



MONROE
CHAMBER
of Commerce

*Chamber Membership Handbook
and Resource Guide*

ABOUT OUR ORGANIZATION

CONTACT INFO AND WEBSITE INFO

Physical Address: 125 S. Lewis St, Monroe, Wa 98272 **Phone Number:** (360) 794-5488 **Email:** office@choosemonroe.com
Website: www.choosemonroe.com **Facebook:** ChooseMonroe **Twitter:** ChooseMonroeWa **Instagram:** ChooseMonroe
Office Hours: 10 am to 4 pm Monday through Saturday (by appointment from 12 pm to 1 pm)

WHO WE ARE

The Monroe Chamber is the premier member-driven business league in the City of Monroe. The Monroe Chamber works on behalf of local businesses and the community to develop partnerships; support prosperous conditions for business and facilitate growth needed for a stable tax base in Monroe

OUR MISSION

To lead our community with our members in mind to ensure their diverse opinions and needs are met, in order to cultivate a culture of trust, long-term community growth and business development.

HOW WE OPERATE

The Monroe Chamber is **not** a division of the U.S. or State Chamber or a part the city, county or state government.

We are a 501(c)6, volunteer organization, owned by the membership, governed by a board and executive committee, managed by paid staff and accountable to the membership.

The Monroe Chamber is governed by a volunteer board of directors. They are responsible for our financial accountability and policy. The Chamber exists to make Monroe a better place to live, work and play and is always striving to create value for our membership and helping your business grow.

Board of Directors

President

Mike Buse
Genesis HVAC & R
Mr. Dizzy Motorsports

Danny Hernandez

Awesome Bro's Construction

Board Position Open

Secretary

Lisa Caldwell
Brookdale Monroe

Jesse Hogue

Natural Factors Monroe

Kimberley Lynn

Fairway Mortgage

Treasurer

James Reyna
Galaxy Theatres Monroe

Carolina Mendez

State Farm Insurance

AMBASSADORS

Benjamin Brittingham

Bedrock Branding

Jacob Grillo

Conquer

Position Open #5

Cara Fleming

Cara's Interiors

Position Open #4

Position Open #6

ANNUAL EVENTS

Business Excellence Awards Ceremony

Held in February, the Business Excellence Awards Ceremony celebrates the Chamber's previous year's accomplishments, conducts award presentations and provides members a place to also award and recognize their staff, volunteers and members. This event is a great opportunity for members to tell us about themselves and why they have chosen Monroe as their business base.

Light Up Monroe

Light Up Monroe has grown into a block party style event at Traveler's Park with a Light Show Cruise. LUM is a decades-old holiday tradition of community tree lighting and hometown celebration on the Sunday after Thanksgiving. The Chamber seeks community partners who share our desire for a quality, family-oriented holiday celebration to broaden the depth of meaning of this exciting time of year.

Music in the Park

The Chamber hosts a concert music festival every Friday in July to bring the community together. The Monroe Chamber is proud to organize the Beer Garden and have a lineup of various musical talent along with food trucks and featuring our local craft breweries.

Fair Days Parade and Market

Monroe's favorite summer time tradition kicks off the Evergreen State Fair down the streets of Monroe on the last Saturday in August. Businesses have two opportunities to engage with over 9,000 local residents and guests. The Fair Days Parade is a great way to showcase your business down the streets of Monroe and the Fair Days Market is an opportunity to sell your wares. Registration for the Parade and Market opens in March.

Monroe Farmers Market

Held in May through September every Wednesday. The Monroe Farmers Market is a fun, social event that is open to all. Geared towards farm to table providing fresh produce, products and services to our residents as well as the surrounding areas and tourists. We have our visitor information booth set up at each event and have over 80,000 visitors throughout May to the end of September.

Small Business Saturday

The Monroe Chamber of Commerce works with local businesses to participate in Small Business Saturday sales the Saturday after Thanksgiving. Businesses offer a one day special in honor of this event and the first 50 visitors to come into our Chamber office receive a complimentary reusable tote bag stuffed with our chamber members swag, coupons and information.

Anyone interested in being a Committee member should contact the Chamber Office at 360.794.5488 for more information.

MONTHLY EVENTS

Mobile Visitor Center

The Monroe Chamber of Commerce is proud to partner with various businesses to set up a visitor welcome area for our chamber members. We host a 6' table filled with your business information, swag and brochures that the community can have easy access to without coming into our Visitor Center. This helps with exposure for your business while also building partnerships in the community.

