

Funding Agreement Annual Report Spreadsheets

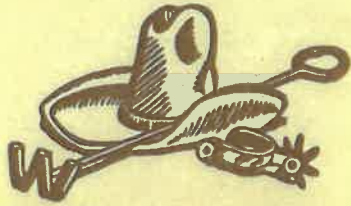
Organization Name : Wickenburg Chamber of Commerce
 Person Responsible for Submittal: Shanalyn Valles

Blue area for recipient to fill out				Yellow area for Town Use Only						
Vendor Name	Report Page # for Invoice	Invoice Amount \$	Invoice Date (00/00/0000)	Date Invoice was Paid (00/00/0000)	Proof of Payment Amount \$	Report Page # for Ad	Brief Description (1/2 page add, what publication and date of publication)	Meet Town Requirements (Y/N)	Funding Request that DO meet Requirements	Funding Requests that do NOT meet Requirements
Arizona Drive Guide	2B	\$1,300.00	9/10/2024	9/18/2024	\$1,300.00	2A	Full Page Magazine ad Annual Events			
O'Rourke Media Group	2E	\$ 710.50	9/13/2024	9/18/2024	\$710.50	2D	Fiesta Ad			
O'Rourke Media Group	2H	\$506.39	8/15/2024	8/28/2024	\$506.39	2G	Half page Fiesta ad			
City Sun Times	2K	\$716.10	10/14/2024	12/23/2024	\$716.10	2I	Half Page Bluegrass ad			
West Valley Star	2M	\$860.00	7/31/2024	9/4/2024	\$860.00		August Full Page ad			
True West Publishing	2P	\$1,400.00	9/29/2024	9/18/2024	\$1,400	2O	Bluegrass/Goldrush Ad			
Arizona Drive Guide	2S	\$800	12/5/2024	12/23/2024	\$800.00	2R	Half page Parade of Lights/Gold Rush ad			
Juan Carlos Jimenez	2U.1	\$360.00	10/9/2024	10/9/2024	\$360.00	2U	Design of Bluegrass logo ad			
City Sun Times	2X	\$602.60	1/15/2025	1/17/2024	\$602.60	2W	Bluegrass ad			
Independent News Media	3A	\$290.00	10/9/2024	10/9/2024	\$290.00	2Z	1/4 page Horsethieves ad			
West Valley Star		\$575.00	10/9/2024	10/9/2024	\$575.00	3C	Half Page Bluegrass ad			
True West Publishing	3F	\$1,400.00	2/21/2025	4/30/2025	\$1,400.00	3E	Full Page Magazine ad Gold Rush			
Professional Sports Publication	3I	\$10,000.00	10/3/2024	11/15/2024	\$10,000.00	3H	Full page Annual Events			
True West Publishing	3L	\$2,500	11/27/2024	12/4/2024	\$2,500.00	3K	Full page Gold Rush Ad			
Arizona Drive Guide	3O	\$800.00	3/12/2025	3/12/2025	\$800.00	3N	Expand your Horizon			
Steve Wood Voice Works LLC	3R	\$700.00	8/12/2024	8/14/2024	\$700.00	VIDEO EMAIL	Fiesta TV Spot			
Steve Wood Voice Works LLC	3T	\$700.00	10/1/2024	11/27/2024	\$700.00	VIDEO EMAIL	Bluegrass TV/Radio			
Steve Wood Voice Works LLC	3V	\$500.00	11/1/2024	11/15/2024	\$500.00	VIDEO EMAIL	Bluegrass Video			
Steve Wood Voice Works LLC	3X	\$600.00	12/9/2024	2/13/2024	\$600.00	VIDEO EMAIL	Parade of Lights Video			
