May 17 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, June 21 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, July 19 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, August 16 – Board Meeting

Item 7.

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

### Wednesday, September 20 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Item 7.

### Greater Tomball Area Chamber of Commerce

### **JOB DESCRIPTION**

Job Title: PRESIDENT

**Department:** N/A

**Reports To: Approved By:**Board of Directors
Board of Directors

Approved Date: May 20, 2015

Revised Date:

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
  quidelines.

#### 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.

### 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**

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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.



June 1, 2022

City of Tomball 401 MARKET ST TOMBALL TX 77375

### **Account Information:**

Policy Holder Details :	GREATER TOMBALL AREA
	CHAMBE OF COMMERCE

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

351



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/04/20

06/01/20

Item 7.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLD 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 SUBROGATIONIS 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)

comer rights to the certificate holder in hea of sach chaofsement(s).					
PRODUCER		CONTACT NAME:			
HIGGINBOTHAM INS AGENCY IN	NC/PHS	PHONE	(866) 467-8730	FAX	(888) 443-6112
61611737		(A/C, No, Ext):	(000) 101 01 01	(A/C, No):	
The Hartford Business Service Ce	nter				
3600 Wiseman Blvd		E-MAIL			
San Antonio, TX 78251		ADDRESS:			
			INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED		INSURER A:	Hartford Lloyd's Insurance Compan	у	38253
GREATER TOMBALL AREA CHA 292201 QUINN STEB	CHAMBE OF COMMERCE	INSURER B:			
TOMBALL TX 77375		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	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
Α	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR  X General Liability  GEN'L AGGREGATE LIMIT APPLIES PER:  POLICY PRO- DITHER:	×		61 SBA VM8139	12/20/2021	12/20/2022	EACH OCCURRENCE  DAMAGE TO RENTED PREMISES (Ea occurrence)  MED EXP (Any one person)  PERSONAL & ADV INJURY  GENERAL AGGREGATE  PRODUCTS - COMP/OP AGG	\$1,000,000 \$300,000 \$10,000 \$1,000,000 \$2,000,000 \$2,000,000
Α	AUTOMOBILE LIABILITY  ANY AUTO  ALL OWNED AUTOS AUTOS  X HIRED X AUTOS  X AUTOS  X AUTOS  X AUTOS			61 SBA VM8139	12/20/2021	12/20/2022	COMBINED SINGLE LIMIT (Ea accident)  BODILY INJURY (Per person)  BODILY INJURY (Per accident)  PROPERTY DAMAGE (Per accident)	\$1,000,000
	UMBRELLA LIAB CLAIMS-MADE  DED RETENTION \$						EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/ A					PER   OTH-   STATUTE   ER     E.L. EACH ACCIDENT     E.L. DISEASE - EA EMPLOYEE     E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY PRINTING OF OPERATIONS / LOCATIONS	(EUICI F	E/ACO	61 SBA VM8139	12/20/2021	12/20/2022	Each Claim Limit Aggregate Limit	\$5,000 \$5,000

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	CANCELLATION
City of Tomball	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED
401 MARKET ST	BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED
TOMBALL TX 77375	IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Sugan S. Castaneda

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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. Greater Tomball Area Chamber of Commerce 2022 – 2025 Strategic Plan

### **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

<b>Deliv</b>	er Value to Members	Business	Resources
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
Grov	v <b>t</b> h	Prosperit	<b>▼</b> 7
	Increase membership%	Board	12/31/22
2.	Support Membership Director with quality leads	Board	monthly
	Develop & implement effective on-boarding system to	Doard	monthly
5.	improve first-year retention by%	Board	04/01/22
4.	Increase membership investments at renewal by%	Board	12/31/22
	lop Leaders	Advocacy	<i>T</i>
1.	Further develop leadership program (LNH) to include		
	Tomball Community Day	Board	06/01/22
2.	Improve board recognition, acknowledgement, and visibility	D 1	10/01/00
2	within chamber membership and community.	Board	12/31/22
3.	Develop current & future leaders through our Program of Wo	rk Board	12/31/22
O	a.4.* a a	O	
	ations	<u>Operation</u>	
	Define a succession plan for President	Board	06/30/22
	Plan & Budget for an addition to staff Integrate Five Story A consideration Cools into	Board	06/30/22
3.	Integrate Five Star Accreditation Goals into	Board	03/30/22
4	Board Strategic/Action plan  Implement a system for shifting past due afforts to affortive	Боага	03/30/22
4.	Implement a system for shifting past due efforts to effective pre-renewal protocol	Board	03/30/22
	pre-renewar protocor	Doaru	03/30/22
Com	munity Support / Outreach	Staff w/Board	Support
1.	Support citizens & downtown businesses during upcoming	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	2920 Redevelopment and Alley Projects	Staff	12/31/22
2.	Support citizens & businesses through proposed Harris		, <b></b> , <b></b>
_•	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
  - o Remove Legislative roadblocks
  - o Grow/Foster municipal relationships
  - o Provide information on growth, trends in all markets, and partnerships
- Support our community goals to enhance Quality of Life:
  - o 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:
  - o 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
  - o 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

- o 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
- o Education/ Partners/ Consultants
  - EDC/City/ Chambers/ College/ County



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

City of Tomball 501 James Street Tomball, TX 77375
Applicant Organization: Greater Tomball Area Chamber of Commerce
Organization Director: Bruce Hillegeist
Project or Event for which funding is requested: Tomball Holiday Parade
Date of Event: November 19, 2022
Description of project or event for which funding is requested: annual parade with over 150 entries

Location of project or event: on Main Street from the railroad tracks to Buvinghausen

### **GRANT AMOUNTS:**

Applications may be mailed or hand delivered to:

Finance Director

Amount Requested for Current Fiscal Year:	2022-2023	<sub>\$</sub> 15,000
Amount Received for Previous Fiscal Year:		\$ 15,000
% increase requested over last year's grant:	0 %	_

### Organization Budget Summary for Previous Fiscal Year 2022 budget attached

Total

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

## **FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL**Government Amount of Funds

	Local		
	County		
	State		
	Federal		
Other	Investors/Contributors Individual Corporate Foundations		
Fees	Admissions Applications Vendors Tuition		
Conce	ssions		
Memb	<u>erships</u>		
Subsci	riptions		
Other		Total	<u>\$</u>

How many people do you expect will visit Tomball from out-of-town as a result of this project or event? Explain the basis for your answer to the preceding question: while there are many parade participants that travel from out of town, there is not a good way to measure where the crowd members live. The 2022 parade is expected to have a great turn out.

Are attendees for this event or users of this project expected to stay overnight in Tomball hotels or motels? If you answer to this question is Yes, state the basis for your answer: Yes, parade participants come from far away and have to be in line-up by 8:30am so many of them spend the night

Organization Contact Name: Brandy Beyer, Vice President

Title: Brandy Beyer, Vice President

Address: Brandy Beyer, Vice President

Phone Number: Brandy Beyer, Vice President

Contact's Signature: Brandy Beyer

Date: 7/15/2022



### **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Brandy Beyer    Digitally signed by Brandy Beyer	7/15/2022
Signature of Authorizing Official	Date
Brandy Beyer	
Typed Name	
Vice President	281.351.7222
Title within Organization	Telephone
bbeyer@tomballchamber.org	
Email address	



### **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should in no case exceed one page.

- 1. Describe the history and purpose of the organization.
- 2. Describe how any grant funds will be used.
- 3. List the programs and activities for the grant year.
- 4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.
- 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?
- 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
- 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.
- 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?



### OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

### OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan − 3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



#### **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

### 2022 Tomball Holiday Parade Budget

Candy for children	200.00
Breakfast for special guests	2,000.00
Clean-Up	900.00
Port-o-Pottie	1,400.00
Advertising	1,500.00
Security	6,000.00
Debriefing Meeting	300.00
Supplies	1,000.00
Coins	1,100.00
Personnel	29,000.00
Entertainment	8,000.00

Total Expenses: 51,400.00

Grant Request 15,000.00

### Item 7.

# Greater Tomball Area Chamber of Commerce 2022 Budget Overview January through December 2022

													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Ordinary Income/Expense													
Income													
Income													
Rent Income	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	64,620.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness		1,000.00			1,000.00	4,000.00	1,000.00			1,000.00			8,000.00
Hotel/Motel Tax									35,000.00				35,000.00
First Friday	2,000.00	2,200.00	2,200.00	2,000.00	2,000.00	1,800.00	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	5,000.00
Women's Committee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	5,500.00	400.00	400.00	400.00	9,900.00
Interest Income	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	2,280.00
Membership Dues													
New	8,000.00	10,000.00	9,000.00	9,000.00	8,000.00	6,000.00	6,000.00	8,000.00	8,000.00	10,000.00	10,000.00	8,000.00	100,000.00
Allowance Non-Renewal	-4,177.75	-6,612.75	-1,731.00	-2,208.50	-1,484.50	-2,289.00	-2,205.25	-2,314.75	-3,393.25	-3,412.00	-2,173.50	-2,383.75	-34,386.00
Renewal	41,777.50	66,127.50	17,310.00	22,085.00	14,845.00	22,890.00	22,052.50	23,147.50	33,932.50	34,120.00	21,735.00	23,837.50	343,860.00
Total Membership Dues	45,599.75	69,514.75	24,579.00	28,876.50	21,360.50	26,601.00	25,847.25	28,832.75	38,539.25	40,708.00	29,561.50	29,453.75	409,474.00
Miscellaneous Income	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	4,260.00
Publications/Products													
Magazine/Map/Website	1,000.00		9,000.00	1,250.00			1,000.00	1,000.00		750.00			14,000.00
Total Publications	1,000.00	0.00	9,000.00	1,250.00	0.00	0.00	1,000.00	1,000.00	0.00	750.00	0.00	0.00	14,000.00
Special Events  Tomball Together/Tidings					10,000.00							6,000.00	16,000.00
Banquet	5,000.00	17,000.00			-,							-,	22,000.00
Golf Classic		6,000.00	20,000.00										26,000.00
Tomball Night		.,	2,222			8,000.00	15,000.00	6,000.00					29,000.00
Holiday Parade						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-,	-,	3,000.00	10,000.00	12,000.00		25,000.00
Miss Tomball Pageant									4,000.00	18,000.00	13,000.00		35,000.00
Total Special Events	5,000.00	23,000.00	20,000.00	0.00	10,000.00	8,000.00	15,000.00	6,000.00	7,000.00	28,000.00	25,000.00	6,000.00	153,000.00
Total Income	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Total Income	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Gross Profit	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Expense													
Building Expense													
Alarm	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Cleaning	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	8,880.00
Electricity	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
Building Interest	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	2,650.00	23,275.00
Reimbursed by tenants	-1,400.00	-600.00	-700.00	-1,100.00	-700.00	-600.00	-1,200.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-9,900.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	367

### Item 7.

### **Greater Tomball Area Chamber of Commerce** 2022 Budget Overview

January through December 2022

													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Total Building Expense	3,140.00	3,940.00	3,840.00	3,440.00	3,840.00	3,940.00	3,340.00	3,940.00	3,940.00	3,340.00	3,940.00	4,715.00	45,355.00
Accounting Expense		200.00	2,000.00		2,000.00						2,400.00		6,600.00
Advertising							1,000.00	500.00			1,000.00	500.00	3,000.00
Bad Debt Expense	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	50,000.00
Past Due Collections	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Health & Wellness		1,000.00				1,000.00		3,000.00		1,000.00			6,000.00
First Friday	2,100.00	2,300.00	2,300.00	2,100.00	2,100.00	1,900.00	1,900.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	25,200.00
Networking Breakfast	100.00	100.00	150.00	100.00	100.00	150.00	100.00	100.00	150.00	100.00	150.00	200.00	1,500.00
Women's Committee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	400.00	400.00	400.00	4,900.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Board of Directors	300.00	100.00				200.00	200.00		3,000.00	3,700.00			7,500.00
Dues and Subscriptions	1,130.00	1,250.00						750.00			45.00	584.00	3,759.00
Employee Expense													
SUTA	150.00	150.00	100.00	100.00									500.00
Development	600.00	550.00	1,500.00	500.00	1,500.00	2,000.00	1,550.00		300.00	1,500.00			10,000.00
FUTA	73.00	40.00	30.00	25.00									168.00
Group Insurance	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	33,744.00
Payroll Services	445.00	600.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	5,495.00
Payroll Taxes	1,250.00	1,300.00	1,250.00	1,300.00	1,250.00	1,250.00	1,250.00	1,300.00	1,250.00	1,250.00	1,300.00	1,250.00	15,200.00
Salaries													
TACC	20,500.00	21,000.00	20,500.00	21,000.00	20,500.00	20,500.00	20,500.00	21,000.00	20,500.00	20,500.00	21,000.00	20,500.00	248,000.00
Bonus												12,400.00	12,400.00
Contract Labor	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Total Salaries	20,700.00	21,200.00	20,700.00	21,200.00	20,700.00	20,700.00	20,700.00	21,200.00	20,700.00	20,700.00	21,200.00	33,100.00	262,800.00
Total Employee Expense	26,030.00	26,652.00	26,837.00	26,382.00	26,707.00	27,207.00	26,757.00	25,757.00	25,507.00	26,707.00	25,757.00	37,607.00	327,907.00
Insurance													
Worker's Compensation	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	513.00
Officer & Director Liability	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	1,843.92
General Liab.	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	7,686.00
Total Insurance	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	10,042.92
Membership/Misc. Expense	1,000.00	3,000.00	1,500.00	500.00	1,000.00	1,000.00	500.00	3,000.00	1,500.00	500.00	1,500.00	2,000.00	17,000.00
Office Equipment Expense													
Database		4,850.00											4,850.00
Computer Maintenance	300.00	1,200.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	4,500.00
Copier Lease	400.00	600.00	800.00	600.00	600.00	900.00	600.00	600.00	200.00	1,000.00	800.00	700.00	7,800.00
Pitney Bowes	528.30			581.60			528.30			528.30			2,166.50
Total Office Equip Expense	1,228.30	6,650.00	1,100.00	1,481.60	900.00	1,200.00	1,428.30	900.00	500.00	1,828.30	1,100.00	1,000.00	19,316.50
Office Supplies	300.00	1,000.00	100.00	500.00	300.00	200.00	200.00	700.00	200.00	400.00	1,000.00	200.00	5,100.00
Postage & Delivery	500.00	500.00	500.00	500.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00	100.00	368

### Item 7.

### Greater Tomball Area Chamber of Commerce 2022 Budget Overview

January	through	December	2022
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													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Property Tax Expense	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	14,239.20
Income Tax Expense	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	5,676.00
Rent	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Special Events													
Tomball Together/Tidings					1,000.00								1,000.00
Banquet		11,000.00											11,000.00
Golf Classic	250.00		3,000.00	6,750.00									10,000.00
Tomball Night					2,000.00		4,000.00	4,000.00					10,000.00
Holiday Parade											15,500.00	1,000.00	16,500.00
Miss Tomball Pageant													
Scholarship Expense											4,000.00		4,000.00
Pageant - Other										500.00	12,500.00	3,000.00	16,000.00
Total Miss Tomball										500.00	16,500.00	3,000.00	20,000.00
Total Special Events	250.00	11,000.00	3,000.00	6,750.00	3,000.00	0.00	4,000.00	4,000.00	0.00	500.00	32,000.00	4,000.00	68,500.00
Talanhana Famanaa	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	0.000.00
Telephone Expenses Travel & Entertainment	550.00	550.00	550.00 60.00	550.00 60.00	550.00 60.00	550.00	550.00	550.00 60.00	550.00 60.00	550.00	550.00	550.00 60.00	6,600.00 720.00
	60.00	60.00				60.00	60.00			60.00	60.00		
Total Expense	45,484.81	67,098.51	50,733.51	51,160.11	49,353.51	46,703.51	49,331.81	54,153.51	46,403.51	50,081.81	80,398.51	64,412.51	655,315.62
Net Ordinary Income	17,844.94	38,346.24	14,775.49	-9,303.61	-5,263.01	3,427.49	5,045.44	-6,590.76	50,965.74	32,106.19	-14,007.01	-17,128.76	110,218.38
Principal Building Payment	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	45,000.00
xDepreciation Expense	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	20,460.00
Net Income	12,389.94	32,891.24	9,320.49	-14,758.61	-10,718.01	-2,027.51	-409.56	-12,045.76	45,510.74	26,651.19	-19,462.01	-22,583.76	44,758.38

 New Net Income

 3%
 5,916.00
 38,842.38

 Salary/Market Adjustment
 14,800.00
 29,958.38

 (Recommended by Committee) Salary/Market Adjustment + 3%
 21,300.00
 23,458.38

#### Narrative Questions:

1. Describe the history and purpose of the organization.

**Answer:** The Greater Tomball Area Chamber of Commerce (GTACC) provides resources and empowers Tomball businesses to prosper. The value of being a GTACC member is evidenced with research by the Shapiro Group, which shows a 63 percent increase in repeat business due to chamber membership. Moreover, the GTACC directly impacts the Tomball area by fostering partnerships and being visible in the community with annual events like the Tomball Holiday Parade.

Incorporated in 1965, the Greater Tomball Area Chamber of Commerce has a history that began in the 1920s. The Chamber has a reputation for actively representing and promoting the interest of its members. As well, the Chamber is recognized throughout the region and the state for its passionate promotion of the greater Tomball community.

The GTACC sponsors and organizes the Tomball Holiday Parade, the event which this application represents.

2. Describe how any grant funds will be used.

**Answer:** Grant funds would be used to reimburse the GTACC for Tomball Holiday Parade related expenses. The GTACC promoted sponsoring and participating Tomball businesses and organizations through newspaper ads, articles and magazine features. In addition, funds were used to promote the event itself.

3. List the programs and activities for the grant year.

**Answer:** The Tomball Holiday Parade announces the beginning of the holiday season, before Thanksgiving, with an emphasis on local retailers. Each August, the GTACC begins preparations for this event by contacting businesses, retailers and former participants with sponsorship information including parade applications. As the fall approaches, GTACC staff works steadily on the parade project.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

Answer: The Tomball Holiday Parade with its floats, marching bands, Miss Tomball contestants, equestrian entries and more brings more than 40,000 people to downtown Tomball each fall. This figure was previously estimated by the Tomball Police Department and reflects a growth of 25 percent since 2003. There is one performance of this unique event which showcases local businesses, retailers, and organizations. The Tomball Holiday Parade featured entries from all over Texas, demonstrating the event's appeal for both local residents and area visitors. Restaurants in the city experience a flux of patrons—reflected in local sales tax revenues—following the parade, which ends during the noon hour.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

Answer: The Tomball Holiday Parade qualifies for use of the Hotel Occupancy Tax, Chapter 351.002 with three of the five criteria listed by the City of Tomball for this funding request/report; in particular Listings 3,4 and 6. The Tomball Holiday Parade advertises, solicits and promotes this event in the city of Tomball to attract tourists and potential convention delegates or registrants to the city. As well, the Tomball Holiday Parade encourages and promotes the arts including instrumental and vocal music, dance, drama, folk art, and many other forms of art and music by featuring organizations and individuals in the parade who performed. Tomball Holiday Parade features 20 performance groups including the Green Starlettes Drill Team and 250 members of the Tomball Memorial High School Band. Additional groups in the parade offer singing or music only. Finally, the Tomball Holiday Parade qualifies under Listing 6 with day-to-day operations at the GTACC including supplies, salaries, office rental, travel expenses and other administrative costs directly incurred in the promotion and organization of the parade.

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

Answer: Each year the Tomball Holiday Parade is advertised in several hard copy and online publications including Facebook, Instagram, LinkedIn, NextDoor App, The Houston Chronicle, The Bayou City Media, The Tomball Potpourri and The Magnolia Potpourri. The Tomball Holiday Parade is also promoted on various websites that allow for public events to be published. In addition, calls into local radio stations promoting the event to a vast array of listeners.

The GTACC evaluates the Tomball Holiday Parade publicity efforts by tracking when and where an article/photo or other event promotion was published. Last year, marketing of the Tomball Holiday Parade was increased when the Houston Business Journal published its Book of Lists which included the parade, due to its previous success in attracting large crowds. Moreover, GTACC staff telephoned media outlets to ensure publication or mention of the event in major regional markets.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

Answer: The public benefits to the City of Tomball resulting from the Tomball Holiday Parade are many. First as previously stated, the parade announces the beginning of the holiday season and ushers in the idea of shopping at home, first and foremost. Second, the parade will be the 57<sup>th</sup> edition of a Tomball tradition. While traditions should not stand on history alone—they must constantly update to stay current, productive and viable—the Tomball Holiday Parade will indeed contribute to the City of Tomball's efforts to promote Tomball and focus on hometown pride, business, retail and offerings. At a time when so many businesses, retail operations and small cities are struggling for a place in the economy, the Tomball Holiday Parade helps brand the City of Tomball with excitement and holiday activities for everyone. Third, the Tomball Holiday Parade highlights local artistic and musical talents while at the same time it will bring in more outside entries than needed to fill the 150 available parade openings—this demonstrates the event's appeal and popularity outside the greater Tomball area. The parade is limited to 150 entries so that a two-hour parade may be presented, beginning at 10 a.m. and ending at noon.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

**Answer:** While the Tomball Holiday Parade is mostly frequented by day-visitors, there are approximately 10 parade entry groups, or 6 percent, that inquire about local lodging each year. The GTACC, organizer and sponsor of the parade, gives contact information for local hotels and restaurants to those who inquire. Additionally, this same information is made available for all out-of-town parade entrants. Also as previously stated in this report, Tomball restaurants are filled with parade-goers and parade participants after the event, which ends during the noon hour. For many businesses and families, it has been a tradition for years to go out to eat and shopping after the Tomball Holiday Parade.

### TAC Board Meeting Agenda Item Data Sheet

Data	a Sneet			Meeting Date:_	7/26/2022
Topic:					
	leration of Application from 22-2023 Hotel Occupancy				nerce for Grant from
Backgr	ound:				
Origina	ation: Finance				
Recom	mendation:				
Party(i	es) responsible for placing	g this item on	agenda:	Katherine Tap	scott, Finance Director
FUNDI	NG (IF APPLICABLE)				
Are fund	ls specifically designated in the	ne current budg	et for the full amo	ount required for th	nis purpose?
Yes:	X No:		If yes, specify A	Account Number: 2	240-240-6351
If no, fu	nds will be transferred from a	ccount		To account	
Signed	Katherine Tapscott, CPA		Approved by		
	Finance Director	7/20/2022	•	City Manager	Date



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Abblications may be maried of hand delivered to	Applications ma	av be mailed of	or hand del	livered to
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Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: Greater Tomball Area Chamber of Commerce
Organization Director: Bruce Hillegeist
Project or Event for which funding is requested: Tomball Night
Date of Event: August 4, 2023
Description of project or event for which funding is requested: community festival with over 90
vendors downtown, Parade of Lights and fireworks
Location of project or event: vendor booths on Market Street, parade on Main Street from
Vernon Street to Peach Street, fireworks at gravel yard across the railroad tracks from
the Depot
GRANT AMOUNTS:
Amount Requested for Current Fiscal Year: 2022-2023  Amount Received for Previous Fiscal Year: 2021-2022  % increase requested over last year's grant: 0 % \$10,000

### Organization Budget Summary for Previous Fiscal Year 2022 Budget Attached

	City Funds	Other Funds	Total
Personnel			
<b>Contracted Services</b>			
Travel			
Rental Expense			
Depreciation/Mortgage	N/A		
Advertising			
Insurance			
Other Expenses			
Volunteer Time	N/A		
<b>Donated Goods/Services</b>	N/A		
Total			

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

### FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL

Government		Amount of Funds
Local		
County		
State		
Federal		
Other Investors/Contributors		
Individual		
Corporate		
Foundations		
Fees		
Admissions		
Applications		
Vendors		
Tuition		
Concessions		
<u>Memberships</u>		
Subscriptions		
Other		
	Total	<u>\$</u>

How many people do you expect will visit Tomball from	- · ·
Explain the basis for your answer to the preceding question	<sub>on:</sub> we have no way to quantify
where the patrons are from, but we anticipate 5	
Are attendees for this event or users of this project expecte	ed to stay overnight in Tomball hotels or
motels? If you answer to this question is Yes, state the ba	sis for your answer: Yes, people come
from many different places to attend and vendo	
Organization Contact Name: Brandy Beyer, Vice Pre	sident
Title: Brandy Beyer, Vice President	
Address: Brandy Beyer, Vice President	
Phone Number: Brandy Beyer, Vice President	
	Nielally speed by Brooks Bruss
Contact's Signature: Brandy Beyer	Digitally agried by transy begin and the control of Commerce, ou, email-bloyer@tomballchamber.org, c=US  Date: 2022.07.15 fo.11.00-05007
Date: 07/15/2022	



### **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Brandy Beyer Digitally signed by Brandy Beyer DN: cn=Brandy Beyer, cn=Greater Tomball Area Chamber of Commerce, ou, email=bbeyer@tomballchamber.org, c=US Date: 2022.07.15 10:13:35-05:00'	07/15/2022
Signature of Authorizing Official	Date
Brandy Beyer	
Typed Name	
Vice President	281.351.7222
Title within Organization	Telephone
bbeyer@tomballchamber.org	
Email address	



### **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should in no case exceed one page.

- 1. Describe the history and purpose of the organization.
- 2. Describe how any grant funds will be used.
- 3. List the programs and activities for the grant year.
- 4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.
- 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?
- 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
- 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.
- 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?



### OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

### OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan -3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



#### **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

### 2023 Tomball Night Budget

Port-o-Pottie	2,000.00
Fireworks	5,500.00
Shopper CASH	1,000.00
Advertising	2,000.00
Supplies	700.00
Debriefing Meeting	250.00
Rentals	2,500.00
Personnel	29,000.00

Total Expenses: 42,950.00

Grant Request: 10,000.00

### Greater Tomball Area Chamber of Commerce 2022 Budget Overview

J	lanuary	throu	ıgh	Decem	ber	2022
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													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Ordinary Income/Expense													
Income													
Income													
Rent Income	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	64,620.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness		1,000.00			1,000.00	4,000.00	1,000.00			1,000.00			8,000.00
Hotel/Motel Tax									35,000.00				35,000.00
First Friday	2,000.00	2,200.00	2,200.00	2,000.00	2,000.00	1,800.00	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	5,000.00
Women's Committee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	5,500.00	400.00	400.00	400.00	9,900.00
Interest Income	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	2,280.00
Membership Dues													
New	8,000.00	10,000.00	9,000.00	9,000.00	8,000.00	6,000.00	6,000.00	8,000.00	8,000.00	10,000.00	10,000.00	8,000.00	100,000.00
Allowance Non-Renewal	-4,177.75	-6,612.75	-1,731.00	-2,208.50	-1,484.50	-2,289.00	-2,205.25	-2,314.75	-3,393.25	-3,412.00	-2,173.50	-2,383.75	-34,386.00
Renewal	41,777.50	66,127.50	17,310.00	22,085.00	14,845.00	22,890.00	22,052.50	23,147.50	33,932.50	34,120.00	21,735.00	23,837.50	343,860.00
<b>Total Membership Dues</b>	45,599.75	69,514.75	24,579.00	28,876.50	21,360.50	26,601.00	25,847.25	28,832.75	38,539.25	40,708.00	29,561.50	29,453.75	409,474.00
Miscellaneous Income	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	355.00	4,260.00
Publications/Products													
Magazine/Map/Website	1,000.00		9,000.00	1,250.00			1,000.00	1,000.00		750.00			14,000.00
Total Publications	1,000.00	0.00	9,000.00	1,250.00	0.00	0.00	1,000.00	1,000.00	0.00	750.00	0.00	0.00	14,000.00
	.,		2,222.00	1,=20.00	-		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					,
Special Events													
Tomball Together/Tidings					10,000.00							6,000.00	16,000.00
Banquet	5,000.00	17,000.00											22,000.00
Golf Classic		6,000.00	20,000.00										26,000.00
Tomball Night						8,000.00	15,000.00	6,000.00					29,000.00
Holiday Parade									3,000.00	10,000.00	12,000.00		25,000.00
Miss Tomball Pageant									4,000.00	18,000.00	13,000.00		35,000.00
Total Special Events	5,000.00	23,000.00	20,000.00	0.00	10,000.00	8,000.00	15,000.00	6,000.00	7,000.00	28,000.00	25,000.00	6,000.00	153,000.00
Total Income	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Total Income	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Gross Profit	63,329.75	105,444.75	65,509.00	41,856.50	44,090.50	50,131.00	54,377.25	47,562.75	97,369.25	82,188.00	66,391.50	47,283.75	765,534.00
Expense													
Building Expense													
Alarm	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Cleaning	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	8,880.00
Electricity	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
•	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	2,650.00	23,275.00
Building Interest Reimbursed by tenants	-1,400.00	-600.00	-700.00	-1,100.00	-700.00	-600.00	-1,200.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-9,900.00
Remoursed by tenants  Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	_
repail 5/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	382

# Greater Tomball Area Chamber of Commerce 2022 Budget Overview January through December 2022

													TOTAL
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Total Building Expense	3,140.00	3,940.00	3,840.00	3,440.00	3,840.00	3,940.00	3,340.00	3,940.00	3,940.00	3,340.00	3,940.00	4,715.00	45,355.00
Accounting Expense		200.00	2,000.00		2,000.00						2,400.00		6,600.00
Advertising							1,000.00	500.00			1,000.00	500.00	3,000.00
Bad Debt Expense	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	50,000.00
Past Due Collections	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Health & Wellness		1,000.00				1,000.00		3,000.00		1,000.00			6,000.00
First Friday	2,100.00	2,300.00	2,300.00	2,100.00	2,100.00	1,900.00	1,900.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	25,200.00
Networking Breakfast	100.00	100.00	150.00	100.00	100.00	150.00	100.00	100.00	150.00	100.00	150.00	200.00	1,500.00
Women's Committee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	400.00	400.00	400.00	4,900.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Board of Directors	300.00	100.00				200.00	200.00		3,000.00	3,700.00			7,500.00
Dues and Subscriptions	1,130.00	1,250.00						750.00			45.00	584.00	3,759.00
Employee Expense													
SUTA	150.00	150.00	100.00	100.00									500.00
Development	600.00	550.00	1,500.00	500.00	1,500.00	2,000.00	1,550.00		300.00	1,500.00			10,000.00
FUTA	73.00	40.00	30.00	25.00									168.00
Group Insurance	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	2,812.00	33,744.00
Payroll Services	445.00	600.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	445.00	5,495.00
Payroll Taxes	1,250.00	1,300.00	1,250.00	1,300.00	1,250.00	1,250.00	1,250.00	1,300.00	1,250.00	1,250.00	1,300.00	1,250.00	15,200.00
Salaries													
TACC	20,500.00	21,000.00	20,500.00	21,000.00	20,500.00	20,500.00	20,500.00	21,000.00	20,500.00	20,500.00	21,000.00	20,500.00	248,000.00
Bonus												12,400.00	12,400.00
Contract Labor	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Total Salaries	20,700.00	21,200.00	20,700.00	21,200.00	20,700.00	20,700.00	20,700.00	21,200.00	20,700.00	20,700.00	21,200.00	33,100.00	262,800.00
Total Employee Expense	26,030.00	26,652.00	26,837.00	26,382.00	26,707.00	27,207.00	26,757.00	25,757.00	25,507.00	26,707.00	25,757.00	37,607.00	327,907.00
Insurance													
Worker's Compensation	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	513.00
Officer & Director Liability	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	1,843.92
General Liab.	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	640.50	7,686.00
Total Insurance	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	836.91	10,042.92
Membership/Misc. Expense	1,000.00	3,000.00	1,500.00	500.00	1,000.00	1,000.00	500.00	3,000.00	1,500.00	500.00	1,500.00	2,000.00	17,000.00
Office Equipment Expense													
Database		4,850.00											4,850.00
Computer Maintenance	300.00	1,200.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	4,500.00
Copier Lease	400.00	600.00	800.00	600.00	600.00	900.00	600.00	600.00	200.00	1,000.00	800.00	700.00	7,800.00
Pitney Bowes	528.30			581.60			528.30			528.30			2,166.50
Total Office Equip Expense	1,228.30	6,650.00	1,100.00	1,481.60	900.00	1,200.00	1,428.30	900.00	500.00	1,828.30	1,100.00	1,000.00	19,316.50
Office Supplies	300.00	1,000.00	100.00	500.00	300.00	200.00	200.00	700.00	200.00	400.00	1,000.00	200.00	5,100.00
Postage & Delivery	500.00	500.00	500.00	500.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00	100.00	383

TOTAL

## Greater Tomball Area Chamber of Commerce 2022 Budget Overview January through December 2022

	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan - Dec 22
Property Tax Expense	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	1,186.60	14,239.20
Income Tax Expense	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	473.00	5,676.00
Rent	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Special Events													
Tomball Together/Tidings					1,000.00								1,000.00
Banquet		11,000.00											11,000.00
Golf Classic	250.00		3,000.00	6,750.00									10,000.00
Tomball Night					2,000.00		4,000.00	4,000.00					10,000.00
Holiday Parade											15,500.00	1,000.00	16,500.00
Miss Tomball Pageant													
Scholarship Expense											4,000.00		4,000.00
Pageant - Other										500.00	12,500.00	3,000.00	16,000.00
Total Miss Tomball										500.00	16,500.00	3,000.00	20,000.00
Total Special Events	250.00	11,000.00	3,000.00	6,750.00	3,000.00	0.00	4,000.00	4,000.00	0.00	500.00	32,000.00	4,000.00	68,500.00
Telephone Expenses	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
Travel & Entertainment	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
Total Expense	45,484.81	67,098.51	50,733.51	51,160.11	49,353.51	46,703.51	49,331.81	54,153.51	46,403.51	50,081.81	80,398.51	64,412.51	655,315.62
Net Ordinary Income	17,844.94	38,346.24	14,775.49	-9,303.61	-5,263.01	3,427.49	5,045.44	-6,590.76	50,965.74	32,106.19	-14,007.01	-17,128.76	110,218.38
Principal Building Payment	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	45,000.00
xDepreciation Expense	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	20,460.00
Net Income	12,389.94	32,891.24	9,320.49	-14,758.61	-10,718.01	-2,027.51	-409.56	-12,045.76	45,510.74	26,651.19	-19,462.01	-22,583.76	44,758.38

		New Net Income
3%	5,916.00	38,842.38
Salary/Market Adjustment	14,800.00	29,958.38
(Recommended by Committee) Salary/Market Adjustment + 3%	21,300.00	23,458.38

### Narrative Questions:

1. Describe the history and purpose of the organization.

**Answer:** The Greater Tomball Area Chamber of Commerce provides resources and empowers Tomball businesses to prosper. The value of being a GTACC member is evidenced with research by the Shapiro Group, which shows a 63 percent increase in repeat business due to chamber membership. Moreover, the GTACC directly impacts the Tomball area by fostering partnerships and being visible in the community with annual events like the 2023 Tomball Night.