Chamber Orientation (quarterly event)

We encourage new Chamber members and those interested in learning more about the Chamber to attend one of our quarterly Chamber Orientation meetings. This is your opportunity to meet the Chamber staff, introduce your business, and familiarize yourself with the variety of benefits we offer and get connected!

Engage Monroe

This informal networking event offers members the opportunity to network, build relationships, and to present information on their business and services or products made. Members exchange business cards with prospective clients and customers. Starting and growing or maintaining business relationships is what these gatherings are focused on. It's the hosts responsibility to provide snacks and drinks for the venue. Hosting an After Hours event is great networking opportunity to invite the business community and organizations to get to know each other and interact.

New business and Resident Mailings

The Chamber mails out informational packages to all new businesses and residents. They contain a welcome letter, advertising, business cards and promotional material from various Chamber members.

Chamber Luncheon (2nd Tuesday of each month)

The Chamber's monthly General Membership Luncheon is an informal opportunity to network with fellow Chamber Members and to hear discussions on topics of interest to the business community. During these luncheons, we also recognize our milestone Member Anniversaries and welcome all New Members.

Community Spotlight

The Monroe Chamber is proud to recognize and promote many of the local businesses and organizations that invest, partner, and support us. Each month we select a couple of Chamber Members to be a "Chamber Spotlight". The Executive Director & Operations Manager will visit your business to take pictures, and or video interview owners, managers and employees about your business that highlight what makes you great! We will use this information to create a 60 second commercial about your business.

COMMUNITY ENGAGEMENT OPPORTUNITIES

Chamber Newsletter

The Newsletter is released monthly the third week of the month to subscribers that include things to do, see and try in Monroe. Events highlighted are pulled from our website's Calendar of Events. Articles are always welcome from members. Submit your events and articles by the last Thursday of each month. Approx. 8,500 viewers

Choose Monroe Visitor's Guide

Published semi-annually, this guide is packed with valuable information about Monroe to assist residents, tourists and guests enjoy all that Monroe has to offer from shopping to dining to outdoor adventures.

Relocation Packet Program (RPP)

This program allows Chamber members to include their valuable business information in the Relocation packet that is mailed to individuals and businesses looking to relocate to Monroe or have moved to Monroe. Various levels of participation are available allowing for different types of promotion material, from business cards to brochures.

Chamber Website

The Chamber website is a resource of interactive information for our members including a member directory, community and Chamber calendars, Member to Member Discounts, job postings, and more. Put your business in the spotlight with a complimentary webpage on the Chamber's website. The site receives visits from users looking for products and services in Monroe.

Visitor Information Center

The information display is the main feature in the VIC. Members are able to display their cards and brochures for free. We also acquire your business cards to place at all of our events we host or coordinate with and at our mobile visitor information stations.

Special Event Information Table

All Chamber members are allowed to provide business cards, brochures and other marketing material for our Special Event Information Table. We host an Informational Table at events like Music In The Park, special events at the Fairgrounds and county networking events.

AFFILIATIONS AND PARTNERSHIPS

The Chamber is affiliated with the following organizations and boards:

- **Economic Alliance Snohomish County.** EASC exists to be a catalyst for economic vitality resulting in stronger communities, increased job creation, expanded educational opportunities, and improved infrastructure within Snohomish County. We have joined forces with them to represent Monroe and to grow our professional base within the county.
- **Rotary Club of Monroe.** The Rotary Club of Monroe is a service organization that helps our city through service projects from fundraising for college scholarships for our local youth community to the creation of an all-weather field built to accommodate those with challenges to providing dinners at our local battered women's shelter to organizing our city's annual Night Out Against Crime. By being a member of this service organization the Chamber is able to give back to our community and help provide for the citizens our city.
- **Monroe Kiwanis Club.** Being a member of the Kiwanis club is a great way to be a leader and example for our youth community. Business leaders are great mentors and examples for middle school and high school Key Club Members. The Kiwanis is also a wonderful service organization that helps our local food bank, youth community and city.
- **Washington Nonprofits.** As the state association for all nonprofits, Washington Nonprofits makes sure nonprofits have what they need to succeed. Washington Nonprofits helps nonprofits learn what they need to know to achieve their mission. It increases their influence with policymakers and philanthropy so that they have a place at the table when decisions are made. It connects nonprofits to people and resources so that they can focus on getting the job done.
- **City of Monroe Economic Development Advisory Board (Ad-hoc member).** The 11-member advisory board will figure out ways to implement ideas that are already a part of Monroe's Downtown Master Plan and Economic Development Plan, which is a standalone plan adopted into Monroe's 2015-2035 Comprehensive Plan. The city's driving document sets six overarching areas of focus for economic development.
- **Monroe Boys and Girls Club Advisory Board.** The Boys and Girls Club Advisory Board is a great way to stay connected and involved with the youth of our community. The Boys and Girls Club helps us stay connected and learn about different ways to market and promote our local business community to our residents.
- **Snohomish County Tourism Bureau.** The Chamber attends various Sky Valley tourism committee meetings such as the River Recreation Coalition. To address the needs of coordinated river recreation and alleviate pressures of a growing recreation population, a coalition formed in October 2015 to develop a concept plan to support well-managed, sustainable recreation. The coalition is comprised of over 25 entities representing federal, tribal, state, and local governments and agencies; businesses; civic groups; nonprofit organizations; and residents.