Steve Wood Voice Works LLC	3Z	\$900.00	1/1/2025	2/13/2025	\$900.00	VIDEO EMAIL	Cowboy Poetry			
Steve Wood Voice Works LLC	3Z	\$500.00	1/1/2025	2/13/2025	\$500.00	VIDEO EMAIL	video			
Steve Wood Voice Works LLC	3Z	\$500.00	1/1/2025	2/13/2025	\$500	VIDEO EMAIL	Gold Rush Video			
Steve Wood Voice Works LLC	4B	\$1,500.00	6/16/2025	6/23/2025	\$1,500.00	VIDEO EMAIL	Tegner Closure Videos			
96.3 Real Country	4D	\$70.00	8/31/2024	9/11/2024	\$70.00	VIDEO EMAIL STEV	Fiesta			
96.3 Real Country	4F	\$455.00	9/30/2024	9/18/2024	\$10,103.25	VIDEO EMAIL STEV	Fiesta			
96.3 Real Country	4G	\$520.00	10/31/2024	9/18/2024	" "	VIDEO EMAIL STEV	WHTM Today/ Horsethieves			
96.3 Real Country	4H	\$1,500.00	11/30/2024	9/18/2024	" "	VIDEO EMAIL STEV	Bluegrass			
96.3 Real Country	4I	\$3,000.00	1/31/2024	9/18/2024	" "	VIDEO EMAIL STEV	Gold Rush			
96.3 Real Country	4I-4K-4L-4M	\$15,240.00	2/28/2025	9/18/2024	" "	VIDEO EMAIL STEV	Gold Rush			
96.3 Real Country	4D	\$500.00	4/30/2025	4/30/2025	\$8,284.50	VIDEO EMAIL STEV	Spring Fling			
96.3 Real Country	4Q	\$1,500.00	6/30/2025	6/23/2025	\$1,500.00	VIDEO EMAIL STEV	Tegner Closure Videos			
Legends Entertainment District	4T	\$5,000.00	1/20/2025	5/13/2025	\$5,000.00	4S	Gold Rush Billboard			
Clear Channel	4W	\$2,369.00	9/30/2024	10/16/2024	\$2,369.00	4V.0	Bluegrass Billboard			
C&J Outdoor	4Y	\$2,100.00	9/26/2024	9/25/2024	\$2,100.00		Billboard			
C&J Outdoor	5A	\$300.00	9/26/2024	9/26/2024	\$300.00		Billboard graphic			
KAZ-TV	5C	\$1,256.25	9/8/2024	9/26/2024	\$1,256.25	5C.1	Fiesta			
Nextstar		\$2,653.20	2/21/2024	2/21/2024	\$2,653.20	5E.1	Gold Rush			
Nextstar	5F	\$100.00	2/16/2025	2/25/2025	\$100.50	5E.1	Gold Rush			
KAZ-TV	5I	\$999.98	10/15/2024	10/15/2024	\$999.98		Bluegrass			
KAZ-TV	5K	\$999.97	11/1/2024	12/4/2024	\$999.97		Gold Rush			
Ember Designs	5N	\$125.00	8/1/2024	8/2/2024	\$125.00	5N.1	Expand your Horizon			
Ember Designs	5Q	\$150.00	3/31/2025	4/2/2025	\$150.00	5Q.1	Bluegrass and Fiesta			
Ember Designs	5S	\$125.00	12/29/2024	2/13/2025	\$125.00	5T	Kick your heels up			
Ember Designs	5T	\$575.00	9/30/2024	2/13/2025	\$575.00	5U	Christmas Parade and Gold Rush			
Ember Designs	5W	\$250.00	11/30/2024	2/13/2025	\$250.00	5X	Bluegrass and Gold Rush			
Ember Designs	6A	\$475.00	10/30/2024	11/22/2024	\$475.00	6B	Expand your Horizon and Gold Rush			
Ember Designs	6D	\$1,400.00	2/2/2025	1/28/2025	\$1,400.00	6E-6F	Ad Designs for Gold Rush cover, digital billboard, Expand your Horizon Destination, Expand your Horizon True West			