Incorporated in 1965, the Greater Tomball Area Chamber of Commerce has a history that began in the 1920s. The Chamber has a reputation for actively representing and promoting the interest of its members. As well, the Chamber is recognized throughout the region and the state for its passionate promotion of the greater Tomball community.

The GTACC sponsors and organizes Tomball Night, the event which this application represents. Recognized by the *Houston Business Journal* as an outstanding city-wide marketing event, Tomball Night, on the first Friday in August, features an exciting evening for the entire family with a unique nighttime parade including lighted floats, followed by fireworks. Tomball area stores and shops remain open after hours and go all out to attract customers with door prizes, refreshments, and free live entertainment.

2. Describe how any grant funds will be used.

**Answer:** Grant funds would be used to reimburse the GTACC for Tomball Night-related expenses. The GTACC promotes sponsoring and participating Tomball businesses and organizations through newspaper ads, articles, social media posts and magazine features. In addition, funds are used to promote the event itself.

3. List the programs and activities for the grant year.

**Answer:** The Tomball Night organizers, headed by Chair Rob Greening, have been at work this year with the goal to make this year's event truly outstanding. Not only are Tomball businesses and retailers encouraged to participate, but they are encouraged to stand out by hosting independent events and contests.

A well-coordinated GTACC/local retail media campaign will get the word out to neighboring communities and be used to promote the eagerly anticipated "Mystery Shopper" competition that challenges participants, and rewards the winners with cash prizes.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

**Answer:** Tomball Night is a single yearly event. This year Tomball Night will take place on Friday, August 4, beginning at 5 p.m. Tomball Night attendance is anticipated to increase, compared to 2021 as a result of social restrictions being lifted. The Parade of Lights had the most participants and the largest crowd we have seen in 2021 and we anticipate this year to be just as successful based on the number of applicants for the parade and the number of inquiries received by attendees.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

Answer: The 2023 Tomball Night and Parade of Lights qualifies for use of the Hotel Occupancy Tax, Chapter 351.002 with three of the five criteria listed by the City of Tomball for this funding request/report; in particular Listings 3,4 and 6. GTACC advertises, solicits and promotes this event in the city of Tomball to attract tourists and potential convention delegates or registrants to the city. The Tomball Night event encourages and promotes the arts including instrumental and vocal music, dance, drama, folk art, and many other forms of art and music by featuring organizations and individuals in the nighttime lighted parade. As well, the event hosts several venues for musical performers and artists including live entertainment and live demonstrations of various art mediums. Finally, the Tomball Night qualifies under Listing 6 with day-to-day operations at the GTACC including supplies, salaries, office space, travel expenses and other administrative costs directly incurred in the promotion and organization of the event and parade.

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

**Answer:** Tomball Night will be advertised in several hard copy and online publications including The Houston Chronicle, The Tomball Potpourri and The Magnolia Potpourri. Also, social media marketing efforts will be increased this year including boosting Tomball Night posts and increasing the social media platforms in which the event is promoted.

The GTACC evaluates the 2023 Tomball Night publicity efforts by tracking when and where an article, photo or other event promotion is published. Marketing of Tomball Night has been positively impacted each year when the Houston Business Journal publishes its Book of Lists which included the event, due to its previous success in attracting large crowds.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

Answer: The public benefits to the City of Tomball resulting from the 2023 Tomball Night are many. Expanding the city's current focus to "Walk Tomball," this event will bring a throng of people to the streets of Tomball with an end-of-summer celebration suitable for all ages. Visitors to the city are exposed to all that Tomball has to offer, including its Depot plaza, historic district, Market Street antique district and numerous new shopping complexes. Additionally, civic booths manned by city service departments and organizations like the Tomball Public Works, Northwest Community Health, Tomball Fire Department and Tomball Police Department along with Lone Star College-Tomball and the GTACC help visitors become familiar with the city of Tomball, including its conference and meeting facilities. These visitors' exposure and anticipated shopping yields sales tax dollars for the city—something Tomball Night has a long history of producing throughout the weekend. This event includes a Health & Wellness Expo which showcases the amazing health and wellness resources in the Tomball area, thus highlighting Tomball's dedication to the overall wellbeing of it residents.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

**Answer:** The 2023 Tomball Night brings tens of thousands to the city of Tomball. As the sponsoring agency and organizer of this event, the GTACC makes hotel, motel and restaurant

information readily available to callers who inquire about the event. Last year the GTACC received an estimated 120 calls inquiring about Tomball Night; local lodging information was given to all who called and brochures for local lodging and restaurants are available at the GTACC office located at 29201 Quinn Rd., Ste. B.



OFFICE OF THE SECRETARY OF STATE

### CERTIFICATE OF INCORPORATION OF

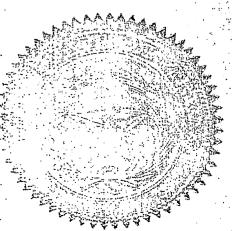
CITY OF TOMBALL CHAMBER OF COMMERCE

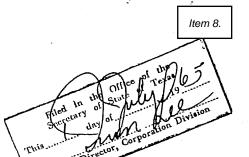
The undersigned, as Secretary of State of the State of Texas, hereby certifies that duplicate originals of Articles of Incorporation for the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to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

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:

### NAMES

### ADDRESSES

Pete Still

Jesse C. Powell

Billie JreLovett

719 Barbara, Tomball, Texas

732 James, Tomball, Texas

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. eLovett

COUNTY OF HARRIS

408 W. Commerce, Tomball, Texas

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

PETE STILL

JESSE C POWELL

THE STATE OF TEXAS

I, fore & Burklin, a Notary Public, do hereby certify that on this the 18th day of the statements therein contained are true.

Notary Public, do hereby a Notary Public, do hereby that they are sometify that on this the 18th day of the statements therein contained are true.

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

Notary Public in and for Harris County, TEXAS

FOYE A. BURKLIN Notary Public in and for Harris County, Taxos 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, Director Corporation Division

### Comptroller of Public Accounts State of Texas Austin

July 13, 1965

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

. ≠ Offices of Howard H. Klein "Claim Office Building Commerce Street Woll, Texas

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

Charter No. 215046

.Lie men:

At your request, we examined the Articles of Incorporation of this corporation, segether 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 is 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

Comptroller of Public Accounts

Robert & Kacan

WLE/ms

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

cc: Corporation Division Secretary of State

Austin, Texas



**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.

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.
- 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

- 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.
- 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
Juli, 2010	Ttyan Madden	Brace Timegerst
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		

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



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Statement of Financial Position	2
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Statement of Functional Expenses	4
Statement of Cash Flows	5
Notes to Financial Statements	3-11

Item 8.



13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctg.com

#### 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

Tipton : Company

Houston, Texas

April 14, 2022

# Statement of Financial Position

As of December 31, (with comparative totals for 2020)		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

# Statement of Activities

Year ended December 31, (with comparative totals for 2020)	R	eviewed 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
Tenent 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

# Statement of Functional Expenses

		F	Program	Services			S	Supp	orting Service			 Reviewed	Audited
Year ended December 31,		iness			al Program	_	eneral and				Supporting	2021	2020
(with comparative totals for 2020)	Reso	ources	Advo	cacy	Services	Ad	ministrative	F	undraising	S	ervices	Total	Total
Payroll and related expenses													
Salaries	\$	98,426	\$	98,426	\$ 196,852	\$	,	\$	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	1	21,310	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		-,_0 -	711		-				_,.02	711	286
Total other expenses		114,050	1	20,104	234,154		71,578		82,172		153,750	387,904	425,905
		,		.,	- ,		,		- ,		,	,	-,
Subtotal		235,360	2	41,414	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	\$ 2	41,414	\$ 476,774	\$	101,906	\$	102,349	\$	204,255	\$ 681,029	\$ 729,199

# Statement of Cash Flows

Year Ended December 31, (with comparative totals for 2020)	F	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		<u>-</u>	(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

#### 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.

# 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 improvements39 yearsComputers and software3-5 yearsOffice equipment5-7 yearsFurniture and fixtures5-7 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.

#### 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

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	Audited
	2021	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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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.

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

# **NOTE 6 – LONG-TERM DEBT**

Thereafter

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.

#### **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.

Financial Statements for the Year Ended

December 31, 2020 (Audited)

(with comparative totals for December 31, 2019 (Reviewed))



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13831 Northwest Frwy Ste. 350B Houston, Texas 77040 www.nonprofitacctq.com

# 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

Tipton & Company

Houston, Texas

May 24, 2021

# Statement of Financial Position

As of December 31, (with comparative totals for 2019)	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

# Statement of Activities

	Audited 2020	Reviewed 2019
\$	510,128	\$ 480,171
45,405		
(10,640)		
	34,765	132,345
	33,000	36,000
	11,342	41,829
	1,665	4,992
	35,000	35,000
	64,624	64,624
	11,990	9,662
	16,895	15,389
	-	28,795
	3,377	5,450
	11,592	11,535
	734,378	865,792
	252,245	282,361
	248,661	273,616
	500,906	555,977
	117,336	111,043
	110,957	105,901
	228,293	216,944
	729,199	772,921
	5.179	92,871
	541,771	448,900
\$	546,950	\$ 541,771
	45,405 (10,640)	\$ 510,128 45,405 (10,640)  34,765 33,000 11,342 1,665 35,000 64,624 11,990 16,895 

# Statement of Functional Expenses

			Progra	am Services	S			S	uppo	orting Service	es		Audited	F	Reviewed
Year ended December 31,	E	Business			Tota	al Program	Ge	neral and			Tota	l Supporting	2020		2019
(with comparative totals for 2019)	R	esources	Ad	dvocacy		Services	Adn	ninistrative	Fu	undraising	5	Services	Total		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		14,00
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		,00.						-				-	-		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		1,405		2,975		2,975		-		20,060		20,060	23,035		75,118
Taxes - income				2,575		2,575		436		20,000		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		2,014		۷,014		5,220		480		034		480	480		702
Utilities		3,592		3,592		7,184		898		898		1,796	8,980		10,620
Young professionals		286		3,332		286		090		090		1,7 90	286		814
Total other expenses		126,671		123,087		249,758		85,943		90,204		176,147	425,905		488,744
Total other expenses		120,071		123,007		243,130		00,843		30,204		170,147	420,900		400,74
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)		(17,48
Total Expenses	\$	252,245	\$	248,661	\$	500,906	\$	117,336	\$	110,957	\$	228,293	\$ 729,199	\$	772,92°

# Statement of Cash Flows

	Ota	terrient or		101111000
Year Ended December 31, (with comparative totals for 2019)		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 Activiti	es	36,835		143,523
Cook Flows From Investing Activities				
Cash Flows From Investing Activities  Purchases of property and equipment		(1,164)		(6,126)
T dichases of property and equipment		(1,104)		(0,120)
Net Change in Investing Activiti	es	(1,164)		(6,126)
Cash Flows From Financing Activities				
Payments on long-term debt		(35,133)		(36,000)
Net Change in Financing Activiti	es	(35,133)		(36,000)
		(00,100)		(00,000)
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
Interest paid	Ψ	JZ,U 10	Ψ	33,030

# 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.

# 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

# 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.

#### Item 8.

# Greater Tomball Area Chamber of Commerd-

# 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 I 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 I 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 I, 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	Reviewed
	2020	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.

# 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		Lease		Renewal
	rent	Lease initiation	expiration	Lease renewal	expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013	10/31/2018
				11/1/2018	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	1,969 492
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.

# Notes to Financial Statements

Future scheduled maturities of the note payable is as follows:

For the years	ending	December	31,

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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.

#### Item 8.

# Greater Tomball Area Chamber of Commerd

# 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 (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, December 21 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, January 18 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, February 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, March 15 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, April 19 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, May 17 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, June 21 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, July 19 – Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, August 16 – Board Meeting

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Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

# Wednesday, September 20 - Board Meeting

Time: 4:00 pm - 5:30 pm

Location: Chamber Board Room (2<sup>nd</sup> floor of Chamber Office)

#### Item 8.

# 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:

The President, as the chief administrative executive plans, organizes, directs and controls the Chamber's sarying 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**

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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.



June 1, 2022

City of Tomball 401 MARKET ST TOMBALL TX 77375

# **Account Information:**

Policy Holder Details :	GREATER TOMBALL AREA		
	CHAMBE OF COMMERCE		

# 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

438



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY
00/04/06

06/01/20

Item 8.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLD 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 SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not

conter rights to the certificati	e noider in neu or such endorseme	ni(s).				
PRODUCER		CONTACT				
HIGGINBOTHAM INS AGENCY	INC/PHS	NAME: PHONE	(866) 467-8730	FAX	(888) 443-6112	_
61611737		(A/C, No, Ext):	(000) 401 0100	(A/C, No):	(000) 440 0112	
The Hartford Business Service C	enter	, , ,				
3600 Wiseman Blvd		E-MAIL				
San Antonio, TX 78251		ADDRESS:				
,			INSURER(S) AFFORDING COVERAGE		NAIC#	
INSURED		INSURER A:	Hartford Lloyd's Insurance Company	/	38253	
GREATER TOMBALL AREA CHAMBE OF COMMERCE 292201 QUINN STEB TOMBALL TX 77375	AMBE OF COMMERCE	INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E :				
		INSURER F:				
COVEDACES	CEDTIFICATE MUMBER.		DEVICION NUMBER			

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

TE	TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR		ADDL INSR	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$1,00	00,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED \$30 PREMISES (Ea occurrence)	00,000
	χ General Liability						MED EXP (Any one person) \$	10,000
Α		Χ		61 SBA VM8139	12/20/2021	12/20/2022	PERSONAL & ADV INJURY \$1,00	00,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$2,00	00,000
	POLICY PRO- JECT X LOC						PRODUCTS - COMP/OP AGG \$2,00	00,000
	OTHER:							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$1,00	00,000
	ANY AUTO					BODILY INJURY (Per person)		
Α	ALL OWNED SCHEDULED AUTOS AUTOS			61 SBA VM8139	12/20/2021	12/20/2022	BODILY INJURY (Per accident)	
	X HIRED AUTOS X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
	EXCESS LIAB CLAIMS- MADE						AGGREGATE	
	DED RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER OTH- STATUTE ER	
	ANY Y/N						E.L. EACH ACCIDENT	
	PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/ A					E.L. DISEASE -EA EMPLOYEE	
	(Mandatory in NH)  If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
Α	EMPLOYMENT PRACTICES			61 SBA VM8139	12/20/2021	12/20/2022	Each Claim Limit	\$5,000
	LIABILITY  CRIPTION OF OPERATIONS / LOCATIONS / VI						00 0	\$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	CANCELLATION
City of Tomball	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED
401 MARKET ST	BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED
TOMBALL TX 77375	IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Susan S. Castaneda

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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. Greater Tomball Area Chamber of Commerce 2022 – 2025 Strategic Plan

# **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

<b>Deliv</b>	er Value to Members	Business	Resources
1.	Update value-based membership tiers	Staff	03/01/22
2.	Plan for showcasing members across multiple		
	communication platforms	Board	03/01/22
	Segment membership by interests for better engagement	Board	
4.	Retain 50% of Spring-Klein Chamber memberships	Board	12/31/22
Grov	v <b>t</b> h	Prosperit	<b>▼</b> 7
	Increase membership%	Board	12/31/22
2.	Support Membership Director with quality leads	Board	monthly
	Develop & implement effective on-boarding system to	Doard	monuny
3.	improve first-year retention by%	Board	04/01/22
4.	Increase membership investments at renewal by%	Board	12/31/22
	lop Leaders	Advocacy	7
1.	Further develop leadership program (LNH) to include		
	Tomball Community Day	Board	06/01/22
2.	Improve board recognition, acknowledgement, and visibility	D 1	10/01/00
2	within chamber membership and community.	Board	12/31/22
3.	Develop current & future leaders through our Program of Wo	rk Board	12/31/22
Onor	ations	Onoratio	ng
	Actions  Define a guaragian plan for President	Operation Board	06/30/22
	Define a succession plan for President Plan & Budget for an addition to staff	Board	06/30/22
3.	Integrate Five Star Accreditation Goals into	Doard	00/30/22
3.	Board Strategic/Action plan	Board	03/30/22
4.	Implement a system for shifting past due efforts to effective	Doard	03/30/22
	pre-renewal protocol	Board	03/30/22
	pre rene mar protocor	Doura	03/30/22
Com	munity Support / Outreach	Staff w/Board	Support
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
  - o Remove Legislative roadblocks
  - o Grow/Foster municipal relationships
  - o Provide information on growth, trends in all markets, and partnerships
- Support our community goals to enhance Quality of Life:
  - o Beautification of Tomball
  - Develop and Foster downtown environment
  - o Create/Foster a livable center
    - Churches, post office, golf courses, diverse business, EMS, post offices
  - Diversity of business centers
  - Healthcare
  - Education
- Promote Members' Success:
  - o 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
  - o 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

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

# TAC Board Meeting Agenda Item Data Sheet

Data	a Sneet			M ( D (	7/06/0000
				Meeting Date:	7/26/2022
Topic:	:				
	leration of Application from ancy Funds for the 2022 Th		-		m FY 2022-2023 Hotel
Backgr	ound:				
Origina	ation: Finance				
Recom	mendation:				
Party(i	es) responsible for placing	g this item on	agenda:	Katherine Tap	pscott, Finance Director
FUNDI	I <b>NG</b> (IF APPLICABLE)				
	ds specifically designated in the	he current buda	et for the full amo	ount required for	this nurnose?
Yes:	X No:	ne current budg		account Number:	· ·
_			n yes, speeny n	-	240-240-0337
ii no, fu	nds will be transferred from a	ccount		To account	
Signed	Katherine Tapscott, CPA		Approved by		
-	Finance Director	7/20/2022	<u>-</u>	City Manager	Date



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

# Applications may be mailed or hand delivered to:

Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: Houston Repertoire Ballet					
Organization Director: Victoria Vittum, Artistic Director and Founder					
	ding is requested: 2022 The Nutcracker Performance Series				
	ecember 4, 2022 (8 performances, 2 dress rehearsals)				
Description of project or event	for which funding is requested: HRB's <i>The Nutcracker</i> is a classic holiday				
ballet enjoyed by all ages at afford	able prices (\$15-\$25) attracting approximately 4,200 patrons and artists annually to				
Tomball's easily accessible venue.	Tomball's easily accessible venue. The performance series features professional guest artists, elaborate costumes and				
sets, along with exquisite dancing	in a professionally staged performance which draws audience members from Houston				
and neighboring communities. The	e series also includes 3 free school performances for all Tomball ISD third graders.				
Location of project or event:	Tomball High School Theatre, Leonard Chambers Fine Arts Wing				
	330 Quinn Road				
Tomball, TX 77375					
GRANT AMOUNTS:					

\$ 19,000

\$ 16,500

Amount Requested for Current Fiscal Year: 2022-2023

Amount Received for Previous Fiscal Year: 2021-2022

% increase requested over last year's grant: 15 %

# Organization Budget Summary for Previous Fiscal Year 2021-2022

	<b>City Funds</b>	Other Funds	Total
Personnel	\$1,500 Tomball Stage Manager/Crew	\$12,850 Artistic Staff	\$14,350
<b>Contracted Services</b>	\$700 Security	\$11,000 Guest Artists fees	\$11,700
Travel		\$1,500 Guest Artist Travel and Meals	\$1,500
Rental Expense	\$14,297 Tomball HS Rental	\$1,381 Transportation Rentals	\$15,678
Depreciation/Mortgage	N/A	\$14,843 Rent, Utilities, etc.	\$14,843
Advertising	\$650 printed in Tomball	\$3,600	\$4,900
Insurance		\$4,500	\$4,500
Other Expenses	\$499 Arts & Education Booklets for Tomball ISD 3rd graders, printed in	\$38,811 Costumes/props/sets, Food, Ticket Sales fees, Foyer and Boutique, Scholarships, other production costs, administrative	\$39,310
Volunteer Time	Tomball N/A	expenses,etc.	
<b>Donated Goods/Services</b>	N/A		
Total	\$17,646	\$88,485	\$106,131

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

\*Funds spent in Tomball exceeded grant amount.

# FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL

Government		Amount of Funds	_
Local			
County State		\$2,200	
Federal		\$2,200	
Other Investors/Contributors		<b>#1000</b>	
Individual		\$1000 \$1000	
Corporate Foundations		<u>\$1000</u>	
Toundations			
Fees			
Admissions		\$75,692	
Applications			
Vendors Tuition			
Tutton			
Concessions		\$4,126 - Nutcracker boution	que and silent auction
M 1 1			
<u>Memberships</u>			
Subscriptions			2022 line items not included in
			2021 budget:
<u>Other</u>			\$30,000 orchestra \$25,480 outreach program to
	Total	\$2,990 - fundraising \$ 86,008 (\$20,123 LOSS)	Tomball ISD students
		\$\frac{60,000 (\$20,123 LOSS)}{}	Tollionii 100 bindollio

2

140.00	$\sim$
Item	9.

How many people do you expect will visit Tomball from out-of-town as a result of this project or event? Explain the basis for your answer to the preceding question: In 2021, HRB saw an astounding response to the return of its performance series of *The Nutcracker*, with all 4 Saturday and Sunday shows completely selling out, and the Friday night show at 95% capacity. Based on these numbers and ticket sales data, which indicated 97% of patrons originated from outside of Tomball zip codes, HRB antipicates the 2022 series to attract 4,260 non-Tomball residents as patrons and upwards of 160 performers and volunteers. Are attendees for this event or users of this project expected to stay overnight in Tomball hotels or motels? If you answer to this question is Yes, state the basis for your answer: Yes. The long days associated with 2 days of dress rehearsals and 8 performances mandate that some of HRB's company members stay in the area throughout the week/weekend (some members live as far as Bryan, College Station, Waller, etc.). Feedback from HRB families following the 2021 Nutcracker indicated that rooms from multiple hotels were rented in Tomball that week. In addition, HRB patrons and members shop and dine in Tomball through the Nutcracker performance series. Organization Contact Name: Ann Moore Title: Executive Board Member Address: 8515 Jackrabbit Road, Ste F Houston, TX 77095 Phone Number: <u>(832)</u> 746-4000 Contact's Signature: \_ Date: \_\_\_07/17/2022



# **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Signature of Authorizing Official	Date
Michael Stewart	
Typed Name	
Executive Board President	(713) 569-7853
Title within Organization	Telephone
stewart_mj@yahoo.com	
Email address	



# **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should in no case exceed one page.

- 1. Describe the history and purpose of the organization.
- 2. Describe how any grant funds will be used.
- 3. List the programs and activities for the grant year.
- 4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.
- 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?
- 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?
- 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.
- 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?



# OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

# OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan -3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



# **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

# **NARRATIVE QUESTIONS**

# 1. Describe the history and purpose of the organization.

Houston Repertoire Ballet (HRB) is a non-profit 501(c)(3) youth ballet company conceptualized in 1994. HRB's was established to meet the need and desire to provide Northwest Harris County communities with the highest quality of dance education and performance experiences. HRB has grown to become the premier pre-professional ballet company in the area, requiring discipline and commitment from its company members. Each season, the company provides two major production series and a choreography production with recital. The company expects 68 members for the 2021-2022, who will train and rehearse 15-20 hours weekly. This reflects a nearly 40% year over year increase in membership, which had been impacted by the Covid-19 pandemic.

HRB's production of *The Nutcracker* in Tomball began in 1998, with a single show featuring only the second act. It has since flourished into a performance series featuring three abbreviated, and five full, shows, with the latter featuring 40 performers from the Cypress Philharmonic Orchestra. All performances are staged at the Tomball High School Theatre. This annual series provides an affordable and accessible yet professionally staged production—with beautiful sets, elaborate costumes, and talented dancers and musicians—to Tomball residents, while simultaneously drawing in non-local patrons, thus supporting the community and enriching the residents.

Due to state, local and TISD COVID-19 health protocols, HRB was unable to offer *The Nutcracker* performance series in 2020. In 2021, in compliance with COVID-19 safety precautions, performances did not include a live orchestra. Despite the lack of orchestra in 2021, all Saturday and Sunday performances completely sold out, with the Friday evening show at 95% capacity. For the 2022 performance series, HRB anticipates a return to full production status, with representative performances and ticket sales.

In addition, HRB has an established Arts and Education (A&E) program whereby free performances of *The Nutcracker* are offered to, and performed for, all third graders in Tomball ISD. Beginning in 2018, the A&E outreach program, called The Nutcracker Experience, offers free dance instruction and an opportunity to perform in the A&E shows to students from three Tomball ISD Title 1 schools: Tomball Elementary, Decker Prairie Elementary, and Rosehill Elementary. Although COVID-19 safety precautions prohibited the fulfillment of this experience in both 2020 and 2021, HRB will resume this program in 2022. HRB also anticipates an expansion of the performance series to include an additional elementary school with respective instruction, contingent upon scheduling and faculty willingness.

The official mission of Houston Repertoire Ballet is as follows:

"HRB is dedicated to the pursuit of excellence in the art of classical ballet, providing a program of the highest quality to local dancers through professional instruction, education and performance experience. To ensure quality, acceptance into the company is limited and by invitation only. The company gives talented, dedicated dancers the serious training needed for them to enter the professional world of dance, while providing cultural education and community service to surrounding cities."

# 2. Describe how any grant funds will be used.

The funds provided by the City of Tomball's Hotel Occupancy Tax are earmarked for the Tomball community, either by direct spending or via enrichment. The facility rental expenses, which is budgeted at approximately \$15,000 for the 2022 series, is paid directly to Tomball ISD. In addition to ticketed performances, HRB provides Tomball ISD's third grade students three (3) free performances, which fulfill the arts component of their curriculum and bring the magic of live theatre directly to the students, a first-time experience for many. High school special needs students and dance students are also invited, contingent on enrollment numbers. The expenses of these two components alone more than returns Tomball's annual investment.

The stage crew is comprised of Tomball Stage students, director, a lighting director, all of whom are Tomball residents, along with HRB volunteers and an HRB stage manager. The Tomball students are compensated for their work while gaining valuable technical live production experience. In addition, HRB provides two \$750 scholarships annually to support graduating Tomball Stage students.

The funds are further distributed to Tomball area vendors for expenses related to security; flowers; production of the Arts & Education booklets distributed to Tomball ISD 3rd grade students at the free school day performances; *Nutcracker* posters and flyers; and refreshments for the dancers, backstage crew and volunteers. In addition, local purchases, including those of meals and snacks, made by production performers, personnel and patrons before and after the shows, benefit Tomball businesses. Food and other items are typically purchased from local Tomball establishments including Chili's, Starbucks, Chick-Fil-A, Pizza Hut, Kroger, Wal-Mart, and Target.