CHAMBER COMMITTEES

AMBASSADORS

Mission: To serve as the official diplomatic representatives of the Chamber of Commerce coordinating ground breakings, grand openings and other interactions between the Chamber, its membership and the public. To provide business professionals an opportunity to come together to network, share business leads and referrals with the intention of increasing business.

EDUCATION COMMITTEE

Mission: To serve as the liaison between the business community and the Monroe education system.

GOVERNMENTAL AFFAIRS

Mission: To monitor activities of local, state and federal governmental entities, specifically targeting issues affecting business and creating a working relationship between the Chamber and governmental leaders.

PUBLIC RELATIONS

Mission: To provide consistent, appropriate communication about the Chamber, help build relationships between the Chamber and the public it serves, as well as work as the editorial board for the Newsletter.

SPECIAL EVENTS

Mission: To monitor the events the Chamber is involved with and ensure events and commitment align with the Chamber's Mission.

ECONOMIC DEVELOPMENT

Mission: To shine a spotlight on members that help diversify Monroe's economy and acknowledge existing businesses in appreciation for their involvement in the community, and their contributions to economic development.

MEMBER BENEFITS OVERVIEW

New Member Promotion

New members are automatically promoted and welcomed at the Chamber Luncheon, the newsletter, and our social media and website.

Grand Openings

Upon a members request the Chamber will coordinate member grand openings and ground breakings with our Board of Directors. The ribbon cutting photo or video is then posted in the newsletter as well as the Chamber's social media and website.

Membership Referral Service

The Chamber refers our members to callers, walk-ins and online information requests we receive each month.

Exposure and Networking Opportunities

Attend our monthly networking events - "Business After Hours", an evening social hosted by fellow Chamber members. Members are also encouraged to participate in committees.

Meeting Space Availability for Members

Members in good standing are able to reserve the Chamber's Boardroom at no charge during regular business hours. Call 360.794.5488 for more info and to reserve. The sales of goods or services in the Chamber boardroom is prohibited.

Submit Your Business News

All special events and activities can be submitted to the Community Calendar on www.choosemonroe.com. Members can also submit business news such as new hires, job promotions, new programs, awards won and other accolades, to appear in the Newsletter by emailing Operations Manager Kelly at Kwarren@choosemonroe.com and in the Subject Line write "Newsletter submission".

Featured Business Member

The Monroe Chamber is proud to recognize and promote many of the local businesses and organizations that invest, partner and support us.

MEMBERSHIP LEVELS OVERVIEW

Basic Membership

The Monroe Chamber is your trusted, strategic business partner and voice in advocacy, creating resources and opportunities for member success, informed engagement and meaningful impact in our shared business community. As an independent organization, that receives very limited local grant funding; your membership dollars help support an informed business community, investing in the leaders of tomorrow and driving a prosperous economy.

Grow Membership

Grow members receive even more exposure built into your annual membership. The Monroe Chamber's unique position in the region gives your business a marketing advantage. The Chamber offers cost savings and value-added services that can save your company money

Investor Membership

As an Investor member, you gain insight into the inner workings of our region through carefully-crafted programs that make the most of your time. Your Influence membership gives you and your team access to some of the most valuable programs and events in the region.