Organization Name : Wickenburg Chamber of Commerce
Person Responsible for Submittal: Shanalyn Valles

I attest the information provided in this report to be factual and accurate. I understand that it is our responsibility to provide an annual funding report that illustrates compliance for use of tax dollars.

Explanation of Difference:



"Out Wickenburg Way"

WICKENBURG CHAMBER OF COMMERCE

Honorable Mayor BG Bratcher
Town of Wickenburg
155 North Tegner Street
Wickenburg Az 85390

Dear Mayor Bratcher and Honorable Councilmembers,
On behalf of the Wickenburg Chamber of Commerce, please find our annual Marketing Agreement Report enclosed.

We are once again deeply appreciative of the Council's continued support and the renewal of our partnership agreement allocating a portion of the Bed Tax funds to the Chamber for the 2024–2025 fiscal year. These funds play a critical role in our efforts to market, advertise, and promote Wickenburg as a premier destination.

Our partnership with the Town of Wickenburg allows us to place consistent, targeted content in proven publications, maximizing the effectiveness of the bed tax investment. This funding model remains a cost-effective and results-driven way to promote tourism and manage outreach through strategic advertising. As a reminder, the Bed Tax is paid by lodging guests, collected by the State, and then redistributed to the Town of Wickenburg, which allocates a portion to the Chamber for marketing efforts.

During the past year, these marketing dollars—combined with additional tourism funding—helped us achieve the following:

- Increased attendance at annual heritage events
- Boosted tourism-related mailings and interactive downloads via the Destination Wickenburg app
- Grew engagement and followers on Facebook, Instagram, and our website
- Secured strategic ad placements in leading Arizona and national publications

These efforts directly contribute to Wickenburg's economy. Our non-resident visitors attending heritage events support local businesses including retail shops, restaurants, lodging, gas stations, attractions, and more. In some cases, tourism leads to relocation, with visitors choosing to move here and invest in homes and property. Tourism has long played a vital role in Wickenburg's economic vitality.

The Chamber of Commerce and Visitors Center is funded independently through membership dues, event sponsorships, and profits from Chamber-produced events. No public funds from the Town or local taxpayers are used for Chamber member programs or operations.

We sincerely appreciate the Town Council's ongoing confidence and partnership in supporting the promotion of our unique and beautiful community.

Respectfully,

**Karla Mortimer,
Executive Director**

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Round Up Club

POLICIES AND PROCEDURES MANUAL

Revised: Approved, **2023:**

Additional updates from state and federal laws included when applicable

Disclaimer: Handbook is not an employment contract

Employers reserves the right to revise/update this document as needed

CONTINUING EMPLOYEE'S AGREEMENT (copy)

In exchange for employment, which I acknowledge to be of value to me, I agree that:

- (1) I will comply with the Wickenburg Chamber of Commerce's handbook, policies, procedures, guidelines and rules (collectively referred to here as "policies") presently in effect and acknowledge that the Company retains the right to change, add to, modify, cancel, in whole or part, any policy, procedure or content of the employee manual without advance notice at its sole discretion.
- (2) I agree that no present or future Company policy is or will be a contract, or part of a contract, and that the Company may change or withdraw any policy, or issue any new policy, at any time.
- (3) I agree that my employment with the Company will be terminable "at-will" by either me or the Company, with stated notices as applicable in this document.
- (4) I acknowledge that the Company is an Equal Opportunity Employer

Signature of Employee

Chamber Witness

Employee's Name (Print)

Date

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WICKENBURG CHAMBER OF COMMERCE THE ORGANIZATION

DEFINITION

There are two primary purposes of the Chamber of Commerce:

- 1) to act as spokesman for the business and professional community and translate into action the group thinking of its members.
- 2) to render specific services of a type that can be most effectively rendered by a community organization both to its members and to the community as a whole.

The Wickenburg Chamber of Commerce has 4 primary divisions under one roof: (1) the Membership Services which provides services and programs in the community for the community and strives to enhance the economic health of member businesses, and (2) the Tourism Authority which goes outside of the community to promote the Wickenburg area as an overnight destination for visitors and is directly responsible for increasing visitor spending in the community, and (3) produces annual heritage events for the community, which brings heads in beds, economic benefits to local businesses, and recognizes our heritage; and (4) the Wickenburg Film Office which is charged with promoting Wickenburg as a film production location and generates film economic dollars in Wickenburg.

MISSION STATEMENT – updated Jan. 2021

We are influencers, catalysts, and conveners, the trusted source for growing business, activating leaders and building community.

Value Statement: Passion – We are proud to work here; we are committed to creating an optimistic and balanced culture through passion, enthusiasm and dedication. **Service** – We exceed expectations by providing knowledgeable, thoughtful solutions, and leading by example. **Community** – We better our community through leadership, encouraging compassionate relationships, and collectively working toward a common goal. **Together** – We believe that through diversity, collaboration, and teamwork we create an inspired, open, and welcoming environment that leads to the greater good.

What is a Chamber?

