Port Mansfield Chamber of Commerce
Board of Directors Meeting Minutes
August 13, 2026

The August meeting of the Port Mansfield Chamber of Commerce was held on Thursday, August 13, 2026. President Kathy Acosta called the meeting to order at 4:38 p.m.

Pledge of Allegiance The Pledge of Allegiance was led by James Dunks.

Attendance

Present:

- Kathy Acosta, President
- Amber Heap, Secretary
- Allen Price, Treasurer
- Alysa Canfield, Director
- Melissa Murphy, Director
- James Dunks, Tournament Director

Absent:

Daryl Salinas, Vice President
Amanda Steffen, Director
Matt Steffen, Director

A quorum was present.

Adoption of Agenda Amber Heap moved to adopt the agenda. Melissa Murphy seconded the motion. Motion carried. Approval of Previous Meeting Minutes James Dunks moved to approve the previous meeting minutes. Alysa Canfield seconded the motion. Motion carried.

Public/Member Attendance None.

President's Report – Kathy Acosta

- Discussed the need for a Budget Committee as provided for in the Chamber Bylaws.

Treasurer's Report – Allen Price

- A financial report for June was presented reflecting funds received and disbursed.
- Alysa Canfield moved to approve the Treasurer's Report. James Dunks seconded the motion. Motion carried.

Secretary's Report – Amber Heap

- Suggested consideration of holding Bingo later in the evening so couples may attend.
- Noted that the Banquet and Awards Dinner would be discussed under New Business.
- Commented on Board volunteer participation and meeting attendance.

Office Manager's Report

- Thanked the Board for the opportunity to serve and for its continued patience.
- Reported on the Saturday, August 8, 2026, Bingo.
- Due to a scheduling conflict, there will be no Bingo on the second Saturday in September.
- Media items will be sent to Melissa Murphy for consideration for social media posts.
- The monthly calendar of events and Bingo coordination will be the responsibility of the Office Manager.

Tournament Director's Report – James Dunks

- Reported positive feedback regarding the tournament and noted that some changes could be made for future improvement.
- Recommended that Dr. Bonner continue as Tournament Weighmaster.
- Suggested holding a post-tournament meeting with the Tournament Committee for more detailed discussion.

New Business

Ice Machine · Discussed obtaining bids for a 500-lb. ice machine for the Pavilion.

Ceiling Fans · Discussed obtaining bids for ceiling fans for the Pavilion. · Thomas, a Chamber member, was discussed as a possible installer for the fans and other needed electrical items, including exit lights. James Dunks has contact information.

Additional Pavilion Advertising Sign Space · Discussed obtaining bids for additional advertising sign space on the kitchen-area wall.

- Wayne Davis will be contacted regarding contact information for Javi or Vargas.

Member Recognition and Awards Dinner

- Discussed recognition of a member for outstanding service and an awards dinner, with RSVP required. January 22, 2027, was selected as the date.
- Amber Heap made the motion, seconded by Alysa Canfield. Motion carried.

Dock Signs · The Board decided to wait until after dock-sign renewals in October before adding additional dock signs.

Office Desk · The proposed office desk was discussed. The Board determined that additional quotes should be obtained before proceeding.

Electrical Repairs · Discussed electrical repairs needed on Chamber property, including outlets, lights, plugs, and hardwiring of the water heater. Allen Price will contact Jimmy with Tex Air regarding A/C wiring.

Annual Election Meeting, Nominating Committee, and Election Judges

- The Annual Election Meeting, Nominating Committee, and Election Judges were discussed.
- Alysa Canfield made a motion, seconded by James Dunks. Motion carried.

Announcements

The next regular meeting is scheduled for September 9, 2026, at 4:30 p.m., unless rescheduled by Board consensus.

Adjournment

Amber Heap moved to adjourn the meeting. James Dunks seconded the motion. Motion carried.

The meeting adjourned at 5:54 p.m. Minutes prepared by D Collins