Sometimes the biggest challenge a business has is just getting the word out about what they do. The opportunities for you and your company to be recognized and acknowledged within the Monroe Chamber and community are abundant. Investor membership puts your business among a visible group helping the chamber to invest more into our mission.

CHAMBER BENEFITS CHECKLIST

Benefit Item	Basic (\$250)	Grow (\$650)	Investor (\$1,500)
Business Listing on Website in X number of Categories	X	3X	4X
Social media and newsletter promotion throughout the year	X	X	X
Brochure space in Chamber Office	X	X	X
Discount through Constant Contact	X	X	X
Ribbon Cutting, Anniversary Celebration, Business After Hours, and Special Event Announcements	X	X	X
Membership business referrals	X	X	X
Member to Member Exclusives	X	X	X
Invite to Coffee and Connections	X	X	X
Invite to Chamber Orientation	X	X	X
Chamber membership sticker to display in your business	X	X	X
Discount or free admission to training workshops hosted by Chamber throughout the year	X	X	X

CHAMBER BENEFITS CHECKLIST

Benefit Item	Basic (\$250)	Grow (\$650)	Investor (\$1,500)
Prepaid tickets to the Chamber Luncheon	1	3	7
Chamber's Evergreen State Fair Booth on Aug 29-31 (shared space in 3 hr increments)	2X	3X	4X
Google Business Listing review	X	X	X
Monthly Newsletter Ad	1X	1X	2X
Rotating Ad at Chamber Luncheons (no registration required)	1X	3X	5X
Social Media Assistance	X	X	X
Host a table at the Chamber Mega Mixer (limited tables)	X	X	Priority Registration
Business card can be added to Relocation Packages (Investors can add flyers depending on weight of total package)	Up to 100	Up to 400	Unlimited
Investor Spotlight (you tell us what month) Video interview blasted online and at Chamber Luncheon		1X	1X
Business logo on Calendar of Events (linked to your website)		2X	All year
Monthly Recognition in Chamber Chatter (community e-newsletter)		X	X
Facebook and Twitter posting on Chamber business page by request and special promotion of your events		3X	9X
For a complete list of all the Investor Level Benefits see Investor Benefits and Community Engagement Opportunities			

HOW TO EDIT BUSINESS DIRECTORY PROFILE

HOW TO EDIT BUSINESS DIRECTORY PROFILE

(For Chamber Members)

Website: www.MonroeWaChamber.org

Click on the "Member Login" blue icon in the right top corner

Enter your login information:

- Login: Check email for login name
- Password for first time users: TempUser123

member login

Monroe Chamber and Visitor Info Center
Connecting Business and Community

choosemonroe.com

HOME ABOUT US MEMBERSHIP ► EVENTS NEWS JOIN US DIRECTORY CONTACT MEMBERS-ONLY CONTENT ►

My profile

EDIT PROFILE [My directory profile](#) Balance due: \$250.00

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#)

⚠ Balance due (1 items): \$250.00
[Pay online](#)

Search | Records found: 1

Date	Transaction	Balance due
26 Feb 2018	Invoice #00004 Member application L1-Basic Membership	\$250.00

All transactions are nonrefundable and nontransferable.

Member Login

Monroe Chamber and Visitor Info Center
Connecting Business and Community

choosemonroe.com

HOME ABOUT US MEMBERSHIP ► EVENTS NEWS JOIN US DIRECTORY CONTACT

Welcome to your new Chamber Member website!

We have upgraded our Chamber Member site to make it a lot easier to find Monroe Chamber members and to learn about upcoming events, activities and community engagement opportunities. Our new site gives you all this information in one easy to navigate location. Feel free to explore and discover what the Monroe Chamber of Commerce can do to help connect your business with the Monroe community!

UPCOMING EVENTS

[Monroe Chamber General Membership Luncheon \(session 1 of 10\)](#)
13 Mar 2018 11:30 AM | The Rock Church

[Monroe Chamber General Membership Luncheon \(session 2 of 10\)](#)
10 Apr 2018 11:30 AM | The Rock Church

[Monroe Chamber General Membership Luncheon \(session 3 of 10\)](#)
8 May 2018 11:30 AM | The Rock Church

[View all events](#)

Once you accept the terms and conditions you should see the "My Profile" page and from there you can pay your invoices, update your profile page, your email subscriptions, and see your event registrations.

Once you have reviewed your profile feel free to browse and get to know your new Monroe Chamber Member website.