We are an economic engine, the voice of business in our community, serving as an advocate for business-owners and working every day to make our community a better place to live, work and play. #WickenburgChamber

Wickenburg Brand Purpose - Adopted-2017

CATALYST for Business Growth

CONVENER for Leaders and Influencers

CHAMPION for Stronger Communities

ABOUT THE CHAMBER

The Wickenburg Chamber of Commerce is a non-profit (501c 6) organization made up of members of the business community, individuals, and organizations from Wickenburg and the surrounding communities. It is supported by investments of the business members and from special events. The members are asked to follow a membership schedule of investment based on the number of employees that they have in their establishment.

Our organization was founded in 1931 as THE ROUND UP CLUB, INC., and is still incorporated as such. In 1988 the name was retired on all stationary, advertising, and operational use, and instead THE WICKENBURG CHAMBER OF COMMERCE is dba recorded.

Our work is defined by the Board of Directors, which is the policy-making body of the Chamber, in the adoption of the annual Program of Work and Budget. A Board Retreat is held annually. Chamber Staff and committees accomplish our work. Each year members provide their time and expertise to the committees. The professional and support staff, headed by the Executive Director, is responsible for the administration of the Chamber and working with our committees to implement the Program of Work set by the Board.

The Wickenburg Chamber of Commerce is comprised of business, ambassadors, volunteers and donors that love and cherish Wickenburg. We all work at making each of the annual events successful as well as advertising our small Town with big cowboy roots.

WICKENBURG CHAMBER OF COMMERCE ORGANIZATIONAL CHART

MEMBERSHIP

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

ADMINISTRATIVE ASSISTANT

OFFICE COORDINATOR

DATA SPECIALIST *

VOLUNTEERS

*May not have staff positions

EVENT COMMITTEES:

**GOLD RUSH DAYS
BLUEGRASS FESTIVAL
COWBOY POETS GATHERING
FIESTA DE SEPTIEMBRE
PARADE OF LIGHTS
CHAMBER GOLF CLASSIC
AMBASSADORS
WICKENBURG LEADERSHIP
INSTITUTE**

STANDING COMMITTEES:

**TOURISM AUTHORITY
EDUCATION
TRANSPORTATION
COMMUNITY DEVELOPMENT
GOVERNMENTAL AFFAIRS
FILM COMMISSION
PAST PRESIDENT'S COUNCIL**

*Task Force Sunset- Telecommunications, Contractor's, Telecommunications

ADMINISTRATIVE POLICIES

USE OF THE CHAMBER LOGO

The official logo of the Wickenburg Chamber of Commerce is established by the Board of Directors and is used only in conjunction with official activities of the Chamber or as a Chamber member in good standing.

It is the responsibility of all Chamber personnel and every Chamber member to ensure that the official logo of the Chamber continues to designate the respect the Wickenburg Chamber of Commerce has earned over the years. The protection of the logo of the Chamber as a registered mark from unauthorized use demands the highest priority.

Members of Wickenburg Chamber of Commerce may not use the Chamber logo unless approval from the Chamber is obtained in advance of the use of the logo. Member requests for authorization must include a copy of the print medium on which the logo is to be used.

Since the Wickenburg Chamber of Commerce is composed of many members who may be competitive in nature, the Chamber does not endorse or approve any individual business, product, or service. Chamber members should not use either the Chamber logo or their Chamber membership status to directly or indirectly imply that the Wickenburg Chamber of Commerce is providing any endorsement.

The Chamber logo may not be used as the focal point in advertising to promote any specific business, product, or service.

The slogan: Out Wickenburg Way applies as above.

REFERRALS, RECOMMENDATIONS AND ENDORSEMENTS

Since many competitive firms support the Chamber, our policy is to give the names of members who provide the item served, but not to “recommend” any specific product, service or firm. It should be made clear to the inquirer that our provision of names, addresses, etc., in no way constitutes a recommendation. Due to possible legal implications for the organization, neither are recommendations furnished concerning the moral or financial standing of individuals or firms.

USE OF OFFICE BY OTHER ORGANIZATIONS

The Chamber's meeting room is available (free of charge or a specified fee) for use by other organizations with prior approval by the Executive Director.

Organizations are liable for any damage to the building or its contents that might incur and will be billed for it.