From 2017 to 2019, grant funds were also applied to support the expansion of our Nutcracker Experience, a successful outreach program involving third grade participants from Decker Prairie, Tomball, and Rosehill Elementary schools. Because of safety precautions related to the COVID-19 pandemic in 2020, and insufficient planning time due to the uncertainty surrounding COVID-19 protocols in 2021, HRB was unable to implement our much-loved program in both the 2020-2021 and 2021-2022 seasons. HRB will resume the Nutcracker Experience this season, and Tomball grant funds are used to support this endeavor. The total cost of the outreach program, which was not part of the 2021 budget, is anticipated to be \$25,480. This estimate includes a percentage of overall studio costs (facility, administrative, contractor fees, etc) and costs unique to the program, such as A&E booklet printing, scholarships, attire for student participants, and the costs associated with the additional theatre rental period, including expenses to support the extended presence of company members and volunteers.

The City of Tomball grant funds are dedicated to the support of the local Tomball economy, while bringing the arts and patrons directly to the Tomball community. Any remaining funds will be directed towards publicity expenses which bring awareness and patrons to the event in Tomball.

# 3. List the Programs and activities for the grant year.

The Tomball Hotel Occupancy Tax grant funds are fully applied to support the production of *The Nutcracker* in Tomball, enriching its arts community while encouraging the patronage of residents from other areas.

HRB's presence in Tomball will begin at "move-in" at the beginning of the week, followed by dress rehearsals on Tuesday, November 29 and Wednesday, November 30, 2022.

On Thursday, December 1, 2022, HRB will perform one (1) free show for Tomball ISD third grade students. On Friday, December 2, 2022, HRB will perform two (2) additional free shows for Tomball ISD third grade students.

All three performances for Tomball ISD third grade students, which take place during school hours and fulfill the arts component of their curriculum, provide an abbreviated performance that includes an educational talk as well as an informational Arts & Education booklet, a sample of which is provided (2021 edition). The cost of printing the Arts & Education booklets for the 2022 performances will be approximately \$700.

The evening of Friday, December 2, 2022, HRB will perform the season's first full performance of *The Nutcracker*. The following Saturday and Sunday, December 3-4, 2022, will include two (2) full length performances per day.

The lobby is set and decorated for the holidays, including a large Christmas tree, the HRB boutique, a silent auction area, and refreshments provided by Tomball High School's Jr ROTC as their own fundraiser.

HRB's season continues with an April performance series, *Celebration of Dance*, with a season finale, *Choreography Project*, in May. These performances are also held at Tomball High School Theatre. The *Celebration of Dance* performance series is offered at a low ticketed price, while the *Choreography Project* is offered free of charge. HRB brings the arts to the city of Tomball to delight area residents with affordable and accessible live performances while bringing in outside visitors and additional revenue to the city of Tomball each year.

Arts & Education abbreviated performances for Tomball ISD third graders (Times are determined by Tomball ISD)

Admission: FREE

Thursday, December 1, 2022 – 12:15 pm Friday, December 2, 2022 – 9:45 am, 12:15 pm

Full performances
Admission: \$15-25
Friday, December 2, 2022 – 7:00 pm
Saturday, December 3, 2022 – 2:00 pm, 7:00 pm
Sunday, December 5 – 1:00 pm, 4:30 pm

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

The Nutcracker Experience - In 2017, HRB and Tomball Elementary School launched an outreach program, The Mother Ginger Experience. The program was developed with Tomball ISD's Fine Arts Director, JD Janda, and supported by the school principal, Chad Schmidt. No prior dance experience was required, and after auditions, a group of boys and girls were selected to participate in the program. Rehearsals, costumes, shoes, and tights were provided free for all participants. The students learned simplified choreography which they performed in one of HRB's two free 2017 The Nutcracker Arts & Education performances. Due to the success of the program, and with much enthusiasm and encouragement from JD Janda and the elementary school principals, HRB expanded the outreach program, renamed The Nutcracker Experience, to include Decker Prairie Elementary in 2018. The 2018 program involved nearly 40 students, including nine males, and two participants received full tuition scholarships from an HRB patron to continue their dance training in weekly ballet classes at Ballet Center of Houston. The 2018 participants received 12 weeks of free dance instruction from HRB's highly qualified instructors at their respective elementary school campuses, and all tights, leotards, shoes and costumes were provided free of charge. The 2018 participants performed the roles of "little angels," "little soldiers," or "Mother Ginger's polichinelles." In 2019, the program was expanded further to include Rosehill Elementary fourth grade students, and a total of 70 students from Tomball, Decker Prairie, and Rosehill Elementary Schools participated in the Nutcracker Experience. These students auditioned, without prior dance experience required, at each school campus. Rehearsals with simplified choreography were taught free of charge by highly qualified HRB instructors on a weekly basis with costumes, tights, shoes, leotards and other materials included free of charge. Again, the student participants performed the roles of "little angels," "little soldiers," or "Mother Ginger's polichinelles" in the three free HRB Arts & Education productions provided to Tomball ISD third graders on December 6-7, 2019.

Due to COVID-19 safety precautions, HRB was unable to offer this beloved experience during the performance series in December 2020 nor December 2021. This December 2022, HRB will resume the Arts and Education Program of The Nutcracker Experience to Tomball ISD Title 1 elementary schools. We plan to maintain our previous three elementary school offerings and we are in the planning stages of offering the Experience to a fourth elementary school as well.

**Ticket Sales** - In 2019, 95-100% of seats for the five (5) ticketed performances of *The Nutcracker* were sold. In the 2021 season, tickets were sold out, with many potential customers calling requesting tickets before the shows. The seating capacity at the Tomball High School theatre is approximately 3,600 for the 5 ticketed shows (reserve handicapped seats and blocks for videographer). HRB's *The Nutcracker* continues to exceed patrons' expectation as its continued growth supports the need for high quality arts productions in Northwest Harris County, while attracting patrons to Tomball.

**Live Orchestra** - In 2013, HRB was joined by a live orchestra, the Cypress Philharmonic, for *The Nutcracker* full performances. This has elevated the production to one that would mirror almost any professional company's *Nutcracker* production, and has additionally increased attendance by drawing in a new audience. HRB's ticketed audience has steadily increased from 85% in 2010 with 3 full performances and one abbreviated show, to near capacity with four full shows and one abbreviated show for 2016-2018. In 2015, HRB added a 5th reduced price ticketed performance to meet demand, an abbreviated Arts & Education performance on Friday evening, which was and continued to be an advanced sell-out success every single year. For 2019, this abbreviated performance included the addition of the Cypress Philharmonic.

For the 2022 *Nutcracker* season, HRB will perform five full shows with live music provided by the Cypress Philharmonic Orchestra, including the Friday night show. We anticipate the orchestra cost to increase to \$30,000. However, HRB will maintain 2019 ticket prices, to maintain the accessibility to the arts that is core to its mission.

# 5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

HRB's production of *The Nutcracker* in Tomball directly satisfies "The Guidelines for Expenditures, Requests for Funding, and Reporting" published by the City of Tomball City Council on October 5, 2009, in article #4: "the encouragement, promotion, improvement and application of the arts, including....dance... and other arts related to the presentation, performance, execution and exhibition of these major art forms."

# 6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

HRB's extensive marketing campaign includes poster and flyer distribution, print advertisements and press releases, as well as a strong social media presence, promoting name recognition and awareness of *The Nutcracker* in Tomball. The reputation and quality of HRB's *The Nutcracker* has made it a staple of Tomball's holiday season. In addition, HRB's casting of acclaimed guest artists, such as Houston Ballet principal dancers Jared Matthews (an HRB alumnus) and Yuriko Kajiya, provides additional marketing power.

HRB's extensive flyer and poster campaign is supported by a team of dedicated HRB volunteers. Houston area businesses are historically mapped, targeted and tracked to increase effectiveness.

HRB utilizes a publicity liaison to ensure local media sources, neighborhood newsletters and family event locators are targeted and extend notices via the internet and direct email to previous patrons. For the 2021-2022 season, our publicity liaison coordinated the inclusion of our organization's performances in two Houston Chronicle articles, interviews with our Artistic Director, and a front page cover in the Arts Section of a local publication. We are planning publicity outreach expansion to include radio interviews and on-air mentions.

As every publicity dollar spent is crucial, HRB evaluates its marketing techniques. Online ticket orders are accompanied by an inquiry regarding the manner in which a patron learned about HRB's *The Nutcracker* in Tomball.

Unique to 2017, due to flooding, Houston Ballet cancelled school performances that are frequented by many public, private and home education groups. Feedback from audience members revealed that the situation produced a draw for HRB's Arts & Education performance and in 2018, the Arts & Education performance sold out more than a week before the performance date. Although the circumstances were unique to 2018, feedback has indicated the effects of the additional exposure were not temporary, and continued to influence ticket sales in the following season.

HRB's publicity campaign brings patrons to Tomball, as 88.5% of tickets sold are from outside of Tomball zip codes.

# 7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

The City of Tomball will experience increased revenues in areas of shopping, dining, and hotel occupancy directly related to hosting HRB's *The Nutcracker*. The production will also provide cultural enrichment to Tomball residents and the students of Tomball ISD and elevate Tomball's artistic landscape.

With a direct partnership with JD Janda, Tomball ISD's Fine Arts Director, HRB will once again present three free matinee programs in 2021 to all TISD's third grade students, and thus fulfilling the arts component of their curriculum. With educational budget cuts as well as constraints on missing curriculum time, it would be impossible to bring the students to a venue outside of Tomball. HRB provides these performances at no cost to Tomball ISD, as part of HRB's community engagement, serving others while also allowing its dancers valuable performance experience. Furthermore, HRB offers two \$750 scholarships to Tomball Stage members to apply to their education after high school graduation, building community relationships and providing another investment in Tomball. At the conclusion of *The Nutcracker*, two 3rd grade dancers from Tomball ISD's Nutcracker Experience will receive 100% scholarships to continue their dance training at Ballet Center of Houston, HRB's affiliate instructional entity.

Tomball High School's JR ROTC also benefits from HRB's *The Nutcracker* as they serve refreshments during the performances as a fundraiser for their own organization.

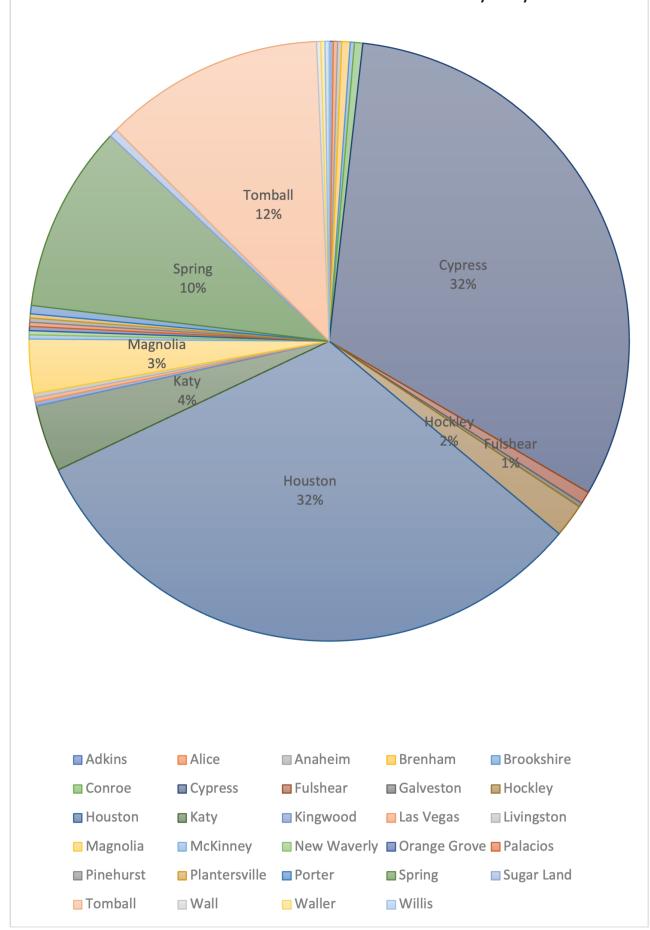
# 8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

Annually, *The Nutcracker* attracts more than 3,500 patrons (3,800 in 2021) and more than 200 artists and volunteers to Tomball during the busy holiday shopping season. Approximately 88.5% of ticketed patrons reside outside the Tomball zip codes. Please see the attached pie chart demonstrating ticket sales for the full length performances based on zip code data. This demonstrates a direct draw of a non-local population into the Tomball vicinity to shop, dine, run errands, and enjoy Tomball. This impact will be felt Wednesday, November 30, 2022 – Sunday, December 4, 2022.

The Nutcracker is a unique event to Northwest Houston as it brings a professionally staged live theatre production complete with professional guest artists and, in prior and hopefully future seasons,, a live orchestra, to Northwest Houston. This event elevates Tomball as a destination for patrons to enjoy this holiday classic close to home at an easily accessible and affordable venue. This performance series compliments the city's other enrichment efforts.

Several HRB dancers who reside in Bryan, College Station, Waller, and other distant areas, often choose to stay in Tomball area hotels. Many of the company dancers who are residents of Houston and surrounding areas also choose to stay in Tomball area hotels to avoid multiple commutes throughout a week/weekend of demanding rehearsals and performances. Since 2016, HRB has coordinated with the General Managers of Tomball area hotels to negotiate a discount for patrons and dancers during *Nutcracker* weekend, encouraging their patronage of Tomball specific businesses. These hotels include Holiday Inn, Hampton Inn and Suites, America's Best Value Inn and Suites, Comfort Inn and Suites, and La Quinta. The information is also shared with patrons who call to inquire about area hotels. Please find an attached copy of the email sent to HRB company members in 2021. HRB plans to coordinate with the General Managers of Tomball area hotels to negotiate a discount rate for patrons and dancers in December 2022.

# HRB 2021 The Nutcracker Attendee by City





8515 JACKRABBIT ROAD | +1 281 940 4721 Houston, Texas 77095 | Hrbdance.org

# Dear HRB Family:

As we approach Nutcracker season, you and/or family and friends may find a need for hotel rooms. HRB encourages our friends and family to stay at hotels in the Tomball area, and we have worked with the following local hotels to offer reduced rates exclusively for HRB use. Please use the link or code provided below.

 Hampton Inn & Suites
 14100 Medical Complex Dr Tomball, TX 77377

http://hamptoninn.hilton.com/en/hp/groups/personalized/A/AMATBHX-HRB-20211203/index.jhtml

 Residence Inn 14303 Medical Complex Dr Tomball, TX 77377

https://www.marriott.com/event-reservations/reservation-link.mi?id=1566331325699&key=GRP&app=resvlink

Holiday Inn
 14055 Park Drive
 Tomball, Texas 77377

https://www.ihg.com/holidayinnexpress/hotels/us/en/tomball/tmbpw/hoteldetail/local-guide-whats-

nearby?fromRedirect=true&qSrt=sBR&qIta=99801505&icdv=99801505&qSIH=TMBPW& qGrpCd=HRB&setPMCookies=true&qSHBrC=EX&qDest=14055%20Park%20Drive,%20To mball,%20TX,%20US&srb\_u=1

Comfort Inn & Suites
 13636 Michel Road
 Tomball, TX, 77375, US

https://www.choicehotels.com/texas/tomball/comfort-suites-

# hotels/txa50/rates?ratePlanCode=LHRB2

La Quinta Inn & Suites
 14000 Medical Complex Dr. Tomball
 (281) 516-0400
 Call and reference Houston Repertoire Ballet Nutcracker.

# The City of Tomball Hotel Occupancy Tax Grant Application

# Other Required Documentation 1. Article of Incorporation Houston Repertoire Ballet – *The Nutcracker 2022*

Please refer to the attached 501(c)(3) letter Houston Repertoire Ballet is classified as a "non-profit organization – dance."

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Date: JUN 30 2000

HOUSTON REPERTOIRE BALLET 8590 HWY 6N HOUSTON, TX 77095 Employer Identification Number:
76-0479345

DLN:
17053092751010

Contact Person:
JOHN J MCGEE ID# 31169

Contact Telephone Number:
(877) 829-5500

Our Letter Dated:
May 1997

Addendy Applies:

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

# The City of Tomball Hotel Occupancy Tax Grant Application

# Other Required Documentation 2. Constitution or By-Laws Houston Repertoire Ballet – *The Nutcracker 2022*

Please refer to the attached Houston Repertoire Ballet by-laws.

# **BY-LAWS**

# of the

## HOUSTON REPERTOIRE BALLET

## Article 1 - Name

The name of this organization shall be Houston Repertoire Ballet hereafter referred to as HRB.

## Article 2 - Location and Agent

The registered office of HRB shall be at the Studio of Dance located at 16668 Champions Forest Drive, Houston, Texas, 77379. Any current officer of the Board of Directors may act as registered agent for HRB.

# Article 3 - Purpose

HRB is a company organized exclusively for providing a program of the highest quality to local dancers in the art of classical ballet. The program provides training, education, and experience for the company dancers while providing cultural education and community service for the surrounding region consistent with HRB's non-profit and educational purposes under the HRB Articles of Incorporation as approved by the State of Texas on May 31, 1995.

# Article 4 - Membership

- The membership of HRB shall consist of the parents who have paid dues for current HRB dancers
  and the current members of the Board of Directors. Additional members from the community at
  large may be accepted by an affirmative vote of the Board.
- Membership period shall be from the date of joining (or rejoining) until three (3) months following the end of that fiscal year of HRB.
- Each member shall be entitled to one vote on each matter submitted to a vote of the membership.
   Parents of HRB dancers are jointly entitled to one vote for each of their dancers currently active in HRB.

### Article 5 - Meetings

- In consultation with the Board, the President shall determine the dates, times, locations, agenda, and formats of meetings. Notice shall be given at least two (2) weeks in advance by postings, mail outs, e-mail, or a combination of such means.
- 2. The membership shall meet at least one time early in each fiscal year. Up to two (2) days in advance, any member may request in writing to the Board additional items or voting issues to be included on the agenda. In order to achieve a desired or required quorum, a physical "meeting" may be held over a defined period of more than one day.

- A quorum to transact business at membership meetings shall consist of at least twenty (20)
  members in good standing. An affirmative vote of greater than fifty percent (50%) of those in
  attendance is required to approve an action or decision.
- At any duly called meeting, a member may vote by a proxy executed in writing.
- An annual vote of the members is required to approve the officers of the Board and a broad performance plan for the year.

## Article 6 - Board of Directors

- A Board of Directors shall be maintained with sole authority and responsibility for management and business affairs of HRB.
- 2. The Board shall be comprised of at least six (6) and no more than twelve (12) Directors.
- 3. Directors shall be elected or removed by the affirmative vote of a majority of the then current Directors at a duly held meeting of the Board. Directors shall serve for a minimum term of two (2) years which may be extended without limit by a majority vote of the other Board members.
- 4. Any vote for removal of a Director must be preceded by written notice to all Directors of the scheduled vote. Should a Director resign or be removed, the Board may elect a replacement Director to begin a two (2) year term upon election.
- 5. A coordinating representative for Board approved committees such as the Partners Guild, the Children's Guild, and special events may attend all Board meetings in a non-voting capacity. With the approval of the presiding officer, any other guests may attend the beginning of any Board meeting to address the Board with proposals or questions to bring comments on behalf of a Director who cannot attend. Such guests will then leave the meeting prior to remaining agenda items that may be discussed and debated privately by the Board to ensure candid discussions.
- Artistic management of HRB shall be vested solely in the Artistic Director(s) who shall serve as members of the Board of Directors. The Artistic Director(s) may be removed only by a twothirds (2/3) vote of the entire HRB membership.
- 7. Regular Board meetings shall be held on a monthly basis. Special meetings of the Board may be called at any time upon the request of the President, the Artistic Director(s), or any two Directors. Notice of such a meeting must be given to each Director at least 24 hours before the meeting.
- 8. For any Board meeting, at least fifty percent (50%) of the Directors currently on the Board shall constitute a quorum. Unless otherwise specified here, an affirmative vote of greater than fifty percent (50%) of the Directors in attendance shall be sufficient to approve all actions.
- For any duly called meeting of the Board, a Director may vote by proxy or direct his/her attendance and vote to another Director in writing.
- No salary, fee, or compensation shall be paid to any Director or member except by resolution of the Board.

### Article 7 - Officers of the Board

The officers of the Board of Directors of HRB shall consist of a President, a Vice-President, a
Secretary, and a Treasurer authorized to conduct business on behalf of HRB. As necessary,
officers may designate other HRB members or staff to perform specific duties.

- Officers of the Board shall be determined by the Board in a manner suitable to the needs of the Board at that time. By the end of July each year, the Board shall determine the slate of officers for the following fiscal year.
- Should an officer resign or be removed, the President shall be responsible for promptly securing Board approval of a replacement except that a vacancy of the office of President shall be automatically filled by the Vice President.
- Officers may be removed from office by a vote of the Board at a duly called meeting for which all
  Directors have been notified.
- 5. The President, or in his/her absence the Vice President, shall preside at all meetings of the Board as well as be responsible for maintaining long-term goals and ensuring that Board decisions are implemented. The President shall also establish committees as necessary and steward areas of responsibilities for Board members to ensure the efficient pursuit of activities. Key areas will include Productions, Fund Raising, Publicity, and Volunteers.
- 6. The Treasurer shall have charge of the funds of HRB and ensure the following: detailed records, payment of all fees and bills, preparation monthly reports for the Board, development of an annual budget, filing of tax forms, and audits as directed by the Board.
- The Secretary shall record minutes and maintain files of HRB, give notice to meetings, handle Board correspondence, and keep records of HRB and Board membership.

# Article 8 - Special Rules .

- 1. The fiscal year of HRB shall begin on August 1 and end on the following July 31.
- No Director, officer, or member at large may incur an expense or obligation on behalf of HRB except as authorized by the Board of Directors.
- Any member is entitled to inspect the books, minutes, or other records of HRB if so requested in writing and if such inspection does not disrupt HRB activities.
- 4. All officers of the Board and other Directors as well as any other individuals authorized to act on behalf of HRB shall at all times act under the highest standards of personal, business, legal, and ethical conduct when representing HRB. As such, HRB will defend any member from any individual liability from actions taken on behalf of HRB except in any case determined by the Board to be gross negligence or willful misconduct.
- These by-laws supercede and replace those adopted by HRB on September 20, 1995 and may be amended or replaced by a vote of the Board of Directors.
- 6. HRB may be dissolved by an affirmative vote of two-thirds (2/3) of the full membership or a unanimous vote of the Board of Directors. Upon dissolution, any HRB assets remaining after payment of all debts shall be contributed to similar non-profit, artistic organizations as determined by the Board of Directors.

OARD OF DIRECTORS ON THIS	DAY OF	, 2002 BY:
· · · · · · · · · · · · · · · · · · ·	President	_
Name		
Name	Vice President	· ·
	Treasurer	
Name		<del></del>
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and John Service Commence		<del>_</del>
Name		
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Name		
Name		

Name

# The City of Tomball Hotel Occupancy Tax Grant Application

# Other Required Documentation 3. Financial Records Houston Repertoire Ballet – *The Nutcracker 2022*

Houston Repertoire Ballet's fiscal year mirrors our seasons, which run from August 1 – July 31. Please refer to the attached copy of HRB's most recent 990 (\*not sent electronically).

HRB does not conduct and independent audit of financial records. HRB does not receive government funds which would require such an audit. Additionally, HRB does not have bank loans or lines of credit.

# The City of Tomball Hotel Occupancy Tax Grant Application

# Other Required Documentation 4. Board of Directors and Meeting Schedule Houston Repertoire Ballet – *The Nutcracker 2022*

Please refer to the attached: 2022-2023 Board of Directors Schedule of Board Meetings



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# 2021-2022 Board of Directors

# PRESIDENT FUNDRAISING/CORPORATE GIVING

Michael Stewart 8519 Star Hollow Ln Houston, TX 77095 stewart\_mj@yahoo.com 713-569-7853

# ARTISTIC DIRECTOR

Victoria Vittum 909 W. 16th St Houston, TX 77008 713-628-6907 victoria@balletcenterofhouston.com

# **SECRETARY**

Shanan Burkhart 16711 Highland Country Dr Cypress, TX 77433 817-229-9207 shanankf@hotmail.com

# PRODUCTION

Jason Althaus 20802 Oak Orchard Ct Cypress, TX 77433 jalthaus@comcast.net 713-252-3418

# **VOLUNTEER COORDINATOR**

Andrea Young 7442 Parkcross Place Cypress, TX 77433 832-331-8261 jdaayoung@sbcglobal.net

# **PUBLICITY**

Ann Moore 13420 Greenwood Manor Dr Cypress, TX 77429 832-746-4000 ann.n.moore@gmail.com

# **VICE-PRESIDENT**

Jason Althaus 20802 Oak Orchard Ct Cypress, TX 77433 jalthaus@comcast.net 713-252-3418

# **TREASURER**

Vickie Schmidt 18811 S Bee Cave Springs Cir Cypress, TX 77433 vickie\_buemi@yahoo.com 305-469-1537

# GRANTS

Ann Moore
13420 Greenwood Manor Dr
Cypress, TX 77429
832-746-4000
ann.n.moore@gmail.com
New Director, pending
(please use for future contact)
Denise Rosas
682-201-4732
Denise.rosas10@gmail.com

# CHILDREN'S GUILD LIAISON COSTUME MISTRESS

Susan Wheelock 10602 Gt. Plains Ln Houston, TX 77064 281-477-9270 someonenamedsusan@hotmail.com

# MEMBER AT LARGE

Laurie Sanders 12910 Northpointe Bend Lane Tomball, TX 77377 585-421-9642 home.sandersegmail.com



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# 2022-2023 Board of Directors Meeting Dates

# 2022-2023 Season

For the 2022-2023 season, HRB meetings will be conducted on the second Tuesday of each month at 6:00 pm, with exceptions made for schedule conflicts.

Friday, August 16, 2022

Tuesday, September 13, 2022

Tuesday, October 11, 2022

Tuesday, November 8, 2022

Tuesday, December 13, 2022

Tuesday, January 10, 2023

Tuesday, February 14, 2023

Tuesday, March 14, 2023

Tuesday, April 11, 2023

Tuesday, May 9, 2023

Tuesday June 13, 2023

Tuesday, July 11, 2023

# The City of Tomball Hotel Occupancy Tax Grant Application

Other Required Documentation
5. Resumes of Principal Staff and Guest Artists
Houston Repertoire Ballet – *The Nutcracker 2022* 

### Victoria Vittum – Founder and Artistic Director

Victoria Vittum is a nationally recognized teacher and choreographer. She was with the Houston Ballet, under the direction of Ben Stevenson from 1997-2003. There she taught open adult classes, in the upper academy and the company. She has served as Resident Choreographer for the Gwinnett Ballet Theater in Atlanta, Georgia and guest teacher at the Washington School of Ballet. She taught for Margo Marshall School of Ballet and served as resident Choreographer and Associate Artistic Director of City Ballet of Houston from 1981-1993. Ms. Vittum not only directs her own school, Ballet Center of Houston, but also serves as Artistic Director of Houston Repertoire Ballet.

Ms. Vittum received her early training from Julio de Bittencourt and also holds a B.A. Degree in Dance Education from Lamar University. She has choreographed for professional and civic companies throughout the country as well as having her work presented at the Edinburgh Festival in Scotland.

Ms. Vittum has been the recipient of numerous awards such as: two Monticello Choreography Awards, Illinois State University choreography competition Winner, two nominations for the General Electric American Choreographer Plan. Most recently Ms. Vittum was the recipient of a Choreography Fellowship (1998) awarded by the Cultural Arts Council of Houston and the Texas Commission for the Arts for outstanding Choreographic merit and contribution to the City of Houston.

# **Barbara LeGault - Ballet Mistress**

Barbara LeGault is a graduate of Houston's High School for the Performing and Visual Arts. Barbara LeGault trained under Margo Marshall and is formerly with City Ballet of Houston. Since that time she danced many lead roles with the Pittsburgh Ballet Theater and the Louisville Ballet. She was directed by Alun Jones and Helen Starr. In 1979, Jones paid Ms. LeGault the ultimate compliment by creating his Cinderella especially for her. She Also danced with Tennessee Festival Ballet, directed by David and Anna Marie Holmes, and with the Summer Festival Ballet In Lisbon, Portugal. Her repertoire includes appearances in Don Quixote, Swan Lake, The Nutcracker, and Sleeping Beauty.

Other roles to her credit are appearances in the Houston Grand Opera productions, Mefeistofoles and Aida. Ms. LeGault has been on the teaching staff of American Academy of Dance, NHDT headquarters, since 1987. She is currently a faculty member of Ballet Center of Houston and the Ballet Mistress for Houston Repertoire Ballet.

# Kristy Nilsson – Resident Choreographer/Outreach Program Coordinator

An HRB alumna, Kristy Nilsson began her training at Ballet Center of Houston. She was a Dance Honors Student at Houston's High School for the Performing & Visual Arts and University of Oklahoma, before going on to perform with Charleston Ballet Theatre and Atlanta Ballet. Ms. Nilsson has choreographed more than 100 concert works (including 11 full-length/narrative ballets) which have been performed by 29 companies in 12 states in the U.S. & Canada, and has won choreographic recognition from Regional Dance America, the Southeastern Regional Ballet Association and Dance Canvas. Her works for Houston Repertoire Ballet include two narrative ballets: A Midsummer Night's Dream and The Racketty-Packetty House, and two contemporary ballets: Rhapsody in Blue and The Unkindest Year. "Miss Kristy" has been a full-time ballet & modern dance instructor since 2001 and enjoys teaching all ages from Pre-Ballet for preschoolaged children through Pre-Professional dancers and adults. Kristy is happily married to dance photographer Scott Nilsson, a former dancer, and is delighted to be on faculty at Ballet Center of Houston, teaching alongside some of the very instructors who shaped her career and love for dance.

## Leah Slavens Haggard, freelance – Guest Artist

Leah Slavens Haggard began her ballet training at the Ballet Center of Houston under the direction of Victoria Vittum and continued at the Pacific Northwest Ballet School as a Professional Division student. Leah went on to dance professionally with The Grand Rapids Ballet, Utah Regional Ballet, and The Suzanne Farrell Ballet where she has performed in Kent Stowell's Swan Lake, and George Balanchine's Walpurgisnacht, Stars and Stripes, Gounod Symphony, Danses Concertantes, and Serenade among many other ballets and original works. Most recently as a freelance performer, she has been able to perform with Ballet Memphis, Aspen Santa Fe Ballet, Indiana Ballet Theater, and Deos Contemporary Ballet. Leah is also a certified holistic nutrition health coach and human nutrition master's student, who works with dancers and students on dancer nutrition and wellness education.

## Mark Krieger, Louisville Ballet - Guest Artist

Mark, a Virginia native, studied dance under Jefferson Baum at Grand Valley State University in Michigan. In 2004, Mark joined Ballet Tucson where he danced for two seasons before joining Columbia City Ballet. He spent the last five years with the Columbia City Ballet as a Principal Dancer. Mark has been a member of Louisville Ballet since 2012.

# Joseph Modlin – Guest Artist

In 1993, Joseph Modlin, an Indiana native, began training in classical and modern dance performance at Ball State University and performed with Anderson Young Ballet Theatre, both under the direction of Ms. LouAnn Young. Joe moved to Houston in 1997, and began a performance and teaching career that has spanned 19 years, seven professional companies, and continues extending to flourish in the Houston community and nationally.