CALENDAR OF EVENTS

The Calendar of Events on www.choosemonroe.com is full of events and activities of things to do in and around Monroe.

Chamber Members are encouraged to add their events to this calendar to ensure that they are posted and highlighted in the Chamber's eNewsletter.

Other ways to learn about events in Monroe, we add events from our Chamber members to the Chamber's Facebook page. Chamber members are encouraged to tag the "Monroe Chamber of Commerce" on their event's discussion page or comments to notify us of any events they would like to have added to the Chamber's Facebook Event Page. We also encourage Chamber members to use #choosemonroe on Facebook, Twitter, and Instagram to help us track events and conversations about what is happening in Monroe.

There is so much to do in Monroe and we encourage everyone to follow us online either on Facebook, our website, Twitter, or Instagram to stay in the know about Monroe.

Community Organization Meetings

BNI Sky Valley Business Boosters

Weds at 7 am at Brookdale Senior Living

Kiwanis of Monroe

1st and 3rd Thurs at the Monroe Chamber at 12 pm

Lions Club of Monroe

Meets 1st and 3rd Wednesday 7 pm at Brookdale Monroe

Monroe Chamber

Luncheons-2nd Tues of the month at The Rock Church at 12 pm

Rotary of Monroe

Every Weds at 12 at Brookdale Senior Living

Community Coordination Meeting

Every other month or as planned by attendees

MONROE COMMUNITY INFO

Boys and Girls Club of Monroe

261 Sky River Parkway
360-794-4775

City of Monroe

806 W. Main St.
360.863.4528

Downtown Monroe Association

108 East Main Street # 204
360.503.4513

Everett Community College East County Campus

14090 Fryelands Blvd.
425.259.8732

Evergreen Health Monroe

14701 179th Ave. SE
360.794.7497

Kiwanis of Monroe

kiwanis.monroewa@gmail.com

Lions Club of Monroe

lionsclubofmonroewa98272@gmail.com

Monroe Chamber of Commerce & Visitor Information Center

125 S. Lewis St.
360.794.5488

Monroe Cold Weather Shelter

1016 West Main Street
360.453.7622

Monroe Community Senior Center

276 Sky River Parkway
360.794.6359

Monroe Historical Society

207 East Main Street
360.217.7223

Monroe Sno-Library

1070 Village Way
360.794.7851

Monroe School District

200 E. Freemont St.
360.794.7994

Monroe Public Schools Foundation

200 East Fremont Street
360.804.4317

Rotary of Monroe

www.rotaryofmonroe.org

SeaMar Monroe Dental Clinic

17707 W. Main St.
360.282.3900

SeaMar Monroe Medical Clinic

17707 W. Main St.
360.282.3885

Sky Valley Food Bank

233 Sky River Parkway
360.794.7959

SnoCo PUD

120 E. Freemont St.
360.794.3900

St. Vincent de Paul Resource Center

17150 W Main St
360.863.8063

Take The Next Step

202 S. Sams St.
360.794.3900

US Post Office

122 N. Blakely St.
360.805.1962

Utility Billing Office

(City Hall)

806 W. Main St.
360.794.7400

Water or Sewer Problems Public Works Department

360.794.6100

YMCA Monroe Sky Valley

14033 Fryelands Blvd.
360.805.1870

MONROE ELECTED OFFICIALS

The elected city government of Monroe has an elected mayor and 7 elected City Council members.

City Council Meetings

Held at 7:00 pm on the 1st—4th Tuesdays of the month (any meeting falling on a holiday is rescheduled to the next evening).

Location-City of Monroe Council Chambers located at 806 W Main St

Website

www.monroewa.gov

Board/Commission/Council Meeting Agendas and Minutes

Website: <https://www.monroewa.gov/139/Agendas-Minutes>

The City Council, Planning Commission and TBD meetings are recorded and audio of the meetings can also be found online at the above website.

Overview

The City of Monroe has a strong Mayor / Council form of government. The mayor is elected by the citizens and serves a four-year term. The mayor acts as the chief administrative officer responsible for managing the city.

Contacting Your Elected Officials

806 W. Main St.

councilmembers@monroewa.gov



Mayor

Geoffrey Thomas

Center

Position 3

Kyle Fisher

Position 6

Jason Gamble

Position 1

Kevin Hanford

Position 4

Heather Fulcher

Position 7

Kirk Scarboro

Position 2

Tami Beaumont

Position 5

Jacob Walker