OPERATION

BOARD OF DIRECTORS – The Board of Directors is the policy-making body of the Wickenburg Chamber of Commerce. The board consists of a minimum of 3 and up to nine members, elected for a term of three years. The board may appoint a member to fill a term left open.

OFFICERS:

PRESIDENT – The President shall preside at all meetings of the Chamber and of the Board of Directors at which he/she is present, shall exercise general supervision of the affairs and activities of the Chamber, and shall serve as an ex-officio member of all standing committees. The President is responsible for presenting the position of the Chamber as necessary.

PRESIDENT-ELECT- The President-Elect shall assume the duties of the President during his/her absence, shall serve as an ex-officio member of all standing committees, and shall perform such other duties as designated by the President or the Board of Directors.

SECRETARY- the Secretary shall be responsible for the minutes of the meetings of the Chamber and of the Board of Directors, which shall be an accurate and official record of all business transacted. The executive director may be delegated to take minutes on behalf of the secretary.

TREASURER- the Treasurer shall be responsible for the financial records of the Chamber, shall give a financial statement at the Board meetings. Treasure will be the chair of the finance committee which will meet once a month to review finances.

PAST PRESIDENT – The immediate Past President shall serve another year as a member of the Board of Directors and the Executive Committee unless he/she is a regularly elected member of the Board.

BOARD RESPONSIBILITIES AND ANNUAL AFFIRMATION OF COMMITMENT

MEMBERSHIP-Must be in good standing as well as associate member, business or employee. All dues need to be paid in full if a board member is an associate member or be part of the Chairman Circle.

TITLE- Director (Board of Directors) The position of Director is an elective office of the Chamber.

TERM- Directors will serve for three (3) years beginning January 1, and until a successor is elected and qualified. Board positions may also be filled by appointment from vacancy.

MEETINGS- The Director will attend all Board of Directors meetings (typically the second WEDNESDAY of the month, 4:30 P.m., *Unless noted, at the Chamber office), annual planning conference, committee meetings as assigned, and the Board orientation.

ABSENCE- Absence from three (3) consecutive regular meetings of the Board will result in a vacancy of this office, except in the case of excused absences.

REPORTS TO: President of the Board

A CHAMBER OF COMMERCE BOARD DEFINED

The Board of Directors is the policy-forming branch of the chamber. It authorizes the organization's program of work, approves the budget, receives and passes on committee recommendations and directs the general operations of the chamber. The Board of Directors of a chamber sets up specific goals in its annual program of work. A well-balanced program usually includes: Economic development activities {trade and area promotion, convention and tourist development, business development; Community development activities; education, manpower training, transportation, health, and cultural; Public affairs activities; education, economic understanding, legislative action on the local, state and national levels and business-consumer relations; Organization improvement activities} membership building and retention, new member information, leadership orientation, finance and development.

The Wickenburg Chamber of Commerce does include in their program of work developed during the Board of Directors Retreat this consists of: event production, film commission, publishing, and visitors center services.

The Chamber is not a department or office of the local municipality. However, it is a partner in a variety of community programs and annual events. The Wickenburg Chamber of Commerce does not receive any operating dollars for the chamber office, programming, or to pay professional staff.

RESPONSIBILITIES OF BOARD OF DIRECTORS

- a) Establish the general policies that govern the operation of the organization
- b) Develop a long-range plan for the organization, which includes:
- c) A clear and current mission statement
- d) Monitoring the organization's progress in relationship to the plan
- e) Select and hire the Executive Director/CEO of the organization
- f) Serve as legal custodian for all tangible assets
- g) Accept responsibility for the finances of the organization as presented by the Finance Committee and Executive Director/CEO, including:
 - 1. Monitoring the annual operating budget
 - 2. Securing and administering endowments
 - 3. Raising necessary operating funds
- h) Provide for continuous self-evaluation and renewal of the Board itself.
- i) Identify, affirm, pursue, and allocate resources to achieve the common interest

RESPONSIBILITIES OF EACH INDIVIDUAL BOARD MEMBER

- a) Commitment to the mission and goals of the organization
- b) Have the authority to vote if in good standing on issues as a representative of their company
- c) Promote understanding and acceptance of the organization
- d) Be knowledgeable of the organization's operation, services, and weaknesses
- e) Respect the work and authority of the Board
- f) Be objective in evaluating the personnel, programs, and policies of the organization
- g) Resist all pressures from groups or individuals, either within or outside the organization, who attempt to compromise the values, ideals, goals, policies, or prerogatives of the organization