Mr. Modlin has performed/worked with Hope Stone, Inc., Houston Repertoire Ballet, Chrysalis Dance Company, Houston Dance Theater, Allegro Ballet, Freneticore, and Woodlands Dance Company. He has been invited to work as a guest artist with independent choreographers and performance artists such as Leslie Scates, Erin Reck, Amy Ell, Karen Stokes, Lindsey McGill, Toni Valle, and Sara Draper.

# The City of Tomball Hotel Occupancy Tax Grant Application

# Other Required Documentation 6. Certificate of Insurance Houston Repertoire Ballet – *The Nutcracker 2022*

Please refer to the attached Certificate of Insurance.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD 08/16/20

Item 9.

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 have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and ment on this certificate does not confer rights to the certificate holder in lieu of such endorse

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HOUSTON	TX 77095	INSURER E:		·		
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8515 JACKRABBIT RD STE A		INSURER C: Mid Century Insurance Company 216				
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INSURED		INSURER A: Truck Insurance Exchange 21				
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Houston TX	77079-4027	E-MAIL ADDRESS: dwardwell@farmersagent.com				
810 Highway 6 S Ste 230		PHONE (A/C, NO, EXT): 281-589-1348				
Denise Wardwell(1960318)		NAME:	FAX			
PRODUCER		CONTACT				
conditions of the policy, certain policies	may require an endorsement. A statement on this certific	ate does not come rights to the certificate noider	in nea or sach endorsement(s	<i>)</i> .		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME 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.

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CERTIFICATE HOLDER CANCELLATION

> TOMBALL ISD 1110 BAKER DR

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

TOMBALL TX 77375

484

# The City of Tomball Hotel Occupancy Tax Grant Application

# Optional Supporting Documentation 1. Long Term Plan Houston Repertoire Ballet – *The Nutcracker 2022*

Please refer to the attached:

HRB's Long Term Plan

The Nutcracker Experience

Copy of 2022 Letter to  $3^{\text{rd}}$  and  $4^{\text{th}}$  grade students and parents

Copy of 2022 Audition Application

**HRB Alumnus** 

HRB 2021-2022 Accomplishments

# Houston Repertoire Ballet Long Term Plan

Houston Repertoire Ballet will continue its mission of providing high quality dance training for company members and exceptional performance series for northwest Houston communities.

HRB is thankful for the support from, and its reputation in, the Tomball community, as it continues to enrich the artistic element of Tomball and attract residents of other communities to enjoy the arts in Tomball.

HRB adopts a conservative fiscal position and balances investments in costumes, sets and choreography with affordable ticket prices, without sacrificing quality. These goals are made possible through volunteer support and community grants and giving.

In 2017, HRB initiated an outreach program, collaborating with the Tomball Independent School District (TISD) on the Mother Ginger Experience. The program offered Tomball Elementary students, identified by Tomball Fine Arts Director JD Janda, twelve weeks of dance instruction and rehearsals, culminating roles in the two free 2017 *The Nutcracker* Arts & Education performances for TISD 3rd graders. All tights, leotards, shoes and costumes were provided free of charge to all TISD participants. One participant received a full-tuition scholarship, provided by an HRB patron, to continue weekly dance classes at Ballet Center of Houston for the remainder of the school year.

In 2018, the program was renamed The Nutcracker Experience, and was expanded to include students from Tomball and Decker Prairie Elementary schools. The 2018 program involved nearly 40 participants, and two participants received full tuition scholarships from an HRB patron to continue their dance training in weekly ballet classes at Ballet Center of Houston. The 2018 participants received 12 weeks of free dance instruction from HRB's highly qualified instructors at their respective elementary school campuses, and all tights, leotards, shoes and costumes were provided free of charge. The 2018 participants performed the roles of "little angels," "little soldiers," or "Mother Ginger's polichinelles." In 2019, the program was expanded further to include Rosehill Elementary fourth grade students, and a total of 70 students from Tomball, Decker Prairie, and Rosehill Elementary Schools participated in the "Nutcracker Experience." These students auditioned, without prior dance experience required, at each school campus. Rehearsals with simplified choreography were taught free of charge by highly qualified HRB instructors on a weekly basis with costumes, tights, shoes, leotards and other materials included free of charge. Again, the student participants performed the roles of "little angels," "little soldiers," or "Mother Ginger's polichinelles" in the three free HRB Arts & Education productions provided to Tomball ISD third graders on December 6-7, 2019.

Unfortunately, COVID-19 restrictions surrounding facility use required the temporary suspension of The Nutcracker Experience during the 2020-2021 and 2021-2022 seasons. HRB is proud to announce full resumption of this highly popular program for the 2022-.2023 season.

Collaborating once again with JD Janda and taking lessons learned from previous seasons, Victoria Vittum and Kristy Nilsson have produced a curriculum which will teach and entertain third grade participants in this year's The Nutcracker Experience, and allow them to participate as "Mother Ginger's polichinelles" in this year's three free Arts & Education performances. Once again, Tomball, Decker Prairie, and Rosehill Elementary, all Title 1 schools, will participate, and at the time of this writing, a fourth TISD school is being researched as a possibility.

In 2019, HRB expanded the role of the Cypress Philharmonic orchestra, which had previously been restricted to Saturday and Sunday performances of *The Nutcracker*, to include the Friday night abbreviated Arts & Education performance. Unfortunately, COVID-19 restrictions have rendered the inclusion of a live orchestra infeasible for the 2021 performances, but the Friday evening was converted to a full performance with two full acts. The popularity of this modification has motivated a permanent change, and for the 2022-2023 season, all five ticketed shows will feature full performances with a live orchestra.

During the 2020-2021 season, HRB implemented new funding campaigns, including a House of Pies fundraiser, to supplement its income. Due to the success of the ventures and the enthusiasm of its volunteers, HRB plans to continue these fundraisers and research out additional options. Furthermore, in the current 2021-2022 season, HRB has redesigned its Corporate and Small Business Sponsorship campaign material and benefits, with the goal of expanding its outreach to local business entities. These projects will expand our ability to balance outstanding performance series with affordable ticket prices.

HRB is always poised to respond to changes and new opportunities. However, education and sharing the arts will always remain our core goals, and all choices are based on the best way to further these objectives.



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Dear Third Grade Parents and Students:

Houston Repertoire Ballet (HRB) is pleased to announce the resumption of its outreach program with Tomball I SD. THIS IS A FREE PROGRAM TO INTRODUCE CHILDREN TO THE ARTS.

Each year, Houston Repertoire Ballet presents *The Nutcracker* at Tomball High School Theatre. For many years, the productions have included free performances for all Tomball ISD third-grade students during school hours. In 2017, HRB launched an outreach program providing Tomball Elementary students an opportunity to participate alongside HRB company dancers during these performances, to an audience of 1,500 of their peers. During the 2018 and 2019 seasons, HRB extended the program to include Decker Prairie Elementary and Rosehill Elementary, respectively. Due to the Covid-19 pandemic, the outreach program was suspended for the 2020 and 2021 seasons.

For the 2022 productions, HRB will be searching for up to 36 students to participate as *polichinelles*, also known as Mother Ginger Children, in the school performances. No prior dance training is required—just an eagerness to work hard and try something new. HRB has offered full scholarships to student participants the past two years that show exceptional natural ability and talent to continue ballet education in a formal classroom setting.

Auditions will take place on Saturday, October 1, 2022 at 4:00 pm, at HRB Studios, located at 8515 Jackrabbit Rd. Houston, TX 77095. All rehearsals will also take place at HRB Studios. It is important for rehearsals to occur at HRB studios to give student participants a better education regarding the essence and discipline involved with the true art of dance. In addition, each student will have the opportunity to see the company dancers rehearse, and at some point, will actually rehearse with the HRB artists. You can contact us at mail@hrbdance.org if you have questions

Following auditions, parents will need to provide transportation or carpools for their children to the HRB location on Saturdays from 4:00-5:00 pm. Children must be punctual for each rehearsal—please try to be 15 minutes early—and must be picked up promptly after their dance class and rehearsal. Participants continually arriving late or being picked up late will be expelled from the program.

Students chosen to participate in this program will be notified via email.

Please continue reading on the reverse side for schedule details.

### Audition:

Saturday, October 1, 2022, 4:00 pm

Tentative Rehearsal Schedule (subject to change, please check emails for updates): Every Saturday, October 8 - November 19, 4:00-5:00 pm Shoe and costume fittings will take place either before or after rehearsal TBA There will be NO REHEARSAL on Saturday November 25 due to the Thanksgiving Holiday.

## Dress Rehearsal:

Tuesday, November 29, 2022, 5:00pm @ Tomball High School theatre.

### Performances:

Thursday, December, 12:15pm
Friday December 2, 9:45am and 12:15pm
Dancers will participate in 1 to 3 of these performances.

HRB's Director of Outreach programs, Kristy Nilsson, will be running the rehearsals along with Artistic Director Victoria Vittum, teaching all the children their parts. Ms. Nilsson is the HRB Resident Choreographer and a former professional dancer with the Atlanta Ballet and Charleston Ballet Theatre. She is a member of the faculty at Ballet Center of Houston as well as Houston High School for the Performing and Visual Arts. She has had over 20 years of experience teaching children dance.

We hope to see many of you at the auditions. Shorts, tee-shirt and tennis shoes are acceptable to wear for the audition. Remember, there is no cost to get involved! Come have a blast with Houston Repertoire Ballet. More information will be given at the first rehearsal, dancer and parent meeting. See you at the audition!



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# 2022 The Nutcracker Experience Audition Form

Student Name:
(please print clearly)
School:
Parent(s) name(s):
Parent Email(s):
Parent Phone Number (s):
Permission is granted for the student named above to attend the HRB 2022 Nutcracker
Experience audition.
Parent Signature:
Audition Number:

# HOUSTON REPERTOIRE BALLET ALUMNI THE DANCE INDUSTRY

// NAIYA BYRNE- Case Western Reserve University Dance Program\* / **ZOE NYGREN** - Texas A&M University Dance Program\*

// DIANA BASALDUA - Butler University Dance Program\* / SAVANNAH GONZALEZ - Belhaven University Dance Program\* / JUSTIN PIDGEON - Kirov Academy, Washington, DC\*

**2019** // QUINN PRICE - Joffrey Dallas Trainee Progam; BCH faculty\* / HANNAH PIDGEON - Louisville Ballet Pre-professional Trainee Program / MARISSA ESCALENTE - Milwaukee Ballet Pre-professional Trainee Program\*

// ANDREW MEDINA - United Ballet Theatre, Florida; HRB Artist in Residence\* / FINN ADAMS - Houston Ballet Professional Division; Estonian National Ballet\* / KAITLYN BLAKE - Belhaven University Dance Program\* / DAVID VECSERI - Houston Ballet Professional Division; HRB Artist in Residence / REILLY WIGGINS - Sam Houston State University, Dance Major; Theatre Under the Stars faculty\*

// ANDREINA HURTADO - University of Texas Dance Program\* / KYLA PATTON - University of Texas Dance Program; United Ballet Theater, Orlando\* / JULIA GUNDZIK - Washington Ballet Trainee Program; Cincinnati Ballet Trainee\*

// KENDALL JACKSON - Belhaven University, BFA Dance and Graphic Design; Kinetic Etching; Dance Kaliedescope trainee, Indiana\*

**2015** // EMMA BIONDILLO - Sam Houston State University, Dance Minor, Kinesiology Major; PTA program; BCH Faculty\* / KAITLYN JONES - University of Texas, BFA Dance / CHELSEA KNIPP - Tulane University, Ballet & Psychology Major; New Orleans Ballet Association faculty\*; New Orleans Ballet Theatre\* / MALLORY PRUITT - Brigham Young University, Dance Major / REBECCA WEBB - University of Utah Dance & Choreography Program; Choreographer\* / SARAH WHITE - Belhaven University, Dance Major

2014 // ANDREW VECSERI - Houston Ballet, Corps de Ballet\*

// JESSICA LOHR - Ballet Mangnificat!; Ballet 5:8 Chicago, Soloist\* / JULIE HOFFART - Physical Therapy Assistant\* / CLAIRE WHITE - Texas Ballet Theater; Nashville Ballet; Alabama Ballet; BCH faculty; Uptown Dance Company, Houston\*

// KRISTEN NEWSOM - Sam Houston State University, BFA; BCH faculty / LEAH SLAVENS HAGGARD - The Suzanne Farrell Ballet; Grand Rapids Ballet; freelance ballerina\*

// MELISSA DOOLEY - Pittsburg Ballet Theatre; Alabama Ballet / KAITLIN MOUTON - David Taylor Dance Theater / AMARIS SHARRAT - Nevada Ballet; Ballet Nebraska; American Midwest Ballet, NE\* / DANIELLE PETROSKI - Physical Therapist\*

// REAGAN HAND - Ballet Mangnificat!; Ballet Brazos Faculty\* / NICOLE PLUNKETT - University of Texast, Dance Major / KATE SIMPSON SHAW - Louisville Ballet, Charleston Ballet Theater

**2008 // AMY SKIPTON -** University of Texas Dance Program, Physical Therapy Major; Physical Therapist\*

**2007** // MORGAN BUCHANAN - Colorado Ballet, Soloist\* / EMILY DYSON - University of Oklahoma, BFA Dance Pedagogy; Dance Kaleidoscope, Indiana\* / ALLISON WARDWELL - University of Texas, Dance Major / TAYLOR GAYLE - Ballet Austin faculty\* / KATIE HOFFART - Center Stage Dance & Fitness faculty\*

2006 // EVELYN MONZALVO - Disney Productions\*

2005 // ERIN GOODMAN ELDER - University of Kansas Dance Company

2003 // DAVID ARMENDARIZ - David Taylor Dance Theater, Havanna Nights

**2002 // EMILY RUPP** - Dallas Contemporary Ballet, Director **/ MICHELLE CONCHA** - Julliard School, NYC

**2001** // DOROTHY CARTER - Dayton Ballet / KELLY COLEMAN - Carolina Ballet, Harid Conservatory / JARED MATTHEWS - American Ballet Theatre; Houston Ballet, Principal; Estonian National Ballet, Associate Artistic Director\* / AMANDA POWELL - Carnival Cruise Lines\*

**2000** // CATHERINE BUSCH SILKWOOD - Chara Dance Company; BCH faculty / ELIZABETH KELLER-Miami City Ballet; Ballet Idaho; Idaho Regional Ballet, Artistic Director\* / PATRICIA MONZALVO - Universal Studios & Disney Productions / ANYSLEY STEPHENSON - Pointe Park College, BFA Jazz / VICTORIA WADSWORTH SIMO - Texas Ballet Theater; Ballet and Pilates by Victoria, owner\*

**1999** // JENNIFER WILLIAMS - Disney Productions / BERI BROWN - Disney Character Performer\*; BCH faculty / KASHA LIGGETT - Southern Methodist University, Dance & Business Major; Pacific Northwest Ballet School

**1998** // DESIREE RAUSCH - Pussy Cat Dolls; Michael Jackson backup dancer; Sandra Organ Dance Company; LD Dance Company\*

**1997** // KRISTY DAWSON NILSSON - Atlanta Ballet; Charleston Ballet, choreographer & teacher; BCH faculty & HRB Resident Choreographer\*

\* Denotes current affiliation

# HRB COMPANY MEMBER 2022 (Stecomplishments

AVYNN BARNETT Washington Ballet, Louisville Ballet

PEYTON BARRA Houston Ballet Academy

MALLORY BURKHART Louisville Ballet \*

CALEB EMORY Louisville Ballet §

JILLIAN ENGLE Institute of Contemporary Dance

**LILY HAN** Washington Ballet, Louisville Ballet, Chicago Ballet, Ballet 5:8

**ELLIE HARBUCK** *Miami City Ballet*, Joffrey Chicago, Orlando Ballet, NSIA

KATELYN HURST Joffrey Dallas, Joffey Colorado, Joffrey San Francisco,

Joffrey Miami, Joffrey Italy, Joffrey Mexico

MAKENNA LALONDE Washington Ballet, Louisville Ballet \*, Pacific Northwest, NSIA

**AUDREY MCCLELLAND** Louisville Ballet

MAI-LINH MOORE Louisville Ballet, Washington Ballet

DANIKA MCNEES Louisville Ballet, Washington Ballet, NSIA

HANNAH SANDERS New York State Ballet Training Academy, Ballet Chicago,

Louisville Ballet, Washington Ballet

**EVANGELINE SEEK** Washington Ballet, Ballet 5:8, Ballet Austin, Bolshoi Academy

New York, Chicago Ballet, Louisville Ballet

CHARLOTTE STEWART Louisville Ballet, Washington Ballet

**ISABELLA SCAVONE** Ballet Austin, Louisville Ballet

**CAMILLA VAECK** Texas Ballet Theater, Colorado Ballet

**ALLISON WHEELOCK** *Institute of Contemporary Dance*, Louisville Ballet

SARAH WOMACK Louisville Ballet

**ANNA YOUNG** Louisville Ballet \*, Ballet 5:8, Ballet Chicago, NSIA

All dancers were accepted by audition. *Denotes summer program attending*.

§ Full scholarship offered | \* Partial scholarship offered

NSIA = National Summer Intensive Audition Tour. These dancers were accepted into multiple summer and/or year round programs, including: Atlanta Ballet, Charlotte Ballet, Cincinnati Ballet, BalletMet, Colorado Ballet, Texas Ballet Theater, Kansas City Ballet, Louisville Ballet, Milwaukee Ballet, Nashville Ballet, Oklahoma City Ballet, Philadelphia Ballet, The Sacramento Ballet, and Sarasota Ballet.

# The City of Tomball Hotel Occupancy Tax Grant Application

# Optional Supporting Documentation 2. *The Nutcracker* 2019 – Performance Video Houston Repertoire Ballet – *The Nutcracker* 2022

HRB's 2019 performance of *The Nutcracker* can be accessed at the following link:

https://youtu.be/C47arqSpggg

# The City of Tomball Hotel Occupancy Tax Grant Application

# Optional Supporting Documentation 3. Publicity and Programs Houston Repertoire Ballet – *The Nutcracker 2022*

Please find attached the following:

- 2021 The Nutcracker Calendar Listing
- 2021 Media Mentions
- 2021 Poster (resized for application)
- 2021 flyer (separate attachment)
- 2021 Program (separate attachment)
- 2021 Arts & Education Booklet (separate attachment)

# ◆◆ CALENDAR LISTING ◆◆ CALENDAR LISTING ◆◆

**For More Information:** 

Eileen Ansel Conery Eileen.conery@att.net 713-856-8780/832-816-8780

# HOUSTON REPERTOIRE BALLET RE-OPENS TO THE PUBLIC WITH ITS 22ND ANNUAL PERFORMANCE OF *THE NUTCRACKER*

# HRB IS EXCITED TO ONCE AGAIN PUBLICLY SHARE THIS CLASSIC PERFORMANCE

**WHO:** Houston Repertoire Ballet (HRB), Houston's premier pre-professional ballet company, celebrates its 25th season, beginning with its 22nd annual performance series of *The Nutcracker*, featuring professional guest artists Leah Slavens Haggard as the Sugar Plum Fairy, Matthew Rusk as the Cavalier, and Joseph Modlin as Herr Drosselmeyer.

**WHAT:** The Nutcracker's brilliant blend of beautiful costumes, lavish sets, and fresh choreography creates a magical storybook world enjoyed by children and adults alike. With a cast of more than 100 HRB dancers and area children, HRB's masterful production is the highlight of the holidays!

WHEN/WHERE: Friday, December 3 at 7 pm

Saturday, December 4 at 2 pm & 7 pm Sunday, December 5 at 1 pm & 4:30 pm

Tomball High School Theatre

30330 Quinn Road Tomball, Texas 77375

TICKETS: Cost is \$23 for adults, \$18 for students & seniors.

For ticket information, call 281-940-HRB1 (4721) or visit www.hrbdance.org.

**OUTREACH:** Due to health restrictions, outreach for the 2021 performance is limited to three free HRB Nutcracker Arts & Education school performances for all Tomball ISD third graders, which is an audience of more than 1,500. An expanded outreach program will return as soon as health guidelines allow, hopefully in time for the 2022-2023 season.

HRB dancers are committed to sharing the arts with the community. Past community engagement events included costumed appearances at various nursing homes, group events, and at Arts & Education performances. HRB brings three matinee performances to Tomball ISD third grade students, fulfilling the arts component of their curriculum. To request a future outreach event for your organization, call 281-940-HRB1 (4721).

**WHAT ELSE:** Lower ticket prices reflect the elimination of a live orchestra performance for 2021, due to health restrictions. HRB hopes to be able to offer live music once again for the 2022 Nutcracker performance.

# HOUSTON REPERTOIRE BALLET'S 22ND ANNUAL NUTCRACKER/PAGE 2 OF 3

#### **GUEST BIOS:** Leah Slavens Haggard – freelance

Leah Slavens Haggard began her ballet training at the Ballet Center of Houston under the direction of Victoria Vittum and continued at the Pacific Northwest Ballet School as a Professional Division student. Leah went on to dance professionally with The Grand Rapids Ballet, Utah Regional Ballet, and The Suzanne Farrell Ballet where she has performed in Kent Stowell's Swan Lake, and George Balanchine's Walpurgisnacht, Stars and Stripes, Gounod Symphony, Danses Concertantes, and Serenade among many other ballets and original works. Most recently as a freelance performer, she has been able to perform with Ballet Memphis, Aspen Santa Fe Ballet, Indiana Ballet Theater, and Deos Contemporary Ballet. Leah is also a certified holistic nutrition health coach and human nutrition master's student, who works with dancers and students on dancer nutrition and wellness education.

# Matthew Rusk - St. Louis Ballet

Born in Tucson, Arizona, Matthew Rusk received his formative training at Houston Ballet and the High School for the Performing and Visual Arts, where he graduated with honors in dance. He also spent summers at School of American Ballet, American Ballet Theatre, and the Royal Ballet School. He is an alumnus of Indiana University, where he earned a Bachelor of Science in Ballet with an Outside Field in Psychology. While at IU, he was the recipient of the Premier Young Artist Award and the Ken C. Whitener Fund for Ballet Excellence, and performed principal roles in George Balanchine's Emeralds, Four Temperaments, Divertimento No. 15, and Swan Lake, and Marius Petipa's La Bayadere (Kingdom of the Shades). Professionally he joined Cincinnati Ballet in 2015 before transferring to Saint Louis Ballet in 2016, where he is currently in his sixth season. His repertory at SLB includes Romeo (Romeo and Juliet), Cavalier, Snow King (*The Nutcracker*), Bluebird (*Sleeping Beauty*), and principal roles in Balanchine's Who Cares?, Twyla Tharp's Nine Sinatra Songs, and Gerald Arpino's Reflections. He has also guest performed with Nevada Ballet Theatre, appearing in Christopher Wheeldon's Carousel and Septime Webre's Alice in Wonderland.

### Joseph Modlin

In 1993, Joseph Modlin, an Indiana native, began training in classical and modern dance performance at Ball State University and performed with Anderson Young Ballet Theatre, both under the direction of Ms. LouAnn Young. Joe moved to Houston in 1997, and began a performance and teaching career that has spanned 20 years, seven professional companies, and continues extending to flourish in the Houston community, as well as nationally. Joe has performed/worked with Hope Stone, Inc., Houston Repertoire Ballet, Chrysalis Dance Company, Houston Dance Theater, Allegro Ballet, Freneticore, and Woodlands Dance Company. He has been invited to work as a guest artist with independent choreographers and performance artists, such as Leslie Scates, Erin Reck, Amy Ell, Karen Stokes, Lindsey McGill, Toni Valle, and Sara Draper.

**ABOUT HRB:** The Houston Repertoire Ballet (HRB) is a non-profit 501(c)(3), founded by Victoria Vittum and Gilbert Rome, both nationally acclaimed teachers and choreographers who served as its co-artistic directors. Today, Ms. Vittum oversees training and programming with an equal eye to serving the needs of the community. Since 1995, HRB has contributed to the cultural fabric of Harris and Montgomery Counties by providing excellent dance training to the area's young ballet stars and dance educators of tomorrow, while also presenting high-quality productions at affordable prices. The Nutcracker in December, and the Celebration of Dance in April introduce area children and their families to the world

# HOUSTON REPERTOIRE BALLET'S 22ND ANNUAL NUTCRACKER/PAGE 3 OF 3

of classical and contemporary ballet. HRB closes its season in May with the *Choreography* Project, a free-admission program initiated to discover, mentor, and give artistic voice to our choreographers of tomorrow. Today, HRB is considered the premier pre-professional ballet company in the Houston region, and is recognized for sharing its gifts with the community and beyond. Many of HRB's dancers advance to professional ballet companies throughout the country. HRB graduates have danced with New York City Ballet, American Ballet Theatre, Miami City Ballet, Pacific Northwest Ballet, Atlanta Ballet, Pittsburgh Ballet Theatre, Houston Ballet, and other prestigious companies.

MISSION: HRB's mission is dedicated to providing the finest classical ballet instruction, education, and performance experience to local gifted students, and preparing them for a professional career in the world of dance. HRB is committed to serving the suburban Houston region with high-quality theatre productions that educate, engage, and entertain residents of all ages and perpetuate their appreciation of dance as an art form.

> Major funding provided by the City of Tomball and Texas Commission on the Arts. Sponsored by Air Innovations LLC, David Metcalfe Photography, Dentist at Rock Creek, Kluge Tennis Center, and Lakewood Montessori.



# HRB The Nutcracker 2021 Media Coverage as of 12/8/21

# Online:

# CultureMap

https://houston.culturemap.com/eventdetail/houston-repertoire-ballet-presents-nutcracker-2022/

Yelp.com – Friday at 7 pm

https://www.yelp.com/events/tomball-houston-repertoire-ballet-presents-the-nutcracker

Yelp.com – Saturday at 2 pm

https://www.yelp.com/events/tomball-houston-repertoire-ballet-presents-the-nutcracker-2

Yelp.com – Saturday at 7 pm

https://www.yelp.com/events/tomball-houston-repertoire-ballet-presents-the-nutcracker-3

Yelp.com – Sunday at 1 pm

https://www.yelp.com/events/tomball-houston-repertoire-ballet-presents-the-nutcracker-4

Yelp.com – Sunday at 4:30 pm

https://www.yelp.com/events/tomball-houston-repertoire-ballet-presents-the-nutcracker-5

Impact News Sugar Land – Missouri City

https://communityimpact.com/houston/tomball-magnolia/arts-entertainment/2021/10/27/houston-repertoire-ballets-the-nutcracker-to-return-dec-3-5/

Impact News Tomball – Magnolia

https://communityimpact.com/houston/tomball-magnolia/arts-entertainment/2021/10/27/houston-repertoire-ballets-the-nutcracker-to-return-dec-3-5/

Impact News Cy-Fair

https://communityimpact.com/houston/cy-fair/arts-entertainment/2018/11/27/houston-repertoire-ballet-prepares-for-upcoming-performances-of-the-nutcracker/

### **Houston Press**

https://www.houstonpress.com/event/houston-repertoire-ballet-presents-the-nutcracker-12210199

# Stay Happening

https://stayhappening.com/e/houston-repertoire-ballet-presents-the-nutcracker-E10IHIW43L7

# HRB THE NUTCRACKER 2021 MEDIA COVERAGE/PAGE 2 OF 5

All Events

https://allevents.in/tomball/houston-repertoire-ballet-presents-the-nutcracker/80005990120917

Parkbench

https://parkbench.com/event/houston-repertoire-ballet-presents-the-nutcracker

The Dance Source

https://dancesourcehouston.org/the-dance-card/

Click2Houston

https://www.click2houston.com/community-calendar/#/details/Houston-Repertoire-Ballet-Presents-The-Nutcracker/9587071/2021-12-03T19

KTRK Events – Friday, December 3

https://abc13.com/community/calendar/?trumbaEmbed=view%3Devent%26eventid%3D156391785

KTRK Events – Saturday, December 4

https://abc13.com/community/calendar/?trumbaEmbed=view%3Devent%26eventid%3D156391804

KTRK Events – Sunday, December 5

https://abc13.com/community/calendar/?trumbaEmbed=view%3Devent%26eventid%3D156391787

KRIV Events – Friday, December 3 at 7 pm

 $\underline{https://cw39.com/community-calendar/\#!/details/Houston-Repertoire-Ballet-Presents-The-Nutcracker/9587071/2021-12-03T19}$ 

KRIV Events – Saturday, December 4 at 2 pm

https://cw39.com/community-calendar/#!/details/Houston-Repertoire-Ballet-Presents-The-Nutcracker/9587071/2021-12-04T14

KRIV Events – Saturday, December 4 at 7 pm

 $\underline{https://cw39.com/community-calendar/\#!/details/Houston-Repertoire-Ballet-Presents-The-Nutcracker/9587071/2021-12-04T19}$ 

KRIV Events – Sunday, December 5 at 1 pm

 $\frac{https://cw39.com/community-calendar/\#!/details/Houston-Repertoire-Ballet-Presents-The-Nutcracker/9587071/2021-12-05T13}{Nutcracker/9587071/2021-12-05T13}$ 

KRIV Events – Sunday, December 5 at 4:30 pm

 $\frac{https://cw39.com/community-calendar/\#!/details/Houston-Repertoire-Ballet-Presents-The-Nutcracker/9587071/2021-12-04T19}{Nutcracker/9587071/2021-12-04T19}$ 

Houston Arts Alliance

https://calendar.haatx.com/#!#eventArea

Tomball Chamber – Friday, December 3

 $\underline{https://business.tomballchamber.org/events/details/houston-repertoire-ballet-presents-the-nutcracker-\\35050?calendarMonth=2021-12-01$ 

# HRB THE NUTCRACKER 2021 MEDIA COVERAGE/PAGE 3 OF 5

# Tomball Chamber – Saturday, December 4

 $\frac{https://business.tomballchamber.org/events/details/houston-repertoire-ballet-presents-the-nutcracker-35050?calendarMonth=2021-12-01$ 

# Tomball Chamber – Sunday, December 5

 $\underline{https://business.tomballchamber.org/events/details/houston-repertoire-ballet-presents-the-nutcracker-35050? calendar Month = 2021-12-01$ 

### Kids Out and About

https://houston.kidsoutandabout.com/content/houston-repertoire-ballet-presents-nutcracker

# Happening Next

https://happeningnext.com/event/houston-repertoire-ballet-presents-the-nutcracker-eid1ar8ci3gli

### Newsbreak

https://www.newsbreak.com/channels/brookshire-tx-entertainment?sort=comment

# Mommypoppins

https://mommypoppins.com/houston-kids/event/events/houston-repertoire-ballet-presents-the-nutcracker

## VisitHoustonTexas

https://www.visithoustontexas.com/event/houston-repertoire-ballet-presents-the-nutcracker/90736/

# DailyAdvent

 $\frac{https://www.dailyadvent.com/news/cbca5658e2bd191e88e1ff9042a2877f-The-Nutcracker-returns-as-Houston-Repertoire-Ballets-first-major-production-since-2019}{}$ 

# FlipBoard

 $\underline{https://flipboard.com/@houstonchron/trending-houston-headlines-h1uol3vnz/the-nutcracker-returns-as-houston-repertoire-ballet-s-first-major-production-si/a-$ 

PkuYGLVJQpSmxwMEecmiWA%3Aa%3A2858497449-2a43476c05%2Fhoustonchronicle.com

# Houston Chronicle Tomball-Magnolia

 $\underline{https://www.houstonchronicle.com/neighborhood/tomball-magnolia/article/Houston-Repertoire-Ballet-brings-back-The-16648354.php}$ 

# The Cougar Claw

https://thscougarclaw.com/news/2021/11/29/the-nutcracker-performance-returns-to-ths/

### **CFISD**

https://www.cfisd.net/site/default.aspx?PageType=3&DomainID=41&ModuleInstanceID=10867&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=18333&PageID=69

### Our Community Now

https://ourcommunitynow.com/things-to-do/a-man-charged-with-assaulting-police-officers-during-the-capitol-riot-is-running-for-a-texas-house-seat

# HRB THE NUTCRACKER 2021 MEDIA COVERAGE/PAGE 4 OF 5

Peel Inc - Fairfield

https://peelinc.com/index.php/fairfield/

Krenek – Cypress North

https://krenekprinting.com/Cypress-North

Krenek – Cypress Point

https://krenekprinting.com/Cypress-Point

Krenek – Sydney Harbour

https://krenekprinting.com/Sydney-Harbour

Krenek – VCL Lakeside

https://krenekprinting.com/VCL-Lakeside

Krenek – Villages of Cypress Lakes

https://krenekprinting.com/Villages-of-Cypress-Lakes

Krenek - Cinco Ranch 1

https://krenekprinting.com/Cinco-Ranch-1

Krenek – Cinco Ranch 2

https://krenekprinting.com/Cinco-Ranch-2

Krenek – Cross Creek Ranch

https://krenekprinting.com/Cross-Creek-Ranch

Krenek – Fulshear

https://krenekprinting.com/Fulshear

Krenek – Grand Lakes

https://krenekprinting.com/Grand-Lakes

Krenek – Grayson Lakes

https://krenekprinting.com/Grayson-Lakes

Krenek – Green Trails 2

https://krenekprinting.com/Green-Trails-2

Krenek – Green Trails Estates

https://krenekprinting.com/Green-Trails-Estates

Krenek - Katy Communicator

https://krenekprinting.com/Katy-Communicator

Krenek – Lakemont

https://krenekprinting.com/Lakemont

# HRB THE NUTCRACKER 2021 MEDIA COVERAGE/PAGE 5 OF 5

Krenek – Lost Creek https://krenekprinting.com/Lost-Creek

Krenek – Memorial Parkway <a href="https://krenekprinting.com/Memorial-Parkway">https://krenekprinting.com/Memorial-Parkway</a>

Krenek – Nottingham <a href="https://krenekprinting.com/Nottingham">https://krenekprinting.com/Nottingham</a>

Krenek – Parkway Lakes <a href="https://krenekprinting.com/Parkway-Lakes">https://krenekprinting.com/Parkway-Lakes</a>

Krenek – The 1463 https://krenekprinting.com/The-1463

Krenek – Westheimer Lakes <a href="https://krenekprinting.com/Westheimer-Lakes">https://krenekprinting.com/Westheimer-Lakes</a>

Krenek – Woodcreek https://krenekprinting.com/Woodcreek

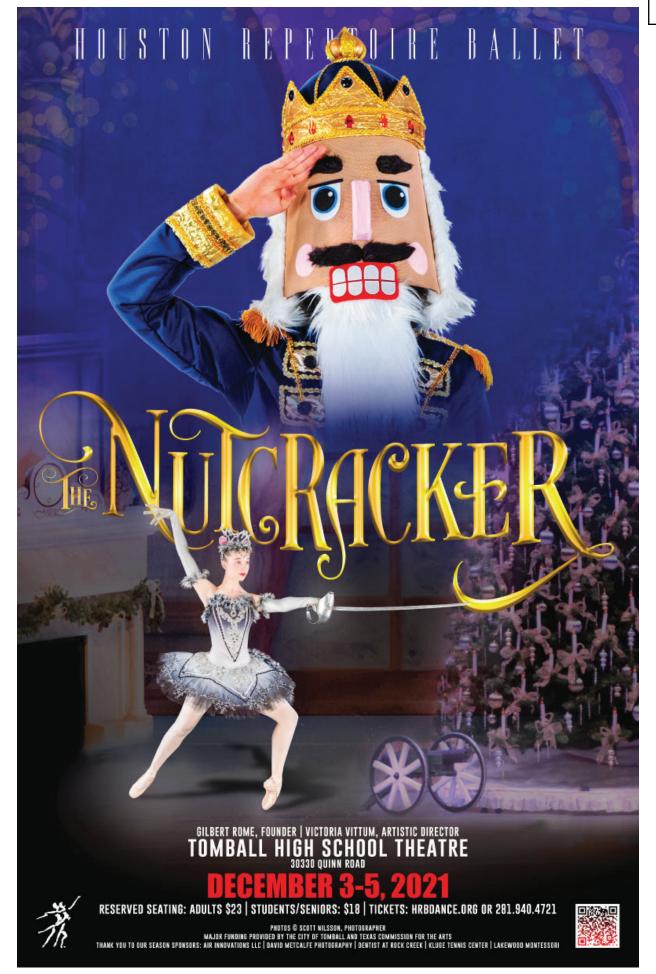
# Print:

Houston Chronicle Tomball-Magnolia November 24, 2021

Peel Inc – Fairfield December 2021

Krenek – December 2021

Cypress North, Cypress Point, Sydney Harbour, VCL Lakeside, Villages of Cypress Lakes, Cinco Ranch 1, Cinco Ranch 2, Cross Creek Ranch, Fulshear, Grand Lakes, Grayson Lakes, Green Trails 2, Green Trails Estates, Katy Communicator, Lakemont, Lost Creek, Memorial Parkway, Nottingham, Parkway Lakes, The 1463, Westheimer Lakes, and Woodcreek.



## The City of Tomball Hotel Occupancy Tax Grant Application

# Optional Supporting Documentation 4. Letters of Support Houston Repertoire Ballet – *The Nutcracker 2022*

Please find attached letters of support from:

- 1. JD Janda, Director of Fine Arts Tomball ISD
- 2. Chad Schmidt, Principal Tomball Elementary
- 3. Lauren Anderson, Houston Ballet Program Manager of Education and Community Engagement and dancer with Houston Ballet from 1983 2006
- 4. Gilbert Rome, cofounder and former co-director of Houston Repertoire Ballet

Please find attached a testimonial from:

Jared Matthews, Assistant Director of the Estonian National Ballet, Former Houston Ballet Principal Dancer and Houston Repertoire Ballet alumnus, 2001. Jared wrote this testimonial performed as the Cavalier in HRB's *The Nutcracker*, 2017-2019.



JD JANDA, DIRECTOR OF FINE ARTS 281-357-3100 EXT. 2047 JOHNJANDA@TOMBALLISD.NET

June 25, 2018

#### To Whom it May Concern:

My name is JD Janda and I am the Director of Fine Arts for the Tomball Independent School District. I am proud to oversee the Art, Dance, Music, and Theater Departments in our school district. I am writing to endorse the **Houston Repertoire Ballet** and its Artistic Director Victoria Vittum in the effort to secure grant funding.

The Houston Repertoire Ballet is a wonderful partner for our school district! The extremely talented dancers from HRB are not only outstanding artists, they are great people with a huge heart for the students of our district. At no cost to us, the HRB performs scenes from Tchaikovsky's *The Nutcracker* for all Tomball ISD third graders every December. Students that have little or no opportunity for exposure to the magic of music and dance in a professional setting are presented with this amazing experience. Being an audience member at a professional production is a once-in-a-lifetime opportunity for many of our students from economically challenged households. That exposure to the ballet art form teaches our students about beauty, movement and imagination like no other academic course could ever do. In 2017, over 1500 third grade students were able to enjoy the holiday masterpiece in two performances in the Tomball High School Auditorium. As Tomball ISD continues to grow, the 2018 event will expand to three performances spread over two days. Having seen many performances of *The Nutcracker* by several talented ballet companies, I can say with confidence that the Houston Repertoire Ballet performs at the highest artistic level with an air of professionalism that is remarkable. Again, these performances are completely free of charge for our always tight Tomball ISD budget.

Additionally, Artistic Director Victoria Vittum has created artistic opportunities for dozens of students at some of our Title 1 campuses. A professional dance teacher provided ballet lessons to students at Tomball Elementary School in the fall of 2017. The program was held at the school, once a week for twelve weeks and culminated in performances in *The Nutcracker*. Further, a talented and deserving student is now receiving a full scholarship to studio dance lessons based on the relationship created at TES. This pilot project was such a success at the one campus, that it will be expanded to three campuses for the coming school year. Joining Tomball Elementary will be students from Decker Prairie Elementary and Tomball Intermediate School. HRB will provide another performance opportunity for our students at its Spring Dance Recital. There is no way that these Tomball ISD students would have ever been able to have this experience if it were not for the incredible generosity and support of the Houston Repertoire Ballet.

The collaboration and partnership we have created in Tomball is something of immeasurable value to our community. HRB is absolutely deserving of your strong consideration for a grant and students in Tomball ISD will continue to be artistically enriched by these talented and dedicated performers.

Respectfully -

JD Janda Director of Fine Arts

Tomball ISD



CHAD SCHMIDT Principal (281) 367-3280 x 3208

tomballisd.net

June 20, 2018

To Whom IT May Concern:

Tomball Elementary partnered with the Houston Repertoire Ballet in 2017 to provide an incredible opportunity to be a part of the Nutcracker presentation provided to all third grade students in Tomball ISD.

The experience was outstanding as we had 12 third grade students participate and are truly excited about the chance to continue and increase the participation.

The work with the staff was incredible and students were provided excellent instruction and practice. The learning positively impacted the self-esteem of the students and provided a chance to perform.

We cannot express the value of the experience and are truly looking forward to a long-term partnership to continue this amazing work. There is incredible power in providing as many experiences as possible in the arts with students at elementary ages as they learn to express their creativity and discover their talents.

Thank you for your support.

Ched Schalf

Chad Schmidt

Principal



June 7, 2022

To Whom It May Concern:

My name is Lauren Anderson. I was a dancer with the Houston Ballet from 1983 - 2006. I am currently Associate Director of the Education and Community Engagement department of the Houston Ballet. I met Victoria Vittum when she came to teach ballet at Houston Ballet in 1998 and have known her for many, many years.

I have been a guest artist with Houston Repertoire Ballet, for which she is the Artistic Director. I know the quality of her work as she has produced many dancers that have attended Houston Ballet summer programs or have become members of the company and other ballet companies across the nation.

As a person that leads the Community Engagement program at the Houston Ballet, I know firsthand the importance this experience brings to so many underserved children, particularly in the Title 1 schools. I highly support Ms. Vittum and Houston Repertoire Ballet in their efforts to expand the outreach program for the Tomball ISO.

Please feel free to contact me at any time.

Sincerely,

Lauren Anderson Associate Director,

**Education and Community Engagement** 

landerson@houstonballet.org

713-535-3286

City of Tomball 501 James Street Tomball, TX 77375

> Gilbert Rome 424 West Solidelle Chalmette, LA 70043

#### Dear Members:

I have had the opportunity and pleasure of working with Victoria Vittum for forty years. During this time, I recognized her ability as an instructor, choreographor and her ability to stage classical and modern ballets. Over this period, the Inner City Program was formed under the direction of Margo Marshall (City Ballet of Houston). Vicky auditioned hundreds of inner city children rehearsing them, as well as the company dancers.

During our tenure with City Ballet of Houston, Vicky and I developed a friendship and a respect for each other's work. In 1994, we decided it was time for us to join forces and form Houston Repertoire Ballet. In 1996, we received our non-profit designation and the mission of the organization was established. After a career spanning fifty years, I retired in 2005 but have continued to act in an advisory capacity. It gives me great pleasure to have played a part in creating HRB and in knowing that since my retirement, the company has continued to grow artistically as well as in size and in its mission.

The company has become an asset in its community of Tomball and North Houston. HRB's annual Nutcracker has joined with the Cypress Philharmonic for its Nutcracker season. Its performances to sold out houses in Tomball have allowed HRB to develop its spring concert season and an outreach program.

Many Houston Repertoire Ballet dancers have subsequently joined New York City Ballet, Houston Ballet, Joffrey Ballet, Colorado Ballet, and many others.

Houston Repertoire Ballet's having your support would be instrumentally significant in growing its mission. Thank you for your time in making this consideration.

Yours very truly,

#### Gilbert Rome

cofounder and former co-director of Houston Repertoire Ballet former member of National Ballet of Canada, Opera House Frankfurt Germany, Opera House Cologne, Germany, Houston Ballet, HSPVA, co-director of City Ballet of Houston

P.S.: To name a few produced by HRB Mr. Jared Matthews, Principal Dancer with Houston Ballet
Elizabeth Keller, Miami City Ballet
Trey MacIntyre, Dance Project and principal with Idaho Ballet
Morgan Buchanan, soloist with Colorado Ballet' Amaris Sharratt, Nebraska Ballet
Janie Taylor, New York City Ballet
Davida Haas, Houston Ballet and Joffrey Ballet

I have danced with American Ballet Theatre in New York for thirteen years achieving the rank of Soloist. I am currently in my third year as a Principal Dancer with Houston Ballet. Throughout my career I have traveled the world performing in many famous opera houses and theaters. I would not be where I am today without Victoria Vittum and Houston Repertoire Ballet.

Victoria creates an environment where hard work and discipline is the foundation for success. Her eye for detail and solid classical ballet background provide students the opportunity to truly learn and understand the art form. I spent all of my pre professional training with Victoria and HRB. They gave me everything I needed to prepare for a professional career in dance. Under Victoria's guidance I was slowly and methodically challenged year after year in order to further my development. Step by step she taught me classical ballet. Performing with HRB gave me the experience of being on stage in front of an audience and showing all that we had worked on in the studio. These experiences were crucial to me as a young dancer.

Victoria and HRB continue their mission of training young classical dancers. I am proud to call myself an alumnus, and I am forever grateful for all they have given me.

Jared Matthews Principal Dancer Houston Ballet

### TAC Board Meeting Agenda Item Data Sheet

Data	a Sneet			Meeting Date:_	7/26/2022
Topic:					
	leration of Application from Occupancy Funds for the 20				
Backgr	ound:				
Origina	ation: Finance				
Recomi	mendation:				
Party(i	es) responsible for placing	g this item on	agenda:	Katherine Taps	scott, Finance Director
FUNDI	NG (IF APPLICABLE)				
Are fund	ls specifically designated in the	he current budg	et for the full am	ount required for th	nis purpose?
Yes:	X No:		If yes, specify A	Account Number: 2	240-240-6356
If no, fu	nds will be transferred from a	ccount		To account	
Signed	Katherine Tapscott, CPA		Approved by		
	Finance Director	7/20/2022	<del>-</del>	City Manager	Date



## CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Applications may be mailed or hand delivered to:

Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: TOMBALL SISTER CITY
Organization Director: CRAIG BOGNER
Project or Event for which funding is requested: TGCM & TGHF
Date of Event: DEC. 9,10,11/ MAR. 24,25,26
Description of project or event for which funding is requested: 14TH ANNUAL GERMAN
CHRISTMAS MARKET. 22 ANNUAL GERMAN HERITAGE FESTIVAL.
FEATURING LIVE MUSIC FROM GERMAN FOLK ARTISTS FROM AROUND
TEXAS. ETHNIC FOLK DANCERS, OTHER MUSIC, ARTS, CRAFTS AND EXHIBTS.
THE DAY EVENT BRINGS VENDORS FROM AS FAR AWAY AS NEW YORK AND COLORADO.
Location of project or event: TOMBALL DEPOT PLAZA, MARKET STREET BETWEEN ELM AND PINE.
GRANT AMOUNTS:
Amount Requested for Current Fiscal Year: 2022-2023 Amount Received for Previous Fiscal Year: 2021-2022  \$160,000

% increase requested over last year's grant: 0

### 2021-2022 Organization Budget Summary

	City Funds	Other Funds	Total
Personnel	47,000		47,000
Contracted Services		100,000	100,000
Labor vendor		11,000	11,000
Rental Expense	88,000	82,000	170,000
Depreciation/Mortgage		1,,1	
Advertising	25,000	50,000	75,000
nsurance		5,000	5,000
ther expense		40,000	40,000
Exchange Students		3,000	3,000
Sister City Relations		12,000	12,000
Total	160,000	303,000	463,000

Grants to an organization will not exceed 35% of the organization's adopted budget FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL

Government	<b>Amount of Funds</b>
Local	
County	
State	
Federal	
Other Investors/Contributors	
Individual	
Corporate	
Foundations	
<u>Fees</u>	
Admissions	
Applications	-
Vendors	_200,000
Tuition	<u> </u>

Concessions		_50,000			
<u>Memberships</u>		·			
Subscriptions		:			
Other		_55,000			
	Total	_305,000			
How many people do you expect will event? Explain the basis of your ans		from out-of-town as a result of this project or ceding question:			
ANSWER: 25,000 outside of Tomball will attend. Total attendances 60,000. Past studies and surveys with the City and hotels indicate many patrons are from out of town. The Christmas					
Market and the Heritage Festival at	tract vendors ai	nd visitors alike from significant distances to			
participate in the festivities and activities of these 4 day events.					
Are attendees for this event or users or motels? If you answer yes to this	~ -	expected to stay overnight in Tomball hotels the basis for your answer:			
ANSWER: Yes, Overnight stays. Pas	st studies and su	rveys with the hotels and the City. The			
Christmas Market and the Heritage Festival attract vendors and visitors alike from significant					
distances to participate in the festivities and activities of these 4 day events.					
Organization Contact Name, Title, Address and Phone Number:					
Craig Bogner, GM, P.O. Box 1131, Tomball, TX 77377, 832-715-6291					
Contact's Signature:	:				
Date: 7/19/7002					



#### VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Signature of Authorizing Official	Date
Typed Name	
Title within Organization	Telephone
Email address	



#### **NARRATIVE QUESTIONS**

Please look at the criteria in the grant guidelines when you answer the following questions. Be specific and give examples. Answers to individual questions should be as brief as possible and should in no case exceed one page.

1. Describe the history and purpose of the organization.

ANSWER: Formally established in 2000, the sister city relationship between Tomball and Telgte goes back to 1996, when Christian C. Tiews and his Telgte-born wife Lula moved to the Tomball area and noticed the many similarities between Tomball and Lula's home town. Telgte (pronounced Tell-gee, as in "Telge Road"), is a quaint German town, pop. 18,700, situated in the park-like landscape of North Rhine-Westphalia, 10 miles east of Münster, in northwest Germany. It was founded in 1238 and is well known for its beautiful medieval architecture. Telgte is situated in the middle of Germany's "horse country". 34% of its economy is based on manufacturing, 21% on trade and tourism and 32% on other services. The Tomball Sister City Organization is a nonprofit corporation formed for the purpose of the establishment, sponsorship, promotion and support of cultural, business, educational, diplomatic and other exchanges with Tomball's sister city - Telgte, Germany. To this end the corporation will endeavor to promote and heighten public interest in and appreciation of the culture, business, education, products, people or language of sister cities of the City of Tomball, Texas, and to develop programs and provide activities that highlight such culture, business, education, products, people or language, and to assist its members in the development of such programs and the provisions of such activities.

2. Describe how any grant funds will be used.

ANSWER: The Grant Funds will be used to supplement the organizations advertising budget to continue to attract more visitors to the Sister City events and the City of Tomball.

List the programs and activities for the grant year.

ANSWER: The Sister City Organization will host a German Heritage Festival in March and a German Christmas Market in December. Additionally, the Sister City Organization encourages and supports a student exchange program. To date the exchange program had 60 students and families participate.

4. Show evidence of growth in community support prior to the grant year. Include the number of performances, exhibitions, audience sizes, services or enrollment. Be sure to include specific information as to the percent of activities taking place within the City of Tomball.

ANSWER: 100% of our events take place in Tomball. The German Heritage Festival and the German Christmas Market have shown increased attendance and vendor participation each year from their inception (2000 for the Heritage Festival and 2007 for the Christmas Market). The Sister City has substantially increased their expenditures with the implementation of the additional shuttle transportation. The new system has provided a safe, stable and relatively quick transportation to the festival area and has been well received by the attendees.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines?

ANSWER: Vendors and out of town visitors occupy local area hotels and motels

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

ANSWER: Publicity and advertising for the events is done through state-wide magazine advertising local radio and television ads.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

ANSWER: The City of Tomball will receive sales tax dollars from the sales generated by the vendors, additional regional and state exposure to the City from the visitors to it and local business see increased traffic in their businesses.

8. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

ANSWER: The Christmas Market and the Heritage Festival attract vendors and visitors alike from significant distances to participate in the festivities and activities of the two events. The Sister City promotes their efforts and by extension promotes the city of Tomball in some of the following. City of Tomball Events, Greater Tomball Chamber of Commerce, Lone Star College, Tomball High School, Klein Fest, Houston Fest, Texas German Society and Texas Festivals and Events Association.



#### OTHER REQUIRED DOCUMENTATION

The following information in required to process the grant application:

- 1. Articles of Incorporation, if applicable
- 2. Constitution and/or By-Laws
- 3. If your organization's budget exceeds \$100,000 (exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, explain why.
- 4. Schedule of Board of Directors meetings for the period of October 1 of the current year through September 30 of the following year. Board of Directors meetings must occur at least once per quarter.
- 5. Resumes of principal staff and artists or relevant job descriptions.
- 6. Depending on the nature of the project or event for which grant funding is requested, the organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Tomball requires each grantee having an event in the City aimed to attract both residents and tourists to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee or any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant.

#### OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to attach that further explains the activities of your organization such as:

- 1. Long Range Plan 3-5 years
- 2. One labeled videotape of performance(s), exhibits, workshops, capital project and /or other activities for which City of Tomball grant funds will be utilized.
- 3. Programs, publicity, articles, reviews, etc.
- 4. Letters of support from patrons or other organizations in the community.



#### **EXHIBIT A**

Organization shall procure and maintain for the duration of the grant agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Organization its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The organization shall maintain insurance with limits not less than \$500,000 per occurrence, \$1,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence for CG 0001). Coverage will include: A) Premises – Operations; B) Broad Form Contractual Liability, C) Broad Form Property Damage and D) Personal Injury.

The policy will be endorsed to contain the following provisions: The City, its officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insured" in respect to liability arising out of any activities performed by or on behalf of the Organization. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Organization's insurance shall be primary and any insurance or self-insurance shall be in excess of the Organization's insurance and shall not contribute with it. Certificate must include a waiver of subrogation as regards to the workers compensation policy. If your organization has no employees, and therefore doe not carry workers compensation insurance, you must provide to the City of Tomball a letter stating that you have no employees and therefore do not carry workers compensation insurance.

Insurance shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poor rating of A or better.

The Organization shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.



## Office of the Secretary of State

#### CERTIFICATE OF FILING OF

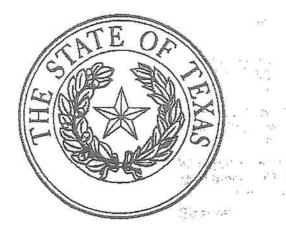
The Tomball Sister City Organization File Number: 800077334

The undersigned, as Secretary of State of Texas, hereby certifies that the application for reinstatement for the above named entity has been received in this office and has been found to conform to law. It is further certified that the entity has been reinstated to active status on the records of this office.

ACCORDINGLY the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law hereby issues this Certificate of Filing.

Dated: 01/19/2010

Effective: 01/19/2010



g Harl

Hope Andrade Secretary of State

DATE OF THIS NOTICE: 01-21-2003 NUMBER OF THIS NOTICE: CP 575 E EMPLOYER IDENTIFICATION NUMBER: FORM: SS-4 NOBOD

Item 10.

TOMBALL SISTER CITY ORGANIZATION % CHRISTIAN TIEWS 401 MARKET ST TOMBALL TX 77375

FOR ASSISTANCE CALL US AT: 1-800-829-0115

OR WRITE TO THE ADDRESS SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE STUB OF THIS NOTICE.

## WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). We assigned you EIN 43-1991155. This EIN will identify your business account, tax returns, and documents even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN shown above on all federal tax forms, payments and related correspondence. If you use any variation of your name or EIN, it may cause a delay in processing and may result in incorrect information in your account. It also could cause you to be assigned more than one EIN.

If you want to apply to receive a ruling or a determination letter recognizing your organization as tax exempt, and have not already done so, you should file Form 1023/1024, Application for Recognition of Exemption, with the IRS Ohio Key District Most IRS offices and has details on how you can apply .

#### DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Date: MAY 2 1 2003

THE TOMBALL SISTER CITY ORGANIZATION 401 MARKET ST TOMBALL, TX 77375

Employer Identification Number: 43-1991155 DIN: 403136001 Contact Person: GIL STOREY ID# 52603 Contact Telephone Number: (877) 829-5500 Internal Revenue Code Section 501(c)(4) Accounting Period Ending: December 31 Form 990 Required: Yes Addendum Applies: No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth

Letter 948 (DO/CG)

month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Donors may not deduct contributions to you because you are not an organization described in section 170(c) of the Code. Under section 6113, any fundraising solicitation you make must include an express statement (in a conspicuous and easily recognizable format) that contributions or gifts to you are not deductible as charitable contributions for Federal income tax purposes. This provision does not apply, however, if your annual gross receipts are normally \$100,000 or less, or if your solicitations are made to no more than ten persons during a calendar year. The law provides penalties for failure to comply with this requirement, unless failure is due to reasonable cause.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt

Letter 948 (DO/CG)

#### THE TOMBALL SISTER CITY

status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Lois G. Lerner

Director, Exempt Organizations Rulings and Agreements

Letter 948 (DO/CG)

#### Article I ORGANIZATION

- Section 1. Organization and Purpose. The Tomball Sister City Organization (hereafter referred to as the TSCO) is a non-profit corporation within the meaning of Section 501 (c) (4) of the United States Internal Revenue Code, incorporated under the laws of the State of Texas on 4/18/2002, filing number 800077334. The TSCO was incorporated for educational and charitable purposes, to foster and promote intercultural understanding and cooperation among the residents of the City of Tomball, through relationships with cities in other countries and through other related means.
- Section 2. The Principal Office. The principal office of the TSCO shall be in the city of Tomball, County of Harris, State of Texas, United States of America.
- Section 3. Other Offices. The TSCO may also have offices and places of business at other places as determined by the **Board of Directors** or as the business of the TSCO may require.

## Article II MEMBERS AND MEMBERSHIP

- Section 1. Membership Purpose. The purpose of TSCO Membership is two-fold:
  - a. To generate interest in the TSCO and its vision, and
  - To generate a minimal source of income for covering the TSCO's operating expenses and charitable contributions.
- Section 2. <u>Period of Membership</u>. The **Period of Membership** is January 1 through December 31.
- Section 3. <u>Member Categories and Voting Rights</u>. The TSCO shall have two **Member** categories: **Voting and Non-voting** (Honorary) **Members**.
  - a. <u>Voting Members</u> are those persons or groups who apply for membership and make payment of the required <u>Membership</u> Fee for the Period of Membership. There shall be two types of Voting Members:
    - Individual: Any person 18 years or older: Individual Voting Members are entitled to one vote on matters calling for ratification by the TSCO Membership.
    - Corporate: Any corporation, business, or association of corporations or businesses shall be entitled, through its duly recognized representative, one vote on matters calling for ratification by the TSCO Membership.
  - b. Non-voting (Honorary) Members are those persons or groups who have rendered conspicuous service for the improvement of international relations through activities connected with the TSCO, as determined by the Board of Directors. Non-voting (Honorary) Members shall not be allowed to vote on issues affecting the TSCO, but, without prejudice, may attend meetings, socials, and other TSCO activities as may occur, under the provisions appropriate to those activities.
- Section 4. Membership Application. Any person, family, or corporation desiring to be admitted as a Voting Member in the TSCO shall file a written Membership Application, as determined by the Board of Directors.
- Section 5. Membership Fees. The cost of and accounting for Membership Fees shall be as determined by the Board of Directors. Membership Fees are payable annually on or before January 1 and are delinquent on March 1, which constitutes **Membership Termination** (see Section 7).

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Section 6. Membership Value. Membership in the TSCO is voluntary, intangible and shall have no monetary worth. Primary benefits to be derived from Membership in the TSCO shall be construed to be as stated in Article I of these By-Laws.

#### Section 7. <u>Membership Termination or Withdrawal</u>.

- a. Any cause which would render any person, family or corporation ineligible for membership in the TSCO under the provisions of these By-Laws may result in Membership Termination, as determined by the Board of Directors. Likewise, any member may, by giving written notice of such intention to the TSCO, withdraw from membership without cause, thereby constituting Membership Withdrawal.
- Terminations or Withdrawals shall be effective when recorded upon the books and records of the TSCO.
- c. All rights, privileges and interests of a member in or to the TSCO shall cease on Membership Termination or Membership Withdrawal or upon the termination of the TSCO as a corporation, whichever occurs first. Any forms submitted or any fees incurred by individuals, families or corporations as a result of seeking or obtaining membership shall remain the property of the TSCO, regardless of the date or reason for Membership Termination or Membership Withdrawal. There shall be no pro rata or other refunds of Membership Fees.
- Section 8. Membership Rolls. Records and Administration. Membership Rolls and Records of the TSCO shall be maintained as determined by the Board of Directors. Administrative matters such as, but not limited to, the provision or non-provision of membership certificates, cards, mementos, incentives, terms of honorary membership(s) and the like shall be as determined by the Board of Directors.

## Article III DIRECTORS AND BOARD OF DIRECTORS

- Section 1. <u>Purpose</u>. The business and affairs of the TSCO shall be vested in, controlled by and conducted by a Board of Directors (**Board**).
- Section 2. <u>Duties</u>. It shall be the duty of the Board:
  - a. To carry on and conduct the business of the TSCO for its Members.
  - b. To perform all acts necessary and proper to carry out the objectives and purposes of the TSCO.
- Section 3. <u>Structure</u>. The Board shall be comprised of not less than seven (7) nor more than fifteen (15) **Directors**. Fewer than seven Voting Members willing to serve as Directors becomes grounds for corporation dissolution.
- Section 4. Classes of Directors. There shall be two classes of Directors:
  - a. Elected Directors (no more than 12 and no fewer than 4, total) shall be elected from among the Voting Members of the TSCO, by the Voting Members at the Annual Membership Meeting (See Article V).
  - b. **Appointed Directors** (no more than 3, total) may be appointed by the incumbent Tomball Mayor and Council. To vote on Board matters, an Appointed Director must be a Voting Member.
- Section 5. <u>Term.</u> Directors shall serve a three (3) year term.
  - a. Terms shall be staggered, the intent being to elect or appoint one-third of all Directors each calendar year.
  - b. Any Director may be removed from office for cause by a three-fourths vote of the remaining Board or by a majority vote of the Voting Members.
  - c. The Board has the authority to fill a vacant Elected Director position with a qualified Voting Member, but only until the next Annual Membership Meeting. A new Elected Director filling the vacancy will serve only until the end of the original vacated term.
  - d. The Mayor and Council have the authority to fill a vacant Appointed Director position at any time, to serve only until the end of the original vacated term.

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- e. In the event all Elected Directors resign or their positions otherwise become vacant, their successors shall be elected at a **Special**Membership Meeting or at the Annual Membership Meeting in accordance with the provisions of these By-Laws (see Article V).
- Section 6. Compensation. The Directors shall not receive any compensation for their services as such, but, by resolution of the Board, Directors may be reimbursed for actual and necessary expenses incurred in the performance of their duties.
- Section 7. <u>Policies and Procedures</u>. The Board of Directors shall operate under their own written and voted **Policies and Procedures** to manage the affairs of the TSCO or to conduct its business.
  - a. The TSCO shall maintain a file of Policies and Procedures, which shall be open to inspection by all Members.
  - Policies and Procedures may be changed or rescinded by a simple majority vote of those Directors present (if a Quorum) at any Regular Board Meeting (see Article V).
- Section 8 <u>Liaisons.</u> Board of Directors shall recognize and request the following offices serve themselves or appoint an agent as permanent Liaisons to the Board. These offices are the City Manager of Tomball, President of the Tomball Community College, President of Tomball Chamber of Commerce, and the Tomball I.S.D. Superintendent. Liaisons, without prejudice, may attend meetings, socials, and other TSCO activities as may occur, under the provisions appropriate to those activities.

#### Article IV OFFICERS

- Section 1. <u>Purpose</u>. The business and affairs of the Board of Directors shall be focused and administered by the TSCO **Officers**.
- Section 2. <u>Duties</u>. It shall be the duty of the Officers:
  - a. To perform the necessary administrative functions for the TSCO to conduct its normal business requirements and corporate obligations.
  - b. To provide guidance and continuity in order to further the objectives and purposes of the TSCO.
- Section 3. <u>Structure</u>. The Officers of the TSCO shall be a President, a Vice-President, a Secretary, and a Treasurer.
  - a. <u>President</u>. The President shall be the chief executive officer of the TSCO and as such shall:
    - i. Preside at all meetings of the Directors and members;
    - ii. Subject to the advice and control of the Directors, have general supervision of the affairs of the TSCO, and shall cause the approved resolutions of the Board of Directors to be carried into effect
    - iii. Retain during his/her tenure, and pass on to his/her successor:
      - The TSCO Articles of Incorporation,
      - The latest copy of the TSCO By-Laws, and
      - The Policies and Procedures of the TSCO.
    - iv. Maintain official copies at Tomball City Hall.
  - b. <u>Vice-President</u>. The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and perform additional duties as the Board of Directors shall prescribe.
  - c. Secretary. The Secretary shall:
    - Attend all meetings of the Members and of the Board of Directors and keep full and complete minutes of the proceedings; in case of absence, the President shall designate a Secretary for that meeting from among the Board of Directors.
    - ii. Maintain an historical record of all written TSCO Minutes (monthly or otherwise)
    - iii. Have custody and control of the corporate seal of the TSCO.

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iv. Perform and discharge such other duties as may be required by law, by the Articles of Incorporation, by these By-Laws, or by the Board of Directors.

#### d. Treasurer. The Treasurer shall:

- Receive and keep all funds of the TSCO and deposit the same in such bank or banks as designated by the Board of Directors.
   He/she shall have authority to sign checks alone for up to \$200.00.
   Any checks in excess of \$200.00 shall require two authorized signatures.
- ii. Keep accurate and timely records of all fiduciary accounts, receipts, disbursements, appropriations and obligations, and provide an accounting of same at each Regular Board Meeting.
- iii. Prepare an Annual Budget in conjunction with guidance determined by the Board of Directors.
- iv. Maintain a complete historical record of TSCO budgets, monthly Treasurer Reports and other financial documents.
- v. Perform and discharge other duties as may be required by law, by the Articles of Incorporation, by the By-Laws, or by the Board of Directors.
- Section 4. <u>Qualifications</u>. Officers will be chosen by the Directors from among those Directors who are also Voting Members, according to procedures determined by the Board.
- Section 5. <u>Term.</u> Officers shall serve a one (1) year term, from October 1 through September 30.
  - a. Election of Officers shall be held at the Annual meeting of the Board of Directors in September of each year, and those positions will be effective as of that meeting.
  - Any Officer may be removed from office for good cause by a threefourths vote of the Board or by a majority vote of the Voting Members.
  - c. Vacancies, however occurring, will be filled for only the remaining term of the vacant position.

#### Article V Committees

- Section 1. <u>Purpose:</u> The purpose of committees is to strengthen the role of the Board of Directors by explaining, proposing, studying and/or recommending courses of action for review by the Board of Directors and for presentation to the membership.
- Section 2. <u>Committee Formation</u>: Members of the committees shall be recommended by the President and approved by the Board of Directors or may be selected by the Committee Chair. Committee members may come from the Directors, TSCO membership or the community at large.

  Committee members serve at the pleasure of the Board and the Committee Chair.

#### Section 3. Rules Governing Committees:

- a. The Chair of a committee must be a member of the Board of Directors. Unless the Board of Directors has selected a chairperson or the Chair is otherwise designated in these by-laws, the committee shall select a chair from its own number.
- b. Non-board members may be appointed to Board committees with the exception of the Executive Committee. However, in no case will nonboard members make up the majority of any committee.
- c. The designation of any committee and the delegation thereto of authority shall not relieve the Board, or any member thereof, of any responsibility imposed by law, the Articles of Incorporation or the By-Laws.

- d. The Board of Directors, with approval of a majority of the entire Board, may abolish a committee, except for Standing Committees. Standing Committees may be abolished only by an amendment to these by-laws.
- e. No committee shall expend money or incur a financial obligation for TSCO without submitting a request to and receiving prior approval from the Board of Directors. Such request shall contain a detailed budget, including expenses and where income is coming from to support the program.
- Section 4. Committee Role and Duties: All committees shall act in an advisory capacity to the Board and each shall have powers and perform such duties not inconsistent with law, the Articles of Incorporation and the by-laws. Except in cases where otherwise provided in the by-laws, a majority of the committee shall constitute a quorum. The vote of a majority of such quorum at a duly constituted meeting shall be sufficient to pass any measure. The rules and regulations governing Standing Committees apply to Ad Hoc Committees. Committee structure is determined by function and responsibility, role and definition.
  - a. Each committee shall keep a full and fair account of its transactions.
  - b. All business, acts or recommendations of a committee shall be reported by the Chair of the Committee to the Board of Directors at their next meeting. The Board of Directors shall review reports and may approve or disapprove of committee reports.
  - c. When designated by the by-laws or upon need, the Chair of the Committee shall submit a report and recommendations to the membership at the annual meeting for their consideration and vote.

- Section 5. <u>Meeting of Committees</u>: Meetings will be called by the Chair of the committee. Committees shall also meet at the call of the President or any three (3) members of the Committee.
- Section 6. <u>Standing Committees</u>: The following shall be the Standing Committees of TSCO. Each standing committee shall have and may exercise all the authority as may be assigned to it by the Board of Directors and the bylaws.
  - a. By-Laws Committee: The By-Laws Committee shall meet to review and update the by-laws at least biennially in even years or as needed. The membership or the board may submit by-laws to the Committee as a recommended item for vote at the annual meeting.
  - The By-Laws Committee reviews by-laws for continuity, language or administrative conflicts.
  - ii. The By-Laws Committee submits all proposed by-law changes to the Board for review and recommendation of acceptance or rejection.
  - iii. The By-Laws Committee will prepare a written presentation to the membership that will reflect the existing by-laws, proposed changes and the Board position. The pro and con positions can be discussed at the annual meeting, prior to the general membership meeting.
  - iv. The Chair of the By-Laws Committee shall give the presentation on proposed by-law changes to the membership at the annual meeting.

- b. Student Exchange Committee: The Student Exchange Committee shall meet as necessary to conduct and oversee the exchange of students. The purpose of this committee shall be to oversee the exchange of all students between sister city communities.
  - i. The Student Exchange Committee recruits host families or students as necessary.
  - ii. The Student Exchange Committee makes policies concerning exchange students and host families as necessary and not in conflict with TSCO Articles or By-Laws or Sister City International Policies.
  - iii. The Student Exchange Committee will prepare a written presentation to the membership that will be presented to the annual membership as a status of the program.
  - iv. The Wayne Stovall Scholarship
- c. Tomball German Heritage Festival Committee: TSCO began the event in 2001 as a one-day community event and has become an annual, family-oriented festival promoting camaraderie and fun, including arts and crafts, children's activities, such as a petting zoo and rides, German music and dancing, Heritage center and German church, Alphenfest, the premier German band in Texas, German food concessions, a Biergarten and vendor booths. In 2004 the festival became a two day event.
  - i. The focus of the Tomball German Heritage Festival is the celebration of Tomball's prominent German American heritage, legacy of the determined nineteenth century immigrants who settled in the Tomball and surrounding areas over 150 years ago.
  - ii. The City of Tomball, the Tomball Area Chamber of Commerce, numerous civic clubs, businesses, and private donors have actively supported the Festival since its inception.

- iii. More than 20,000 30,000 people have attended the Festival yearly, bringing the community together and bringing visitors into Tomball, thereby creating a significant tourism event, benefiting the Festival's many supporters.
- iv. The TSCO desires and request the support and endorsement of the City of Tomball in this community-wide effort.
- **d.** Public Relations Committee: The Public Relations Committee shall meet as necessary to conduct and oversee the communication of TSCO business. The purpose of the Public Relations Committee is to provide all external and internal official TSCO communication.
  - The Public Relations Committee maintains a directory of current memberships and affiliations.
  - ii. The Public Relations Committee makes policies concerning communications as necessary and not in conflict with TSCO Articles or By-Laws or Sister City International Policies.
- iii. The Public Relations Committee will prepare a written presentation to the membership that will be presented to the annual membership as a status of the events not covered by other committees.
- iv. The Public Relations Committee shall produce a TSCO newsletter as given in the TSCO Policy and Procedures.
- Ad Hoc Committees. Committees referred to as Ad Hoc Committees are committees that from time to time, and as necessary, are created and authorized to fulfill an organizational need. Such committees shall be designated by the President with approval of the Board of Directors, for such tasks as circumstances warrant. The committee shall limit its activities to the accomplishment of the task, for which it is appointed and shall have no power to act, except as is specifically conferred by the Board

of Directors. Upon completion of tasks for which the committee is appointed, such committee shall stand discharged

#### Article VI MEETINGS

#### Section 1. Types of Meetings.

- a. Membership Meetings
  - i. Annual
  - ii. Special
- b. Board Meetings
  - i. Regular
  - ii. Special

#### Section 2. <u>Membership Meetings</u>

- Annual Membership Meeting.
  - i. There shall be an Annual Membership Meeting in the month of September each year, within the city limits of the City of Tomball, unless otherwise determined by the Board of Directors.
  - ii. The purposes of the Annual Membership Meeting are to:
    - Elect TSCO Directors to vacant or expiring positions,
    - Receive annual reports from TSCO Officers and
    - Transact other TSCO business as required.
  - iii. Any program beyond the purposes set forth above shall be arranged by the Board of Directors, and shall be devoted to subjects of general interest to TSCO Members.
  - iv. Specific Procedures for Annual Membership Meetings.
    - a. Nominations for Elected Directors.
      - 1. The President shall appoint a **Nominating Committee**, consisting of at least three Voting Members who may, but need not be Directors, but who may not be candidates for election or re-election that year, to nominate candidates for any Elected Director vacancies.
      - 2. In addition, at the Annual Membership Meeting, nominations of any Voting Member may be made from the floor by another Voting Member. A Voting Member nominated from the floor must accept the nomination before his or her name shall be placed on the ballot. Any person or committee nominating a Voting Member for Director must have the written consent of the nominee at the time of nomination, if the nominee is not present to accept in person.

- b. Voting at the Annual Membership Meeting.
  - 1. Each Voting Member who has paid his or her annual Membership Fee by September 1 of that year shall be entitled to vote at the Annual Membership Meeting. Likewise, the statutory agent or any person properly authorized in writing may cast the vote for a Corporate Voting Member.
  - 2. Voting for the election of TSCO Elected Directors at the Annual Membership Meeting shall be by secret paper ballot, unless done by acclamation. In all other matters, the Chair of the meeting (TSCO President) shall have the authority to conduct voting by voice, show of hands, or paper ballot.
  - 3. Any candidate for the position of Director shall have the right to an observer during the vote count.
  - 4. The actual paper ballots cast shall be retained for a period of thirty (30) calendar days by the TSCO Secretary, during which time any Voting Member may review them and note a challenge to any election.
- Special Membership Meeting.
  - 1. The purpose of a Special Membership Meeting is to conduct business that is of such urgency that it cannot wait until the next Annual Membership Meeting.
  - 2. Special Membership Meetings may be called by
  - 3. The President,
  - 4. A majority of the Board of Directors, or
  - A petition of at least ten percent (10%) of the Voting Members, which must be submitted to the President at least 30 days prior to the date of the requested meeting.
  - Any call for a Special Membership Meeting shall state the day, date, time and place of the meeting, which must occur within the city limits of Tomball, Texas.
  - 7. If no designation is made, the place of meeting shall be the Tomball City Hall
- d. Procedures applicable to either Annual or Special Membership Meetings.
  - Notice of Annual or Special Membership Meeting.
    - Notice stating the day, date, time and place of any Annual or Special Membership Meeting shall be by the official Tomball City Newsletter, another newspaper of general circulation in the City of Tomball, and to Members (Voting and Honorary) by First Class mail.
    - Mailing, notification or public notice shall occur not less than one (1) week before the date of the meeting.

- Quorum at Annual or Special Membership Meeting. Ten
  percent (10%) of the Voting Members of the TSCO present
  in person at any Annual or Special Membership Meeting,
  shall constitute a Quorum for the transaction of any and all
  business.
- Order of Business at Annual or Special Membership
   Meeting. This order of business may be altered or
   suspended at any meeting by a majority vote of the Voting
   Members present. Parenthetical entries show primary
   responsibility for the Agenda item.
  - Call to order. (President)
  - Approval of the Agenda. (Voting Members)
  - Approval of Minutes of previous meeting. (Voting Members)
  - Communications. (Secretary)
  - Reports of Officers. (President, Vice-President, Treasurer, Secretary)
  - Special reports. (Board and/or Members)
  - Old business. (Board and/or Members)
  - New business. (Board and/or Members)
  - Election of Directors. (Nominating Committee and Voting Members)
  - Adjournment. (President)
- Presiding Officers at Annual or Special Membership
   Meetings. The President and the Secretary of the TSCO
   shall act as Chair and Secretary respectively at all Annual
   or Special Membership Meetings.

#### Section 3. Board Meetings

- a. Regular Board Meetings.
  - i. There shall be a scheduled, quarterly Regular Board Meeting at a time and place as determined by the Board of Directors.
  - ii. The purpose of the Regular Board Meeting is to transact TSCO business, as required.
  - iii. Regular Board Meetings will be open.
  - iv. Attendance is important; the TSCO has adopted an attendance policy of no more than three (3) consecutive absences without an excuse for regular board or committee members. The Chair of the Board or Committee can excuse a member's absence.

#### b. Procedures for Regular Board Meetings.

- i. Notice of Regular Board Meetings: every reasonable attempt shall be made to inform the TSCO Membership of the day, date, time and place of all Regular Board Meetings. This will normally be accomplished through the official Tomball City Newsletter and TSCO announcements as determined by the Board of Directors, and will normally be available via the Tomball City Hall master calendar of events.
- Regular Board Meetings may be canceled or deferred by the President for inclement weather or other valid reason.

#### c. Special Board Meetings.

 Special Board Meetings may be called by the President or by a majority of the Board of Directors at a day, date, time and place appointed by those calling the meeting.

 The purpose of a Special Board Meeting is to conduct business that is of such urgency that it cannot wait until the next Regular Board

Meeting.

iii. When a Special Board Meeting is called, the Secretary shall give the Directors five (5) days notice of such meeting by mail, or fortyeight (48) hours notice by telephone, stating day, date, time, place, and the principal items of business to be transacted.

### d. Procedures applicable to either Regular or Special Board Meetings.

- Quorum: Attendance at any Board Meeting by at least fifty percent (50%) of the Directors who are Voting Members shall constitute a Quorum for the transaction of any and all business by the Board.
- Order of Business: The order of business for any Board Meeting shall be established by the President or the Directors, as appropriate.



# TOMBALL SISTER CITY ORGANIZATION Tomball, Texas – Telgte, Germany P.O. BOX 1131 TOMBALL, TEXAS 77377

Tomball Sister City Board or the IRS does not require Audits. We fill out the required 990 that is inserted into this packet. The Amount of the Audit is 10 to 15K. If this committee would like to provide the extra funds for the Audit TSCO will complete one to your specifications.

### **Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

▶ Do not enter social security numbers on this form as it may be made public.

Open to Public

		nue Service	<b>▶</b> G	o to www.irs.go	v/ <i>Form990</i> for i	nstructions	and the late	st info	ormation.		Inspect	ion
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Η	Initial re		14107 SPRING	PINES DR							281-924-3324	
$\exists$		urn/terminated	City or town, st	ate or province, co	untry, and ZIP or for	reign postal co	ode					
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For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 11282Y

Form **990** (2020)

4d	Other program	services (Describe on Schedule O.)
	(Expenses \$	including grants of \$

) (Revenue \$

**4e** Total program service expenses ▶

177,724

Part	Checklist of Required Schedules			
			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1		V
2	Is the organization required to complete Schedule B, Schedule of Contributors See instructions?	2	П	V
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3		V
4	<b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4		
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5		V
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6		V
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		V
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		V
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV	9		V
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V	10		V
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VIII, IX, or X as applicable.			
а	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	11a	V	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	11b		V
С	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	11c		V
d e	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	11d 11e	  V	V
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	11f		V
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	12a		V
b 13	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	12b 13		2
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		V
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b		V
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV	15		V
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV.	16		V
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I See instructions	17		V
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18		V
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a?  If "Yes," complete Schedule G, Part III	19		V
20a b	Did the organization operate one or more hospital facilities? <i>If</i> "Yes," complete Schedule H	20a 20b	H	V
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21		V

Part	IV Checklist of Required Schedules (continued)			
			Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22		V
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	23		V
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a	24a		v
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	Ш	
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	무	므
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	ш	
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a		V
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	25b		V
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II	26		V
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III	27		V
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
а	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV	28a		V
b	A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV	28b		V
С	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV	28c		V
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29	Щ	~
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M	30		V
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I	31	Щ	V
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II	32		V
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33		V
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	34		V
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		V
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2.	35b		
36	<b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If</i> "Yes," complete Schedule R, Part V, line 2	36		
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI	37		V
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.	38	V	
Part				
	Check if Schedule O contains a response or note to any line in this Part V			
			Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable 1a -0-			
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable			
С	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		

Part	V Statements Regarding Other IRS Filings and Tax Compliance (continued)			
			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax			
	Statements, filed for the calendar year ending with or within the year covered by this return 2a 1			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? .	2b		
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
За	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		V
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O.	3b		П
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over,		_	
	a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		V
b	If "Yes," enter the name of the foreign country ▶			
	See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		V
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		V
С	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		Ħ
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the			
	organization solicit any contributions that were not tax deductible as charitable contributions?	6a	Ш	<u></u>
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or	_		
_	gifts were not tax deductible?	6b	ш	느
7	Organizations that may receive deductible contributions under section 170(c).			
а	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods	7a		_
<b>L</b>	and services provided to the payor?	7b	H	$\vdash$
b	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was	7.5	_	ш_
C	required to file Form 8282?	7c	П	П
d	If "Yes," indicate the number of Forms 8282 filed during the year			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? .	7f	Ħ	$\sqcap$
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		Ħ
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		Π
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the			
_	sponsoring organization have excess business holdings at any time during the year?	8		
9	Sponsoring organizations maintaining donor advised funds.			
а	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	Section 501(c)(7) organizations. Enter:			
а	Initiation fees and capital contributions included on Part VIII, line 12			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities . 10b			
11	Section 501(c)(12) organizations. Enter:			
а	Gross income from members or shareholders			
b	Gross income from other sources (Do not net amounts due or paid to other sources	- 8		
	against amounts due or received from them.)	40-	_	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	щ	ш.
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.  Is the organization licensed to issue qualified health plans in more than one state?	13a		$\overline{}$
а	Note: See the instructions for additional information the organization must report on Schedule O.	13a		ш_
L.	Enter the amount of reserves the organization is required to maintain by the states in which			
b	the organization is licensed to issue qualified health plans			
С	Enter the amount of reserves on hand			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	П	V
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O.	14b	Ħ	一
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or			
	excess parachute payment(s) during the year?	15		V
	If "Yes," see instructions and file Form 4720, Schedule N.			
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16		V
	If "Yes," complete Form 4720, Schedule O.			

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Part	Governance, Management, and Disclosure For each "Yes" response to lines 2 response to line 8a, 8b, or 10b below, describe the circumstances, processes, or change						
	Check if Schedule O contains a response or note to any line in this Part VI						
Secti	on A. Governing Body and Management						
			<b>V</b> 1		Yes	No	
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	5				
	If there are material differences in voting rights among members of the governing body, or						
	if the governing body delegated broad authority to an executive committee or similar						
	committee, explain on Schedule O.						
b	Enter the number of voting members included on line 1a, above, who are independent .	1b		-			
2	Did any officer, director, trustee, or key employee have a family relationship or a business any other officer, director, trustee, or key employee?	relatio	onship with	2		V	
•	Did the organization delegate control over management duties customarily performed by or	unde	r the direct	-			
3	supervision of officers, directors, trustees, or key employees to a management company or o			3		V	
4	Did the organization make any significant changes to its governing documents since the prior For			4		V	
5	Did the organization become aware during the year of a significant diversion of the organization			5	$\Box$	V	
6	Did the organization have members or stockholders?			6		V	
7a	Did the organization have members, stockholders, or other persons who had the power to	elect	or appoint				
	one or more members of the governing body?			7a		V	
b	Are any governance decisions of the organization reserved to (or subject to approva				_		
	stockholders, or persons other than the governing body?			7b	$\sqcup$	V	
8	Did the organization contemporaneously document the meetings held or written actions ur	derta	ken during				
	the year by the following:					$\Box$	
a	The governing body?			8a 8b	V	H	
b							
Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O							
Secti	on B. Policies (This Section B requests information about policies not required by the		ernal Rever	9 ue C	ode.)	V	
					Yes	No	
10a	Did the organization have local chapters, branches, or affiliates?			10a		V	
b	If "Yes," did the organization have written policies and procedures governing the activities o						
	affiliates, and branches to ensure their operations are consistent with the organization's exem			10b		Ц	
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before		ng the form?	11a	~	Ш	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.				_		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13			12a		~	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give			12b	Щ	ш	
C	Did the organization regularly and consistently monitor and enforce compliance with the		"? If "Yes,"	100	П	П	
42	describe in Schedule O how this was done			12c	H	V	
13 14	Did the organization have a written document retention and destruction policy?			14	H		
15	Did the process for determining compensation of the following persons include a review a	nd a	noroval by			12.	
	independent persons, comparability data, and contemporaneous substantiation of the deliberation						
а	The organization's CEO, Executive Director, or top management official			15a		V	
b	Other officers or key employees of the organization			15b		V	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).						
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar						
	with a taxable entity during the year?			16a	ш	V	
b	If "Yes," did the organization follow a written policy or procedure requiring the organization						
	participation in joint venture arrangements under applicable federal tax law, and take steps to organization's exempt status with respect to such arrangements?			16b	$\Box$	$\Box$	
Sacti	on C. Disclosure		#(: #(: #)	100		Ш.	
17	List the states with which a copy of this Form 990 is required to be filed					-	
18	Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable	99	0. and 990-	Γ (Sec	tion F	501(c)	
.0	(3)s only) available for public inspection. Indicate how you made these available. Check all that			,,,,,,,		(5)	
	Own website Another's website  Upon request Other (explain on So						
19	Describe on Schedule O whether (and if so, how) the organization made its governing doct	ımen	ts, conflict o	f inter	est p	olicy,	
	and financial statements available to the public during the tax year.					-	
20	State the name, address, and telephone number of the person who possesses the organization	n's b	ooks and re	cords			
	Craig Bogner,PO Box 1131, Tomball, TX 77377 (832) 715-6291						

	Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, an Independent Contractors	ıC
(	Check if Schedule O contains a response or note to any line in this Part VII	
Section A.	Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees	
1a Complete	this table for all persons required to be listed. Perort companyation for the calendar year anding with or within t	h

- 1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.
- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - · List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization not	r any relate	d org	aniz	atic	n c	ompe	ensa	ited any current	officer, director,	or trustee.	
<b>(A)</b> Name and title	(B)  Average hours per week (list any hours for related organizations below dotted line)	box, office or directo	unles	Pos neck	rson	than is both is both employee	n an	(D)  Reportable compensation from the organization (W-2/1099-MISC)	(E)  Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations	
(1) Grady Martin	25	V	П	V	П	П	П	0	0		0
Chariman (2) Kit Pfeiffer Vice Chairman	0 10 0	<u>-</u>		V				0	0		0
(3) Sandra Martin Secretary	10 0	V		V				0	0		0
(4) Sandra Martin Treasurer	10 0			V				0	0		0
(5) Craig Bogner Executive Director	40 0				V			48,300	0		0
(6) (7)											6
(8)											5
(9)											
(10)											180
(11)											è
(12)											-
(13)							П				
(14)											6

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Pari	VII Section A. Officers, Directors, 7	rustees,	Key	Em	plo	yee	s, an	ıd F	lighest Compe	nsated	Emplo	yees (continu	ied)	
	(A) Name and title	(B) Average hours per week	box,	unles	Pos neck ss pe	erson	e than is both or/trus	n an tee)	(D) Reportable compensation from the	(E) Reportable compensation from related		(F) Estimated amoun of other compensation		
			Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	organization (W-2/1099-MISC)	organiza (W-2/1099	ations	from the organization ar related organizati	nd	
(15)														
(16)														
(17)														
(18)														
(19)		*******												
(20)													_	
(21)	***************************************													
(22)														
(23)														
(24)														
(25)														
1b	Subtotal	\/II Costio	. ®	3	•		-						_	
c d	Total from continuation sheets to Part Total (add lines 1b and 1c)			•	•		3		48,300		0			
2	Total number of individuals (including but reportable compensation from the organic			ose	list	ed a	above	e) w	ho received more	e than \$1	00,000	of		
3	Did the organization list any former of employee on line 1a? If "Yes," complete S	Schedule J	for s	uch	indi	ividu	ıal					3 🗆 🛭	No V	
4	For any individual listed on line 1a, is the organization and related organizations individual												<u> </u>	
5	Did any person listed on line 1a receive o for services rendered to the organization?									ion or inc	dividual 		V	
	on B. Independent Contractors		-		_								_	
1	Complete this table for your five high compensation from the organization. Repo													
	<b>(A)</b> Name and business add	ress							(B) Description of serv	ices	(	(C) Compensation		
NONE													_	
													_	
2	Total number of independent contractor received more than \$100,000 of compensations.							th	ose listed above	e) who				

Part	t VIII	Statement of Revenue		~0 1 41 B			
		Check if Schedule O contains a response	e or note to any				0
				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
ıts ıts	1a	Federated campaigns 1a	0				
irar	b	Membership dues 1b	0				
e, È	С	Fundraising events 1c	0				
ar /	d	Related organizations 1d	0				
S, G	e	Government grants (contributions) 1e	0				
Sign	f	All other contributions, gifts, grants,	o				
he		and similar amounts not included above 1f					
풀	g	Noncash contributions included in lines 1a–1f 1g \$	0				
on but	[			0			
	h	Total. Add lines 1a-1f	Business Code	0			
ģ	2a	Civic and Social Organizations		477 740	177,712		0
Program Servic Revenue	b	Civic and Social Organizations  Civic and Social Organizations	813410 813410	177,712 80,000	80,000	0	0
	C		013410	80,000	50,000		-
	ď	***************************************			18.1		
	e						
	f	All other program service revenue					
	g	Total. Add lines 2a-2f	(#5 (#5 (#6 <b>P</b>	257,712			
	3	Investment income (including dividends,					
		other similar amounts)	▶[	5	5	0	0
	4	Income from investment of tax-exempt bone	d proceeds ►	0	0	0	0
	5	Royalties		0	0	0	0
		(i) Real	(ii) Personal				
	6a	Gross rents 6a	- 2				
	b	Less: rental expenses 6b					
	С	Rental income or (loss) 6c					
	d	Net rental income or (loss)	🕨				
	7a	Gross amount from (i) Securities	(ii) Other				
		sales of assets	- 1				
		other than inventory 7a					
<u>n</u>	b	Less: cost or other basis					
Ver		and sales expenses . 7b					
Re	ı	Gain or (loss) 7c					
ē	I	Net gain or (loss)	•				
	8a	Gross income from fundraising	1				
Miscellaneous Other Revenue Program Servi Revenue Revenue		events (not including \$0 of contributions reported on line					
		1c). See Part IV, line 18 8a	0				
	ь	Less: direct expenses 8b	0				
	C	Net income or (loss) from fundraising event		0		0	0
	9a	Gross income from gaming		U			
	34	activities. See Part IV, line 19 . 9a	10				
	ь	Less: direct expenses 9b					
	c	Net income or (loss) from gaming activities	<b>•</b>				
	10a	Gross sales of inventory, less					
		returns and allowances 10a					
	ь	Less: cost of goods sold 10b					
	С	Net income or (loss) from sales of inventory	to a second				
S			Business Code				
e 60	11a			833	833	0	0
lan	ь						
ev	С	***************************************					
Ais	d	All other revenue					
	е	Total royenue See instructions	20, 20, 21	833 259 550	258 550		ď
	40	wassansa Caa matu satiana		250 EEU	250 EEV		

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX.

	ot include amounts reported on lines 6b, 7b, b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				*
2	Grants and other assistance to domestic individuals. See Part IV, line 22				
3	Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 5	Benefits paid to or for members  Compensation of current officers, directors, trustees, and key employees	48,300	0	48,300	
6	Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	o	0	a	
7	Other salaries and wages	0	0	0	
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	0	0	0	
9	Other employee benefits	234	0	234	(
10	Payroll taxes	3,694	0	3,694	
11	Fees for services (nonemployees):				
а	Management				
b	Legal				
C	Accounting [				
d	Lobbying				
е	Professional fundraising services. See Part IV, line 17				
f	Investment management fees				
9	Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12	Advertising and promotion	34,601	34,601	0	0
13	Office expenses	14,140	640	13,500	0
14	Information technology	0	0	0	0
15	Royalties	0	0	0	0
16	Occupancy	0	0	0	0
17	Travel	0	0	0	0
18	Payments of travel or entertainment expenses for any federal, state, or local public officials	0	0	0	
19	Conferences, conventions, and meetings .	140,410	138,637	1,773	0
20	Interest	0	0	0	
21	Payments to affiliates	0	0	0	0
22	Depreciation, depletion, and amortization .	1,126	0	1,126	0
23	Insurance	3,939	2,996	943	0
24	Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If				
	line 24e amount exceeds 10% of line 25, column				
	(A) amount, list line 24e expenses on Schedule O.)				
а	Auto	2,201	0	2,201	0
b	Donations	252	0	252	0
С	Meals	1,681	0	1,681	0
d	Repair/Main	2,846	0	2.846	0
е	All other expenses	2,176	850	1,326	0
25	Total functional expenses. Add lines 1 through 24e	255,600	177,724	77,876	0
26	Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

#### Part X Balance Sheet Beginning of year End of year Cash-non-interest-bearing . . . . . . . . . . . . . 198,363 202,313 Savings and temporary cash investments . . . . . . . . . Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons . . . . . Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B). Assets n Prepaid expenses and deferred charges . . n Land, buildings, and equipment: cost or other 10a 10a 11.605 basis. Complete Part VI of Schedule D . . . 6,192 10c 5,975 Less: accumulated depreciation . . . . . 10b 5.630 h Investments-publicly traded securities . . . . . n Investments—other securities. See Part IV, line 11 . . . n Total assets. Add lines 1 through 15 (must equal line 33) . . . . 204,555 208,288 Escrow or custodial account liability. Complete Part IV of Schedule D. . . Loans and other payables to any current or former officer, director, Liabilities trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons . . . . . Secured mortgages and notes payable to unrelated third parties . . . n Unsecured notes and loans payable to unrelated third parties . . . . Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X 14,056 9,315 Total liabilities. Add lines 17 through 25 . . . . . . . . . . . . 9,315 14,056 Organizations that follow FASB ASC 958, check here ▶ □ Balances and complete lines 27, 28, 32, and 33. Net assets without donor restrictions . . . . . . Fund Organizations that do not follow FASB ASC 958, check here ▶ 🔽 and complete lines 29 through 33. Net Assets or Retained earnings, endowment, accumulated income, or other funds . . . 195,240 194,232 195,240 194,232 204,555 208,288

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Par	Reconciliation of Net Assets						
	Check if Schedule O contains a response or note to any line in this Part XI	•0 1•0, s•1 <u>s</u>					
1	Total revenue (must equal Part VIII, column (A), line 12)	1		25	8,550		
2	Total expenses (must equal Part IX, column (A), line 25)	2		25	5,600		
3	Revenue less expenses. Subtract line 2 from line 1	3			2,950		
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4		195,240			
5	Net unrealized gains (losses) on investments						
6	Donated services and use of facilities	6			0		
7	Investment expenses	7			0		
8	Prior period adjustments	8			0		
9	Other changes in net assets or fund balances (explain on Schedule O)	9					
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line						
	32, column (B))	10		19	4,232		
Part	XII Financial Statements and Reporting						
	Check if Schedule O contains a response or note to any line in this Part XII	• • •			Ш		
				Yes	No		
1	Accounting method used to prepare the Form 990: 🗹 Cash 🔲 Accrual 🔲 Other						
	If the organization changed its method of accounting from a prior year or checked "Other," e	explain in					
_	Schedule O.						
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		2a	ш	V		
	If "Yes," check a box below to indicate whether the financial statements for the year were cor	npiled or					
	reviewed on a separate basis, consolidated basis, or both:						
	Separate basis Consolidated basis Both consolidated and separate basis		01.				
D	Were the organization's financial statements audited by an independent accountant?		2b	ш	V		
	If "Yes," check a box below to indicate whether the financial statements for the year were audi	ted on a					
	separate basis, consolidated basis, or both:  Separate basis  Consolidated basis  Both consolidated and separate basis						
	<b>—</b> · — — — — — — — — — — — — — — — — — —						
С	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for ow the audit, review, or compilation of its financial statements and selection of an independent accounts		2c		П		
	If the organization changed either its oversight process or selection process during the tax year, e		20				
	Schedule O.	хріаін он					
20	As a result of a federal award, was the organization required to undergo an audit or audits as set fo	rth in tha					
<b>ગ</b> લ	Single Audit Act and OMB Circular A-133?	ini in me	За	П	v		
ь	If "Yes," did the organization undergo the required audit or audits? If the organization did not und	 Ierao the	08				
D	required audit or audits, explain why on Schedule O and describe any steps taken to undergo such a		3b				
				п <b>990</b>	(2020)		
					1-0-0		

## SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service Name of the organization

#### **Supplemental Financial Statements**

► Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. ► Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Employer identification number

TOMI	BALL SISTER CITY ORGANIZATION		43-1991155
Par			ds or Accounts.
	Complete if the organization answered "		
		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4 5	Did the organization inform all donors and donor	advisors in writing that the assets he	eld in donor advised
•	funds are the organization's property, subject to the		
6	Did the organization inform all grantees, donors, a	nd donor advisors in writing that gran	t funds can be used
	only for charitable purposes and not for the benefit		
	conferring impermissible private benefit?		· · · · · · · 📋 Yes 📙 No
Par	t II Conservation Easements.		
	Complete if the organization answered "		
1	Purpose(s) of conservation easements held by the o		
	Preservation of land for public use (for example, recre		of a historically important land area
	Protection of natural habitat	☐ Preservation o	of a certified historic structure
2	Preservation of open space Complete lines 2a through 2d if the organization he	d a qualified conservation contribution	n in the form of a consequation
_	easement on the last day of the tax year.	a qualified conservation contribution	Held at the End of the Tax Year
а			. 2a
b	Total acreage restricted by conservation easements		
c	Number of conservation easements on a certified h		
d	Number of conservation easements included in (		
	historic structure listed in the National Register .		· 2d
3	Number of conservation easements modified, trans	ferred, released, extinguished, or tern	minated by the organization during the
	tax year ►		
4	Number of states where property subject to conser	vation easement is located	properties by a second
5	Does the organization have a written policy reg violations, and enforcement of the conservation eas		
_	•		
6	Staff and volunteer hours devoted to monitoring, inspec	ting, handling of violations, and emorcing	g conservation easements during the year
7	Amount of expenses incurred in monitoring, inspecting	n handling of violations, and enforcing	conservation easements during the yea
•	S	g, narialing of violations, and emoroting t	oonservation easements during the year
8	Does each conservation easement reported on line 2	2(d) above satisfy the requirements of	section 170(h)(4)(B)(i)
	and section 170(h)(4)(B)(ii)?		
9	In Part XIII, describe how the organization reports c		
	balance sheet, and include, if applicable, the text of		ancial statements that describes the
=0 -	organization's accounting for conservation easemen		
Par	Organizations Maintaining Collections		Other Similar Assets.
4	Complete if the organization answered "  If the organization elected, as permitted under FAS		is atatament and balance about work
та	of art, historical treasures, or other similar assets		
	service, provide in Part XIII the text of the footnote t		
b	If the organization elected, as permitted under FAS		
-	art, historical treasures, or other similar assets held		
	provide the following amounts relating to these item	s:	•
	(i) Revenue included on Form 990, Part VIII, line 1		▶ \$
	(ii) Assets included in Form 990, Part X		▶ \$
2	If the organization received or held works of art,		assets for financial gain, provide the
	following amounts required to be reported under FA		
a	Revenue included on Form 990, Part VIII, line 1 .		<b>&gt;</b> \$
h	Assets included in Form 990 Part X		

Schedule D (Form 990) 2020 Page **2** 

Pari 3	Using the organization's acquisition, a							
•	collection items (check all that apply):	accession, and ou	101 1000	140, 01100	it uny or the	, 101101	and make of	grimount doe or no
а	☐ Public exhibition		d	Loan	or exchange	e progr	ram	
b	Scholarly research							
c	Preservation for future generations		•					
4	Provide a description of the organizat		nd expl	ain how t	hey further t	the org	anization's exem	pt purpose in Part
	XIII.				•	•		
5	During the year, did the organization	solicit or receive of	donation	ns of art,	historical tre	easure	s, or other simila	r
	assets to be sold to raise funds rather	than to be maintai	ined as	part of th	e organizatio	on's co	ollection?	☐ Yes ☐ No
Part	Part IV Escrow and Custodial Arrangements.							
	Complete if the organization	answered "Yes"	on Fo	m 990, I	Part IV, line	9, or	reported an am	ount on Form
	990, Part X, line 21.							
1a								
	included on Form 990, Part X?							☐ Yes ☐ No
b	If "Yes," explain the arrangement in Pa	art XIII and comple	te the fo	ollowing to	able:	-		
								nount
С	Beginning balance					10		
d	Additions during the year					1d		
е	Distributions during the year					1e		
f	Ending balance					1f		
2a	Did the organization include an amour							
b	If "Yes," explain the arrangement in Pa	art XIII. Check here	if the e	xplanatio	n has been p	provide	ed on Part XIII .	<u> U</u>
Par	t V Endowment Funds.		_					
	Complete if the organization							
		(a) Current year	<b>(b)</b> Pri	or year	(c) Two years	back	(d) Three years back	(e) Four years back
1a	Beginning of year balance							
b	Contributions							
С	Net investment earnings, gains, and							
	losses							
d	Grants or scholarships							
e	Other expenditures for facilities and							
	programs							
f	Administrative expenses							
g	End of year balance				L			L
2	Provide the estimated percentage of the	-		e (line 1g	ı, column (a))	) held a	as:	
а	Board designated or quasi-endowmen		%					
ь	Permanent endowment	%						
C	Term endowment ▶ %							
_	The percentages on lines 2a, 2b, and 2							
3a	Are there endowment funds not in the	e possession of the	e organı	zation tha	at are held a	ind ad	ministered for the	
	organization by:							Yes No
	(i) Unrelated organizations							3a(i)
	,,							3a(ii)
b	If "Yes" on line 3a(ii), are the related or	•						3b
4	Describe in Part XIII the intended uses		n's endo	owment to	unds.			
Part			_	000 5			S E 000	D 137 II 40
	Complete if the organization			1				
	Description of property	(a) Cost or oth (investme		1 , ,	or other basis ther)		Accumulated epreciation	(d) Book value
4 -	Lond	(iiii sourie	7	(0		30		
1a	Land							
b	Buildings							
c	Leasehold improvements		8,248				5,630	2.640
d	Equipment	-	3,357				0,030	2,618 3,357
Total	Other	ust equal Form 00		X column	(R) line 10c	- 1		5,357

Schedule D (Form 990) 2020

Schedule D (Form 990) 2020 Page **3** 

Part VII	Complete if the organization answered "Yes" on For	m 990. Part IV. lii	ne 11b. See Form 9	90. Part X. line 12.
	(a) Description of security or category (including name of security)	(b) Book value	(c) Metho	d of valuation:
74) Einnesiel			Cost of end-of	-year market value
(1) Financia	neld equity interests			
(3) Other	icia equity interests			
(A)				
(B)				
(C)			1	
(D)				
(E)				
(F)				
(G)				
(H)	***************************************			
	mn (b) must equal Form 990, Part X, col. (B) line 12.) .			
Part VIII	Investments-Program Related.		*	
	Complete if the organization answered "Yes" on For	m 990, Part IV, lir	ne 11c. See Form 9	90, Part X, line 13.
	(a) Description of investment	(b) Book value		d of valuation: -year market value
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)	work of high brackets are ware ways.			
	mn (b) must equal Form 990, Part X, col. (B) line 13.) .			
Part IX	Other Assets.	2000		
	Complete if the organization answered "Yes" on For	m 990, Part IV, Iir	ne 11d. See Form 9	
	(a) Description			(b) Book value
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
	mn (b) must equal Form 990, Part X, col. (B) line 15.)			
Part X	Other Liabilities.		2 3 4 2 2 1	
	Complete if the organization answered "Yes" on For line 25.	m 990, Part IV, Iir	ne 11e or 11f. See F	Form 990, Part X,
1.	(a) Description of liability			(b) Book value
(1) Federal in	ncome taxes			(1)
(2) Exchange	e Student fund balance			8,134
(3) Credit C	ard			5,923
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
	Properties of the Control of the Con			14,056
	uncertain tax positions. In Part XIII, provide the text of the footnot			
organization's	s liability for uncertain tax positions under FASB ASC 740. Check	here if the text of the	e footnote has been pro	ovided in Part XIII .

Schedule D (Form 990) 2020 Page **4** 

and the said of	Reconciliation of Revenue per Audited Financial Statements		Return.	
	Complete if the organization answered "Yes" on Form 990, Part			_
1	Total revenue, gains, and other support per audited financial statements	2 2 1 1 1 1 1 1 1 1 1	1	_
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:	2		
а	Net unrealized gains (losses) on investments			
b	Donated services and use of facilities			
С	Recoveries of prior year grants			
d	Other (Describe in Part XIII.)			
е	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
а	Investment expenses not included on Form 990, Part VIII, line 7b 4a			
b	Other (Describe in Part XIII.)			
C	Add lines <b>4a</b> and <b>4b</b>		4c	_
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	_
Part			er Return.	
	Complete if the organization answered "Yes" on Form 990, Part			
1	Total expenses and losses per audited financial statements	40 40 000 000 000 000 000	1	_
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:	r		
а	Donated services and use of facilities	<del></del>		
b	Prior year adjustments			
C	Other losses	+		
d	Other (Describe in Part XIII.)			
е			2e	_
3	Subtract line 2e from line 1		3	_
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b			
b	Other (Describe in Part XIII.)	-		
C			4c	_
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	<u> </u>	5	_
	XIII Supplemental Information. de the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; F	Part IV lines 1b and 2b	· Dort V. line 4: Port V. lin	_
	t XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to pro			IC
Z, 1 Q1	t Mi, illioo 2d and 45, and t art Mi, illioo 2d and 45.7 100 complete the part to pro-	ovido dily additional ili	TOTTI GLIOTI	
		***************************************		
				****
			******************************	***
		************************		****
		***************************************		
		***************************************		

#### SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury

Internal Revenue Service

#### Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

► Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Open to Public

Inspection

Name of the organization TOMBALL SISTER CITY ORGANIZATION	Employer identification number 43-1991155
#1: FormAndLineReferenceDesc: Part VI, Section B, Line 11b	
ExplanationTxt:	
Board members review their copies of the tax return at a monthly board member.	
#2: FormAndLineReferenceDesc: Part VI, Section C, Line 19	
ExplanationTxt:	T. II. 1841 DE 1881 HERBEUG HINDONINE ER BUILDON TON TON THE THE OWNER.
No documents available to the public	SANCE SUPPLIES CONTROL OF CONTROL
	воеция немен не приходителя и почить приходительной воеция почить почить почить почить почить почить почить по
	***************************************

## **Public Information Report**

## Public Information Report THE TOMBALL SISTER CITY ORGANIZATION

Report Year :2021

Information on this site is obtained from the most recent Public Information Report (PIR) processed by the Secretary of State (SOS). PIRs filed with annual franchise tax reports are forwarded to the SOS. After processing, the SOS sends the Comptroller an electronic copy of the information, which is displayed on this web site. The information will be updated as changes are received from the SOS.

You may order a copy of a Public Information Report from <a href="mailto:open.records@cpa.texas.gov">open.records@cpa.texas.gov</a> or Comptroller of Public Accounts, Open Records Section, PO Box 13528, Austin, Texas 78711.

Title	Name and Address
DIRECTOR	<b>CRAIG BOGNER</b> 31226 ANTONIA LN TOMBALL, TX 77375
TREASURER	<b>CRAIG BOGNER</b> 31226 ANTONIA LN TOMBALL, TX 77375
DIRECTOR	<b>GRADY MARTIN</b> 8118 BOUDREAUX TOMBALL, TX 77375
DIRECTOR	KIT PFEIFFER 31214 HELEN LANE TOMBALL, TX 77375



#### **Franchise Tax Account Status**

As of: 07/18/2022 16:14:46

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

#### THE TOMBALL SISTER CITY ORGANIZATION

Texas Taxpayer Number 32005205433

Mailing Address PO BOX 1131 TOMBALL, TX 77377-1131

Right to Transact Business in ACTIVE

State of Formation TX

**Effective SOS Registration Date** 04/18/2002

Texas SOS File Number 0800077334

Registered Agent Name GRADY MARTIN

Registered Office Street Address 8118 BOUDREAUX RD. SPRING, TX 77379



# TOMBALL SISTER CITY ORGANIZATION Tomball, Texas – Telgte, Germany P.O. BOX 1131 TOMBALL, TEXAS 77377

Tomball Sister City Board Meetings October 2022 – Oct 2023

October 6, 2022 March 16, 2023 May 18, 2023 August 17, 2023

### **Craig Bogner**

#### 832-715-6291 31226 Antonia Lane, Tomball, TX 77375

craigbogner@gmail.com

#### **Work History**

#### May 2016 - current

Tomball Sister City - General Manager Tomball German Festivals

#### **Duties & Responsibilities**

Oversee all the working of the Tomball German Heritage Festivals and the Tomball German Christmas Festivals. Vendor applications, Advertising, Permits, Entertainment Budgets, Traffic Flow and Safety.

#### March 2004 - March 2016

Owner, Kwik Kopy Printing, Tomball, TX

#### **Duties & Responsibilities**

Supervised day to day operations of the prepress department, press room and bindery. Maintained accounts receivable and accounts payable daily.

#### March 2002 - May 2004

Advertising Consultant, AutoTrader.com

#### **Duties & Responsibilities**

Worked with independent and franchised auto dealers. Both active and prospect accounts in defined territories. Help guide and educate dealers to make the best advertising decision.

#### March 2000 - March 2002

Account Representative, Arcadia Financial

#### **Duties & Responsibilities**

Worked with independent and franchised auto dealers. Both active and prospect accounts in defined territories. To help produce sub-prime auto loans

#### March 1998 - March 2000

Financial Director, Streater Smith Honda

#### **Duties & Responsibilities**

Director of 3 dealerships in the financial and insurance department. Matching customers and financial institutions and insurance company's.

#### Education

**Various Program Certifications** 

United States Navy Honorable discharge E-5

#### Non-Degree Program

Lone Star College System – North Harris

High School Diploma/GED Magnolia High School

TOMBSIS-01



#### CERTIFICATE OF LIABILITY INSURANCE

TGRANDJEAN

DATE (MM/DD/YYYY) 7/19/2022

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.

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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). Kaliff Insurance 2009 N.W. Military Hwy FAX (A/C, No): PHONE (A/C, No. Ext): (210) 829-7634 San Antonio, TX 78213 **INSURER(S) AFFORDING COVERAGE** NAIC # INSURER A: T.H.E. Insurance Company 12866 INSURER B : INSURED INSURER C : **Tomball Sister City Organization** P.O. Box 1131 INSURER D Tomball, TX 77377 INSURER E : CERTIFICATE NUMBER: **REVISION NUMBER:** COVERAGES 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. ADDL SUBR POLICY EFF POLICY EXP
(MM/DD/YYYY) (MM/DD/YYYY) POLICY NUMBER LIMITS TYPE OF INSURANCE 1,000,000 A X COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE 100,000 DAMAGE TO RENTED PREMISES (Ea occurren 5/26/2023 CLAIMS-MADE X OCCUR CPP 0108132 01 5/26/2022 X MED EXP (Any one person) 1,000,000 PERSONAL & ADV INJURY 2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE 2,000,000 PRO-JECT X POLICY PRODUCTS - COMP/OP AGG OTHER COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILE LIABILITY \$ ANY AUTO BODILY INJURY (Per person) SCHEDULED AUTOS OWNED AUTOS ONLY BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) NON-OWNED AUTOS ONLY HIRED AUTOS ONLY UMBRELLA LIAB EACH OCCURRENCE OCCUR **EXCESS LIAB** CLAIMS-MADE AGGREGATE DED RETENTION \$ PER STATUTE WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT N/A E.L. DISEASE - EA EMPLOYEE \$ If yes, describe under DESCRIPTION OF OPERATIONS below E L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
ADDITIONAL INSURED WITH RESPECTS TO INSURED'S OPERATIONS AS CONTRACTUALLY OBLIGATED: City of Tomball, its Officials, Employees, Volunteers, Boards and Commissions CANCELLATION CERTIFICATE HOLDER SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. City of Tomball 401 Market Street Tomball, TX 77375 AUTHORIZED REPRESENTATIVE Mitchell H Tak

ACORD 25 (2016/03)

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## CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Director of Finance City of Tomball 501 James Street Tomball, TX. 77375

Applicant Organization: Spring

Spring Creek County Historical Association

Organization Director:

Mary McCoy

Project for which funding is requested:

**Operations Activities** 

Date of Event: Annual 2022-2023

Description of funding being requested:

1.	Contractors - Mowing , Etc.	\$	8,000
2.	Fees and Advertising	\$.	4,000
0	Densir and Construction Deinting Oil		

3. Repair and Construction -Painting- Oil

Field House, school house, etc \$ 18,000

TOTAL \$ 30,000

Location: Tomball Museum Center 510 N. Pine Street

#### **GRANT AMOUNT:**

Amount Funded for FY 2021-2022	\$30.000
Amount Requested for FY 2022-20223	\$30,000
% Increase requested	0

#### **ORGANIZED BUDGET FOR 2021-2022**

	CITY FUNDS	OTHER FUNDS	TOTAL
PERSONNEL		\$18,000	\$18,000
UTILITIES		\$12,000	\$12,000
REPAIRS AND MAINTANENCE	\$18,000	\$6,000	\$24,000
ADVERTISING	\$2,000	\$7,000	\$9,000
FEES - Yearly Dry-wood Termite Inspections/ Insurance	\$2,000	\$7,500	\$9,500
MISCELLANEOUS EXPENSES		\$3,500	\$3,500
CONTRACTED SERVICES - MOWING, ETC	\$8,000	\$2,000	\$10,000
TOTAL	\$30,000	\$56,000	\$86,000

## **FUNDS FROM OTHER SOURCES**

Other Investors/Contributors		
Corporate	\$	2,000
Foundations	\$	3,000
Royalties	\$	5,000
Grants	\$	10,000
<u>Fees</u>		
Admissions (Wedding and Events)	\$	8,000
Application (Tours and Donations)	\$	8,000
Vendors (Photographers)	\$	7,500
<u>Membership</u>	\$	7,500
Others (Memorials)	<u>\$</u>	5,000
Tot	tal \$	56,000

How many people do you expect will visit Tomball from out -of-town as a result of the project or event?

Based on last year visitors who registered for our tours, we have had visitors from at least 12 other states and three (3) foreign countries. In addition we gave tours to guests from 12 Texas cities which were beyond a normal day trip driving distance. We are attempting to attract more visitors with a car show this fall and possibility another event to attract people next spring.

Are attendees for the event or users of this project expected to stay overnight in Tomball hotels or motels?

While we do not specifically ask if they are staying in one of our motels, many appear to be individual families that have come to visit Tomball. We have placed Museum brochures in each of our local hotels/motels, farmer's market, antique shops and the Tomball Visitor Center. We are also planning events to attract people to our museum and thus to COT.

Organization Contact Name, Title, Address and Phone Number:

Henry Jay Reid President 11102 Olde Mint House Lane Tomball, TX. 77375 281-831-0738

Signature:

Date:



#### **VALIDATION OF APPLICATION**

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Signature Authorizing Official Date

HENRY TAY REID
Typed Name

Title within Organization

Telephone

281-831-0738

Telephone

HENRY REID 4466 G MAIL, CON Email address

#### NARRATIVE QUESTIONS

1. Describe the history and purpose of the organization

The function of the Spring Creek County Historical Association (Tomball Museum Center) is to preserve the history of Tomball and surrounding community for the present and future generations. The museum provides our tourist, local citizens, school children, church groups, senior citizens, Scouts and other organizations an opportunity to look back in time and see the history of Tomball through tours of our historical homes, businesses and other exhibits. Many school groups take our tours at no cost.

The future of the Museum depends on significant financial support from the city and donations. The majority of our buildings are over 100 years old and are in constant need of maintenance and repair.

The Association came into being in the early 1960s. The Museum Center began with a donation of land from Judge Carlton followed by a gift from Ruth Griffen McCourt of a house built in 1860 by Eugene Pillot. Gradually more buildings were acquired: a 1901 historical church, 1900 country doctor's office, an outhouse, a smoke house, a one room school house, a log cabin, and a corn crib. We also had a portable sawmill donated by the Neidigk family and Henry Theis' 1869 farmhouse donated by the Theis family. In addition, we have one of the original Tomball Oil Field Camp houses built in 1933.

This collection of buildings with furniture and personal items of the times takes you back to the time when Tomball was founded.

2. Describe how any grant funds will be used.

While the majority of the funds will be used for repair and maintenance of our buildings, some of this money will be used to pay operational expenses.

This year's projects will include painting the exterior of the OFC house, the school and one other building. Our volunteer

maintenance crew will continue with their weekly repairs of our buildings, both interior and exterior as required, painting the interior of the fellowship hall, tree trimming and general maintenance. The operational expenses may include such things as: yearly termite maintenance fees, insurance, advertising expenses and our brochures.

3. List the programs and activities for the grant year.

The Association's docents provide group and individual tours. Our group tours include senior citizens, school classes, Boy Scouts, family reunions and various organizations.

In addition, our yearly Candlelight Tour, held the second weekend in December, entertains many people in and outside our community. We station docents throughout our facilities to tell the tale of our forefathers.

We also host numerous weddings and other small events through out the year.

4. Show evidence of growth in community support prior to the grant year.

We are in a campaign to attract new members and encouraging previous previous member to rejoin our association. We have established a new committee, Publicity and Fundraising (PFC) and that committee is looking at new ways to attract people to our association. Our new website and reinstatement of our quarterly newsletter are reaching old and potential new members with articles about the museum, its buildings, our interesting artifacts and some history on families who helped make Tomball what it is today.

The Tomball Garden Club continues to maintain our flower beds, providing shrubbery and flowers around the facilities.

5. How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines.

Historical preservation is one of the major categories in which hotel/motel funds are eligible to be spent.

6. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

Our interactive website shows the beauty of our facilities. Our new Publicity and Fundraising Committee (PFC) is looking at new ways to attract people to our facilities, such as an antique car show we are planning for this fall. As always we will have our open house, Candlelight Tours, the second weekend in December where we will have docents in every house to explain our association and the need for their participation. In addition to our interactive web page, we have a Facebook page and have recently joined Instagram, TikTok and Twitter. We have also made contact with Tomball Past and Present, a local Facebook Group, and will be working with them to tell Tomball's history.

#### http://tomballmuseumcenter.com

We also produce brochures which we place at the hotel/motel in Tomball, the Tomball Visitors Center, most of the antique shops in downtown Tomball and the Tomball Farmer's Market.

7. Explain the public benefits to the City of Tomball that will result from your organization's efforts.

As with the Tomball Railroad Depot, the history of Tomball and the surrounding area is essential in telling the story of who we are and the important history of Tomball. From our oldest building (mid 1800's) to the OFC house from the 1930's, our Tomball Museum Center takes visitors for a walk through a century of Tomball's history.

**8**. What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?

## BYLAWS OF THE SPRING CREEK COUNTY HISTORICAL ASSOCIATION

Rev 2022

#### **ARTICLE I - NAME**

- Section 1 The name of the organization shall be the SPRING CREEK COUNTY HISTORICAL ASSOCIATION, pursuant to its Articles of Incorporation by the State of Texas, dated April 17, 1964 (Charter No. 203367), and hereinafter referred to as "The Association".
- Section 2 The principal place of business and general office shall be the Museum Center, located in Tomball, Texas.

#### **ARTICLE II – PURPOSE**

- Section 1 Promotion of historical, cultural, and educational pursuits
- Section 2 Discovery, collection, and preservation of any and all articles, materials, documents, and other object which may establish or illustrate the history, growth, or population, culture, education, resources, trade, and daily life in the area of northern Harris County and contiguous areas
- Section 3 Maintenance of a museum center consisting of as many buildings as may be deemed expedient or necessary, consistent with resources of The Association; the collection, exhibition, and preservation of all such articles, property, and objects of historical value; and enlisting the interest and support of the people and institutions of the area in its historical background and its cultural ideals
- Section 4 To accept, receive, and acquire funds, stocks, securities, and property by donations, bequests, and devices, or otherwise; hold, invest, reinvest, convert, exchange, lease, sell, transfer, mortgage, pledge, and dispose of any and all fund, stocks, securities, and properties so received or acquired for the purpose of construction, providing, operation, and maintaining said museum; and to do all acts, exercise all power, and assume all obligations necessary or incident thereto under and in accordance with provisions of the Texas Non-Profit Corporation Act.
- Section 5 **The Association** shall have no capital stock and shall be a 501 C(3) non-profit corporation.

#### ARTICLE III - MEMBERSHIP

Rev 2022

Section1 - Membership in The Association shall be available to all entities and shall bear the following classifications and financial requirements:

Rev. 2014

- (a) Individual Member 1 person
- (b) Family Membership
- (c) Corporate Member
- Section 2 All dues shall be due and payable at the April meeting of each year. A membership shall be delinquent after August 1st.
- Section 3 Each adult member shall be extended voting privileges.

#### ARTICLE IV - ORGANIZATION

- Section 1 The policies and affairs of The Association shall be determined and directed by a Board of Trustees (hereinafter referred to as the "Board") consisting of twelve (12) members. These members shall be elected to serve based on a rotation system of three (3) years. Each year four (4) members shall be elected at a General Membership Meeting of The Association held at a date set by the Board. Any candidate for election shall have been a member for a minimum period of one (1) year before being eligible for election. A nominating committee consisting of three (3) members in good standing shall submit a slate of candidates. Any additional nominations must be submitted in writing to the Nominating Committee chairperson two (2) weeks prior to the General Meeting. The Nominating Committee must certify all candidates. Voting in an election may be made in person by ballot or by absentee ballot. Any member desiring to vote absentee should arrange to obtain an absentee ballot from The Association office and return it in the pre-addressed envelope provided. All absentee ballots must be received by midnight (12:00PM) on the Friday prior to the General Membership Meeting and Election. Ballots will determine the election by simple majority or by acclamation.
- Section 2 Officers of The Association shall be elected from the Board at the General Membership Meeting following the Board's election. The officers shall be President, Vice-President, Secretary, and Treasurer.
- Section 3 New trustees will commence duties in May upon election.
- Section 4 Interim vacancies occurring on the Board shall be filled for the unexpired term by appointment by the Board. Any trustee absent from three (3) consecutive meetings, except for reasons that are beyond his/her control, shall be deemed to have forfeited his/her position and shall be replaced by appointment by the Board to fill the unexpired term.

Rev. 2014

Section 5 - Special meetings of the Board may be called into session by the President or upon the request of three (3) members of the Board.

#### **ARTICLE V - EXECUTIVE DIRECTOR**

Rev. 2022

- Section 1 The Board shall appoint an Executive Director (hereinafter referred to as "Director") from among persons who may have applied for such position or someone nominated by a member of The Association. The Director shall be responsible to the Board for the day-to-day operations of The Association and its committees; and for the recruitment, organization, training, and assignment of docents and for promoting and conducting the overall docent programs.
- Section 2 The Board shall outline the specific duties of The Director and establish compensation for the Director consistent with the requirements of the position and the financial ability of The Association. The Director shall be appointed for a term of one (1) year, which after an annual review by the Board, in March, may receive a further extension of service dependent on that review.
- Section 3 The Director shall attend all meetings of the Association, Board Meetings, as well as all major activities of the Museum, but shall not be entitled to vote in meetings of the Board.

#### **ARTICLE VI - MEETINGS**

Rev. 2022

Section 1 - Regular general membership meetings of The Association shall be announced in the Newsletter. Election of the Board shall take place at a general meeting. Meetings shall be held to conduct the business of The Association.

#### Section 2 - Determination of a majority:

- (a) Members present at the meeting, including those members who have submitted an absentee ballot or a proxy will be the quorum for the general membership meeting of the association.
- (b) A majority of Board members shall constitute a quorum for a meeting of the Board.

#### **ARTICLE VII - NOMINATING PROCESS**

In January, the President shall appoint a nominating committee to select candidates for positions on the Board of Trustees. The slate of candidates shall be selected in time to appear in the April Newsletter. The slate of candidates shall be presented at a general meeting determined by the Board.

#### ARTICLE VIII - DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Trustees shall be responsible for the formulation and implementation of policies, standards, conditions, and operation of the Association and Museum, and the Director shall execute such policies in the operation of the Museum.

#### The Trustees shall:

- (a) Establish the basic policies
- (b) Adhere to the Bylaws
- (c) Employ and discharge the Director, as well as set duties and salary
- (d) Purchase, acquire, sell, or dispose of major properties of the Museum, over \$500 Fair Market Value
- (e) Preserve the Museum's properties and collection
- (f) Maintain The Association's financial integrity
- (g) Approve an annual budget
- (h) Support and attend the functions of The Association

#### **ARTICLE IX - DUTIES OF OFFICERS**

Rev. 2022

#### 1. PRESIDENT OF THE BOARD OF TRUSTEES AND THE ASSOCIATION

- (a) Shall be the chief executive officer of The Association and shall be responsible for overall implementation of policies, standards, conditions and operations with the advice and consent of the Board of Trustees
- (b) Shall preside at all of the meetings of the Board of Trustees and the General Membership meetings of The Association
- (c) Shall serve ex-officio on all committees
- (d) Shall appoint chairmen of committees
- (e) Shall sign all documents of The Association and perform such other duties as are usually considered appropriate to the office of President
- (f) Shall be able to sign checks for disbursements of The Association's funds as approved by the Board

#### 2. VICE-PRESIDENT OF THE BOARD OF TRUSTEES AND ASSOCIATION

- (a) Shall in the absence of the President of the Board perform the functions and duties of that office, and in the event of a vacancy, assume the office of President of the Board and The Association until the next regular election for officers of the Board of and The Association
- (b) May also be appointed to serve on committees

#### 3. SECRETARY OF THE BOARD OF TRUSTEES AND THE ASSOCIATION

- (a) Shall record and certify all Minutes of all meetings of the Board and The Association
- (b) Shall make available copies of the Minutes of the previous meetings of the General Membership Meetings and the Board Meetings
- (c) Shall notify the Board of approaching meetings
- (d) Shall conduct official correspondence and sign all official documents, resolutions, and papers of The Association together with the President of the Board

#### 4. TREASURER OF THE BOARD OF TRUSTEES AND THE ASSOCIATION

- (a) Shall act as custodian of all funds of The Association, sign checks, and make disbursements as approved by the Board with the exception that items of a routine nature will not require such approval
- (b) Shall keep and maintain, or cause to be kept and maintained, books reflecting an accurate record of transactions and the financial condition of the Association and to furnish regular written reports to The Association at the beginning of each Board of Trustee Meeting
- (c) Shall submit the records for financial review
- (d) Shall allocate monies for the activities of The Association in accordance with the Annual Budget
- (e) Shall be responsible for seeing that non-routine expenditures in excess of \$500.00 have prior approval of the Board

#### ARTICLE X - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Director shall:

- (a) Operate the Museum according to policies determined by the Board
- (b) Initiate and approve exhibitions and programs
- (c) The Director shall handle the routine expenditures as allowed by a budget approved by the Board. Non-routine and non-recurring items shall require final approval of the Board before a purchase contract is completed.
- (d) Initiate publicity for the Museum
- (e) Publish a regular newsletter

#### **ARTICLE XI – COMMITTEES AND CHAIRMEN**

As needed, Committees and chairmen shall be appointed by the President of the Board from the membership of The Association.

#### **ARTICLE XII – AMENDENT**

Rev. 2022

These Bylaws may be amended by an affirmative vote of a two-thirds (2/3) majority of the members present at any regular or special meeting of The Association at which a quorum is present. No amendment shall be made unless a formal notice of the proposed amendment has been presented at a previous meeting.

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Roberts' Rule of Order (Revised) shall govern in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of The Association.

#### **ARTICLE XIV - DISSOLUTION OF ASSETS**

The Spring Creek County Historical Association upon dissolution will transfer its assets to the State of Texas or to a charitable, religious, educational, or other similar organization that is qualified as a charitable organization under Section 501 C(3) of the Internal Revenue Code.

#### ARTICLES OF INCORPORATION



OF

## SPRING CREEK COUNTY HISTORICAL ASSOCIATION TOWBALL, TEXAS

WF, the undersigned natural persons of the age of twenty-one (21) years or mare, 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:

I.

The name of this corporation is SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS.

II.

The corporation is a non-profit corporation, and has no capital stock.

III.

The period of its duration is Fifty (50) Years.

IV.

The purpose for which this cornoration is formed is to organize a society for historical and literary purposes, and the particular objects and business thereof shall be the discovery, collection, preservation, and publication of historical records relating to northern Harris County and southern Montgomery County, and adjacent areas, and any and all articles and materials which may establish or illustrate such history, or the growth and progress of population, culture, education, resources, trade, and daily life in said area. To these purposes may be added, at the option of the Society, a museum for the assembling, care, and preservation of all such articles and objects of interest, natural and artificial, as

are usually contained in similar collections.

V.

The members of the corporation shall be as designated in the Hy-Laws of such corporation,

VI.

The street address of the initial registered office of the corporation is 400 Eppes Street, Tomball, Texas, and the name of its initial registered agent at such address is Geo. L. Charlton.

#### VII.

The number of directors constituting the initial Board of Directors of the corporation is Nine (0), and the names and addresses of the persons who are to serve as initial directors are:

Name:	Address:
W. R. ROMINE	Holly Springs, Waller-Tomball Road, (Mail) Route 1, Hockley, Texas
FORIS PENS	4390 Harvest Lane, Houston, Texas
GEO. L. CHARLTON	400 Eppes Street, Tomball, Texas
G. W. BRAUFIGAN	109 W. Main Street, Tomball, Texas
H. L. KITCHELL	New Kentucky, Waller-Tomball Road (Wail) Route 1, Hockley, Texas
NORMAN FROMHLICH	Rosehill, Waller-Tomball Road (Mail) Route 1, Tomball, Texas
MRS. DOROTHY ASHVORTH	404 Tyler St., Tomball, Texas
MISS MAGDALENE CHARLTON	400 Ecpes Street, Tomball, Texas
FATL V. WILLEGUIST	Tte 1, Tomball, Texas (Dose Fill)

#### VIII.

The name and address of each incorporator is:

#### Mame

#### Address:

W. R. ROMINE

Holly Springs, Waller-Tomball Roas, (Mail) Route 1, Hockley, Texas

(Mame)

(Address)

LOUIS LENZ

4390 Harvest Lane, Houston, Texas

GEC. L. CHARLTON

400 Eppes Street, Tomball, Texas

G. W. BRAUTIGAM

109 W. Main Street, Tomball, Texas

H. L. MITCHELL

New Kentucky, Waller-Tomball Road (Wail) Route 1, Hockley, Texas

HORMAN FROEHLICH

Rosehill, Waller-Tomball Road (Fail) Route 1, Tomball, Texas

404 Tyler St., Tomball, Texas

MRS. DCROTHY ASSWORTH

and later be" tompett' taves

MISS MAGDALENE CFARLTON EARL V. HILLFGEIST 400 Eppes Street, Tomball, Texas

Route 1, Tomball, Texas

IN TESTIMONY WHEREOF, WE HEREUNTO SIGN OUR NAMES, this, the 30<sup>74</sup> day of August, A. D. 1963.

M. A. ROMDNE, Rte 1. Hockley,

H. L. MITCHELL, Rte 1, Hockley, Tex.

LOUIS LENZ, 4390 Harvest Lane

NORMAN FROEHLICH, Rte 1, Tomball,

Houston, Texas

(MRS) DOSOFTEN SEPTEMBER TOPALLIC

GEO. L. CHARLTON, Tomball, Tex

II, Texas (1988) MAGDALENE CHARLTON,

Tomball, Texas

EARLY HILLEGER

EARL V. HILLEGEIST, Rte 1, Tomball, Texas I, the unersigned, a Nothry Public, do hereby certify that on this <u>Borday</u> of August, 1963, personally appeared before me. H. HOMINE, LOWIS LANZ, GAO. L. GHARLZON, C. T. BANTIGAY, H. L. VITCHELL, HORDAY C. FROMFLICH, MIS. DOTTOWN ACTUARY, THE MACDALEUD GWARLTON, and EARL V. FILLICATET, who, each being by me first only every severally declared that they are the persons who signed the foregoing document as incorporators, and that the statements therein contained are true.

JOHN R. JONES Flokery Public in and for Hards County, Terra-Isly Commission Expires June 2, 25:25,

tery Public in the for Torrice County, T.E. N.A. S. THE STATE OF TEXAS COUNTY OF HARRIS

KNOW ALL MEN BY THESE PRESENTS:

THAT at a meeting of the Members of SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS, held on the 18th Day of January, A.D. 1965, in conformity with the by-laws thereof, a majority of the Members of said Corporation voted to amend the Charter of SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS, to provide that in the event of dissolution of said ASSOCIATION the assets thereof will be distributed to a tax-exempt organization with similar purposes.

NOW, therefore, we the Board of Directors of said Corporation, in compliance with the action of the Members, on this 15th Day of March, A.D. 1965, have amended the Charter of said Corporation so that in the event of dissolution, the assets thereof will be distributed to a tax-exempt organization with similar purposes as this organization, and we hereby certify the same to the Secretary of State of the State of Texas.

IN TESTIMONY WHEREOF, we, the Directors of said Corporation, hereunto subscribed our names this, the 15th Day of March, A.D. 1965.

W. R. ROMINE, Ret 1, Hockley, Tex.

WILLIAM E, RIKARD, Tomball, Texas

G. W. BRAUTIGAM, Tomball Texas

GEO. L. CHARLTON, Tomball, Toxas

NORMAN C. EROEHLICH, Rte 1, Tomball FOUIS LENZ, 4390 Harvest Lane, Houston, Texas

Texas

(Mise) Magdalene CHARLTON, Tomball, Texas

EARL HILLSGEIST Real Texas

EARL HILLSGEIST Real Texas

I, the undersigned, a Notary Fublic, do hereby certify that on this 30th Day of March, 1965, personally appeared before me W. R. ROMINE, G. W. ERAUTIGAM, NORMAN C. FROEHLICH, (Miss) HAGDALENE CHARLTON, WILLIAM E. RIKARD, GEO. L. CHARLTON, LOUIS LEWZ, (Mrs.) DOROTHY ASHJORTH, and EARL HILLEGEIST, who, each being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as Directors, and that the statements therein contained are true.

JOHN R. JONES Notary Fuelic in and for Harris County, Texas My Commission Expires June 1, 1935

ary Fublic in and for Harris County, T E X A S

## TAC Board Meeting Agenda Item Data Sheet

Data	a Sneet			Meeting Date:	7/26/2022
Topic:					
	leration of Application from 2023 Hotel Occupancy Fund		-		tion for Grant from FY
Backgr	ound:				
Origina	ation: Finance				
Recom	mendation:				
Party(i	es) responsible for placing	g this item on	agenda:	Katherine Tap	oscott, Finance Director
FUNDI	NG (IF APPLICABLE)				
Are fund	ls specifically designated in tl	ne current budg	et for the full amo	ount required for	this purpose?
Yes:	X No:		If yes, specify A	Account Number:	240-240-6352
If no, fu	nds will be transferred from a	ccount		To account	
Signed	Katherine Tapscott, CPA		Approved by		
	Finance Director	7/21/2022	=	City Manager	Date



# CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Applications may be mailed or hand delivered to:

Finance Director City of Tomball 501 James Street Tomball, TX 77375

Applicant Organization: Tomball Museum Ctr; Spring Creek County Historical Assoc.
Organization Director: Henry Reid
Project or Event for which funding is requested: Tomball Museum Car Social; Car Show
Date of Event: 10-8-2022 (tentative)
Description of project or event for which funding is requested: Supplemental to Museum's main HOT funds.
The Museum is planning a car social to raise awareness of the Museum.
We have obtained permission from First Baptist to use their nearby parking lots.
We are working with the City to make part of Pine St be pedestrian-only that day.
We plans to have food trucks, a DJ or other music, etc.
Location of project or event:
Tomball Museum Center
510 N. Pine St., Tomball, TX 77375
GRANT AMOUNTS:
Amount Requested for Current Fiscal Year:\$ 5,000  Amount Received for Previous Fiscal Year:\$ 5  % increase requested over last year's grant:%

Organization Budget Su	rganization Budget Summary for Previous Fiscal Year				
	City Funds	Other Funds	Total		
Personnel					
<b>Contracted Services</b>					
Travel					
Rental Expense					

 Other Expenses

 Volunteer Time

 N/A

 Donated Goods/Services

N/A

Grants to an organization will not exceed 35% of the organization's adopted budget for the fiscal year shown above.

#### FUNDS FROM SOURCES OTHER THAN THE CITY OF TOMBALL

N/A

Depreciation/Mortgage

Advertising

Insurance

**Total** 

LOUDS LYOM SOURCES OTH		E CITT OF TOMBA
Government		Amount of Funds
Local		
County		
State		
Federal		
Other Investors/Contributors		
Individual		
Corporate		
Foundations		
Fees Admissions Applications Vendors		
Tuition		
Concessions		· <u>·</u>
<u>Memberships</u>		
Subscriptions		
Other	Total	<u>\$</u>

How many people do you expect will visit Tomball from out-of-town as a result of this project or event?				
Explain the basis for your answer to the preceding question:				
200-400 (estimated; this is the first year, so we have no prior year numbers)				
Are attendees for this event or users of this project expected to stay overnight in Tomball hotels or				
motels? If you answer to this question is Yes, state the basis for your answer:				
Hopefully, yes. We hope that some car participants and some of the public attendees				
will make a weekend of it to stay in Tomball hotels.				
Organization Contact Name: TEMBLE MUSEUS CENTER				
Title: PRESIDENT				
Address: 1/102 OLDE MINTHEOSE LAWE.				
Phone Number: 281-831-0738				
Contact's Signature: April 2022				
Date: 7/21/2022				



#### VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Signature of Juthorizing Official Date

HENRY TAY REID
Typed Name

PLES DE AT

Title within Organization

Z81-831-0778

Telephone

HENRY REDD 4466 @ GMAR, Com Email address

#### TOMBALL MUSEUM CAR SOCIAL

What and Where: An Antique Car Show at the Tomball Museum Center of the Spring Creek County Historical Association in Tomball, TX, with the participation of the Antique Automobile Club of America, Gulf Coast Region and the Piney Woods Model A Club.

When: Saturday October 8, 2022 (tentative date). Hopefully the Museum can make this an annual event, to help raise awareness and funding for the Museum.

Time Schedule:

The antique cars would assemble at the Walmart parking lot between 9 and 9:30 a.m.

At 9:30 a.m, the antique car would begin parading slowly through Main St to eventually arrive and be positioned at the display areas near the Museum by 10 a.m. Details of parade route TBD.

The display of cars near the Museum would continue from 10 a.m. to 1:30 p.m.

The Museum will host the car display:

with special Museum touring-hours,

with nearby food trucks,

with a DJ and/or musicians playing music toward the Museum-end of Pine St.

The Museum car show committee is starting discussions with the City of Tomball on borrowing tents, tables and chairs, in planning, and in blocking off part of Pine St to be pedestrianonly for the event.

The Tomball Museum, which is operated by the Spring Creek County Historical Association, is a complex of ten historical structures preserving our local history. It is supported by donations, tour fees, memberships, and weddings at the church. This church congregation was formed in 1876. The prior buildings burned twice because of prairie fires, and the existing structure was finished in 1905. All the structures on the Museum grounds have interesting back stories that share our heritage. All the work is accomplished by volunteers with the exception of one salaried person, the director of the Museum. The Museum would greatly appreciate a grant from the City

The Museum would greatly appreciate a grant from the City HOT fund in order to make this Car Social a reality. Thank you very much.

The Museum's Request for a HOT grant to help fund this special event (this would be in addition to the Museum's regular funding from the City of Tomball via HOT funds):

The Museum requests a HOT Grant in the total amount of \$5,000. We hope to get a lot of the items we need for free, but this grant will help cover out-of-pocket costs, estimated to include: advance advertising of the event, signs in advance of and the day of the event, thank-you-goody-bags for car club participants, extra security or off-duty-police for traffic flow and safety, clean-up of the area after the event, etc.

#### BYLAWS OF THE SPRING CREEK COUNTY HISTORICAL ASSOCIATION

Rev 2022

#### **ARTICLE I - NAME**

- Section 1 The name of the organization shall be the SPRING CREEK COUNTY HISTORICAL ASSOCIATION, pursuant to its Articles of Incorporation by the State of Texas, dated April 17, 1964 (Charter No. 203367), and hereinafter referred to as "The Association".
- Section 2 The principal place of business and general office shall be the Museum Center, located in Tomball, Texas.

#### ARTICLE II - PURPOSE

- Section 1 Promotion of historical, cultural, and educational pursuits
- Section 2 Discovery, collection, and preservation of any and all articles, materials, documents, and other object which may establish or illustrate the history, growth, or population, culture, education, resources, trade, and daily life in the area of northern Harris County and contiguous areas
- Section 3 Maintenance of a museum center consisting of as many buildings as may be deemed expedient or necessary, consistent with resources of The Association; the collection, exhibition, and preservation of all such articles, property, and objects of historical value; and enlisting the interest and support of the people and institutions of the area in its historical background and its cultural ideals
- Section 4 To accept, receive, and acquire funds, stocks, securities, and property by donations, bequests, and devices, or otherwise; hold, invest, reinvest, convert, exchange, lease, sell, transfer, mortgage, pledge, and dispose of any and all fund, stocks, securities, and properties so received or acquired for the purpose of construction, providing, operation, and maintaining said museum; and to do all acts, exercise all power, and assume all obligations necessary or incident thereto under and in accordance with provisions of the Texas Non-Profit Corporation Act.
- Section 5 The Association shall have no capital stock and shall be a 501 C(3) non-profit corporation.

#### ARTICLE III - MEMBERSHIP

Rev 2022

Section 1 - Membership in The Association shall be available to all entities and shall bear the following classifications and financial requirements:

Rev. 2014

- (a) Individual Member 1 person
- (b) Family Membership
- (c) Corporate Member
- Section 2 All dues shall be due and payable at the April meeting of each year. A membership shall be delinquent after August 1st.
- Section 3 Each adult member shall be extended voting privileges.

#### ARTICLE IV – ORGANIZATION

- Section 1 The policies and affairs of The Association shall be determined and directed by a Board of Trustees (hereinafter referred to as the "Board") consisting of twelve (12) members. These members shall be elected to serve based on a rotation system of three (3) years. Each year four (4) members shall be elected at a General Membership Meeting of The Association held at a date set by the Board. Any candidate for election shall have been a member for a minimum period of one (1) year before being eligible for election. A nominating committee consisting of three (3) members in good standing shall submit a slate of candidates. Any additional nominations must be submitted in writing to the Nominating Committee chairperson two (2) weeks prior to the General Meeting. The Nominating Committee must certify all candidates. Voting in an election may be made in person by ballot or by absentee ballot. Any member desiring to vote absentee should arrange to obtain an absentee ballot from The Association office and return it in the pre-addressed envelope provided. All absentee ballots must be received by midnight (12:00PM) on the Friday prior to the General Membership Meeting and Election. Ballots will determine the election by simple majority or by acclamation.
- Section 2 Officers of The Association shall be elected from the Board at the General Membership Meeting following the Board's election. The officers shall be President, Vice-President, Secretary, and Treasurer.
- Section 3 New trustees will commence duties in May upon election.
- Section 4 Interim vacancies occurring on the Board shall be filled for the unexpired term by appointment by the Board. Any trustee absent from three (3) consecutive meetings, except for reasons that are beyond his/her control, shall be deemed to have forfeited his/her position and shall be replaced by appointment by the Board to fill the unexpired term.

Rev. 2014

Section 5 - Special meetings of the Board may be called into session by the President or upon the request of three (3) members of the Board.

#### **ARTICLE V - EXECUTIVE DIRECTOR**

Rev. 2022

- Section 1 The Board shall appoint an Executive Director (hereinafter referred to as "Director") from among persons who may have applied for such position or someone nominated by a member of The Association. The Director shall be responsible to the Board for the day-to-day operations of The Association and its committees; and for the recruitment, organization, training, and assignment of docents and for promoting and conducting the overall docent programs.
- Section 2 The Board shall outline the specific duties of The Director and establish compensation for the Director consistent with the requirements of the position and the financial ability of The Association. The Director shall be appointed for a term of one (1) year, which after an annual review by the Board, in March, may receive a further extension of service dependent on that review.
- Section 3 The Director shall attend all meetings of the Association, Board Meetings, as well as all major activities of the Museum, but shall not be entitled to vote in meetings of the Board.

#### **ARTICLE VI - MEETINGS**

Rev. 2022

Section 1 - Regular general membership meetings of The Association shall be announced in the Newsletter. Election of the Board shall take place at a general meeting. Meetings shall be held to conduct the business of The Association.

#### Section 2 - Determination of a majority:

- (a) Members present at the meeting, including those members who have submitted an absentee ballot or a proxy will be the quorum for the general membership meeting of the association.
- (b) A majority of Board members shall constitute a quorum for a meeting of the Board.

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In January, the President shall appoint a nominating committee to select candidates for positions on the Board of Trustees. The slate of candidates shall be selected in time to appear in the April Newsletter. The slate of candidates shall be presented at a general meeting determined by the Board.

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The Trustees shall be responsible for the formulation and implementation of policies, standards, conditions, and operation of the Association and Museum, and the Director shall execute such policies in the operation of the Museum.

#### The Trustees shall:

- (a) Establish the basic policies
- (b) Adhere to the Bylaws
- (c) Employ and discharge the Director, as well as set duties and salary
- (d) Purchase, acquire, sell, or dispose of major properties of the Museum, over \$500 Fair Market Value
- (e) Preserve the Museum's properties and collection
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Rev. 2022

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- (c) Shall serve ex-officio on all committees
- (d) Shall appoint chairmen of committees
- (e) Shall sign all documents of The Association and perform such other duties as are usually considered appropriate to the office of President
- (f) Shall be able to sign checks for disbursements of The Association's funds as approved by the Board

#### 2. VICE-PRESIDENT OF THE BOARD OF TRUSTEES AND ASSOCIATION

- (a) Shall in the absence of the President of the Board perform the functions and duties of that office, and in the event of a vacancy, assume the office of President of the Board and The Association until the next regular election for officers of the Board of and The Association
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- (b) Shall keep and maintain, or cause to be kept and maintained, books reflecting an accurate record of transactions and the financial condition of the Association and to furnish regular written reports to The Association at the beginning of each Board of Trustee Meeting
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As needed, Committees and chairmen shall be appointed by the President of the Board from the membership of The Association.

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Rev. 2022

These Bylaws may be amended by an affirmative vote of a two-thirds (2/3) majority of the members present at any regular or special meeting of The Association at which a quorum is present. No amendment shall be made unless a formal notice of the proposed amendment has been presented at a previous meeting.

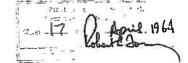
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#### ARTICLES OF INCORPORATION



OF

#### SPRING CREEK COUNTY HISTORICAL ASSOCIATION TOMBALL, TEXAS

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II

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III.

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IV.

The purpose for which this corporation is formed is to organize a society for historical and literary purposes, and the particular objects and business thereof shall be the discovery, collection, preservation, and publication of historical records relating to northern Harris County and southern Montgomery County, and adjacent areas, and any and all articles and materials which may establish or illustrate such history, or the growth and progress of population, culture, education, resources, trade, and daily life in said area. To these purposes may be added, at the option of the Society, a museum for the assembling, care, and preservation of all such articles and objects of interest, natural and artificial, as

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The members of the corporation shall be as designated in the By-Laws of such corporation,

VI.

The street address of the initial registered office of the corporation is 400 Eppes Street, Tomball, Texas, and the name of its initial registered agent at such address is Geo. L. Charlton.

#### VII.

The number of directors constituting the initial Board of Directors of the corporation is Nine (0), and the names and addresses of the persons who are to serve as initial directors are:

Name:	Address:			
W. R. ROMINE	Holly Springs, Waller-Tomball Road, (Mail) Route 1, Hockley, Texas			
FORIS PENS	4390 Harvest Lane, Houston, Texas			
GEO. L. CHARLTON	400 Eppes Street, Tomball, Texas			
G. W. BRAUFIGAN	109 W. Mein Street, Tomball, Texas			
H. L. MITCHELL	New Kentucky, Weller-Tombell Rosa (Wail) Route 1, Hockley, Texas			
NORMAN FROMHLICH	Rosehill, Waller-Tomball Road (Mail) Route 1, Tomball, Texas			
MRS. DOROTHY ASHVORTH	404 Tyler St., Tomball, Texas			
MISS MAGDALENE CHARLTON	400 Empes Street, Tomball, Texas			
FAST, V. WILLEGUIST	Tte 1. Tomball. Texas (Dose Pill)			

#### VIII.

The name and address of each incorporator is:

#### Mame

#### Address:

W. R. ROMINE

Holly Springs, Waller-Tomball Roas, (Mail) Route 1, Hockley, Texas

(Mame)

(Address)

LOUIS LENZ

4390 Harvest Lane, Houston, Texas

GEO. L. CHARLTON

400 Eppes Street, Tomball, Texas

G. W. BRAUTIGAN

109 W. Main Street, Tomball, Texas

H. L. MITCHELL

New Kentucky, Waller-Tomball Road (Mail) Route 1, Hockley, Texas

NORMAN FROEHLICH

Rosehill, Waller-Tomball Road (Fail) Route 1, Tomball, Texas

404 Tyler St., Tomball, Texas

WRE. DCROTHY ASSWORTH

MISS MAGDALENE CHARLTON

400 Eppes Street, Tomball, Texas

Route 1, Tomball, Texas EARL V. HILLFGEIST

IN TESTIMONY WHEREOF, WE HEREUNTO SIGN OUR NAMES, this, day of August, A. D. 1963.

nort

300 Harvest Lane

Tomball,

AGDALENE CHARLTON Tomball, Texas

EARL V. HILLEGEIST, Rte 1, Tomball, Texas

I, the unersigned, a Nothry Public, do hereby destify that on this <u>BOT</u> day of August, 1963, personally appeared before as . H. ROMINE, LOUIS LEEZ, GLO. L. GUARLION, C. T. BANTIGAY, H. L. VITCHELL, HORDAN C. FROMFLICH, MIS. DOTOTHY ASSUMPTION, THE PARDALENE GUARLEON, and BARL V. FILLICATET, who, each being by me first only sworm, severally declared that they are the persons the signed the foregoing document as incorporators, and that the statements therein contained are true.

EBJOL R. JOHN R. JOHNS TO THE T

County, THY AS

THE STATE OF TEXAS COUNTY OF HARRIS

KNOW ALL MEN BY THESE PRESENTS:

THAT at a meeting of the Members of SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS, held on the 18th Day of January, A.D. 1965, in conformity with the by-laws thereof, a majority of the Members of said Corporation voted to amend the Charter of SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS, to provide that in the event of dissolution of said ASSOCIATION the assets thereof will be distributed to a tax-exempt organization with similar purposes.

NOW, therefore, we the Board of Directors of said Corporation, in compliance with the action of the Members, on this 15th Day of March, A.D. 1965, have amended the Charter of said Corporation so that in the event of dissolution, the assets thereof will be distributed to a tax-exempt organization with similar purposes as this organization, and we hereby certify the same to the Secretary of State of the State of Texas.

IN TESTIMONY WHEREOF, we, the Directors of said Corporation, hereunto subscribed our names this, the 15th Day of March, A.D. 1965.

W. R. ROMINE, Ret 1, Hockley, Tex. WILLIAM E, RIKARD, Tomball, Texas

G. W. ERAUTIGAM, Tomball Texas

GEC. L. CHARLTON, Tomball, Texas

NORMAN C. EROEHLICH, Rte 1, Tomball FOUIS LENZ, 4390 Harvest Lane, Houston, Texas

Texas

Mise) Magdalene Charlton, Tomball, (Mrs.) DOROTHY ASHWORTH, Tomball, Texas

EARL HILLSGEIST Real Texas

I, the undersigned, a Notary Fublic, do hereby certify that on this 30th Day of March, 1965, personally appeared before me W. R. ROMINE, G. W. BRAUTIGAM, NORMAN C. FROEHLICH, (Miss) MAGDALENE CHARLTON, WILLIAM E. RIKARD, GEO. L. CHARLTON, LOUIS LEWE, (Mrs.) DOROTHY ASHNORTH, and EARL HILLEGEIST, who, each being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as Directors, and that the statements therein contained are true.

JOHN R. JONES Notary Fuelic in and for Herris County, Texas My Commission Expirer June 1, 1938

otary Public in and for Harris County, T E X A S

## TAC Board Meeting Agenda Item Data Sheet

Data	a Sneet			Meeting Date:_	7/26/2022
Topic:					
	leration of Application from 2023 Hotel Occupancy Fund		-		ion for Grant from FY
Backgr	ound:				
Origina	ation: Finance				
Recom	mendation:				
Party(i	es) responsible for placing	g this item on	agenda:	Katherine Tap	escott, Finance Director
FUNDI	NG (IF APPLICABLE)				
Are fund	ls specifically designated in tl	ne current budg	et for the full amo	ount required for t	his purpose?
Yes:	X No:		If yes, specify A	Account Number:	240-240-6352
If no, fu	nds will be transferred from a	ccount		To account	
Signed	Katherine Tapscott, CPA		Approved by		
	Finance Director	7/21/2022	=	City Manager	Date