- h) Allocate time to attend the meetings of the Board and of the committees to which one is appointed
- i) Accept and discharge specific responsibilities, either on committees or within the general work of the Board
- j) Recommend others who can serve on the Board
- k) Suggest and/or pursue new funding sources
- l) Be constantly alert for opportunities to further the mission and goals of the organization
- m) Be willing to represent the organization at various functions
- n) Be available at the appropriate times to discuss issues
- o) Be enthusiastic about the organization, and represent it with an articulate, positive and practical presence

BOARD MEMBERS SHALL NOT

- a) Get involved in the day-to-day management of the Chamber
- b) Interpret policy in self-interest
- c) Set policy as an individual
- d) Speak out on behalf of the Chamber unless designated as the official spokesperson for an issue Sign contracts, legally and/or financially obligate the Chamber
- e) Use the position for personal gain Usurp authority of the chief paid executive

CODE OF ETHICS

As a member of the Board of Directors of the Wickenburg Chamber of Commerce, I will:

1. Listen carefully to my Board colleagues.
2. Respect the opinion of fellow Board members.
3. Respect and support major decisions on the Board.
4. Recognize that all authority is vested in the full Board when it meets in legal session.
5. Keep abreast of developments relevant to issues that may come before the Board.
6. Participate in Board meetings and actions.
7. Bring to the attention of the Board any issues I believe will have an adverse impact on the Chamber and the businesses we serve.
8. Attempt to understand and interpret the needs of those we serve to the Board and interpret the actions of the Board to those we serve.

9. Refer perceived complaints or problems through the Executive Director/CEO of the Chamber
10. Be an advocate for all the business community.
11. Recognize that my job is to ensure the Chamber is well managed, not to manage the Chamber Staff
12. Consider myself a "trustee" of the Chamber and do my best to ensure that is well maintained, financially secure, growing and always operating in the best interest of the business community.
13. Always work to learn how to learn how to do my job better.
14. Declare conflicts of interest between my personal life and my position on the Board of Director and abstain from voting or discussion when appropriate.

As a member of the Board of Directors, I will not:

1. Criticize fellow Board members or their opinions, in or out of the boardroom.
2. Use the Chamber for my personal advantage or that of my friends and relatives.
3. Discuss the confidential proceedings of the Board outside of the boardroom.
4. Promise before a meeting how I will vote on an issue. Interfere with the duties of the Executive Director/CEO or undermine their authority with staff members.

CONFIDENTIALITY AND SUPPORT OF FINAL DECISIONS/POSITIONS MADE BY THE BOARD

Important decisions requiring confidentiality are finalized during the closed executive session of the Board meetings. Meeting formats have been established to allow every Board member the ability to speak their mind freely on each issue, which is essential to reaching the best solution/position for our members. In order for this format to work effectively, each Board member must commit to keeping all discussions and comments confidential.

Once a final vote has been taken and a decision has been made, the Board will support that decision and speak with a unified voice. Board members should not participate in "parking lot" meetings to drum up support to readdress an issue that has been voted on.

CONFLICT OF INTEREST POLICY

Committee members must abstain from voting if the board member will personally or through their business directly benefit from the Board's support or opposition to an issue; or if the board member is actively participating (defined as having their name publicly associated with a candidate's campaign or ballot issue) in any race or ballot measure where the Chamber is considering endorsement.

SPOKESPERSON FOR THE WICKENBURG CHAMBER OF COMMERCE

The Executive Director/CEO and the President of the Board will serve as the Chamber's first line spokesperson regarding Chamber policies, issues, and formal positions. Occasions may arise when a director may serve as the Chamber's official or unofficial spokesperson only when designated by the Board. As a spokesperson for the Chamber, each director will reflect on the official Chamber position. This responsibility requires the exercise of careful judgment, for a director's own personal views may sometimes differ from policies adopted by the Chamber. In such cases, the director must take great care not to express personal views that might be misinterpreted as representing the views of the Chamber. An issue of talking points will be provided regarding the Chamber's position.

All members are required to serve in a manner that is non-prejudicial to the aims and repute of the Chamber.

STANDING COMMITTEES OF THE BOARD

EXECUTIVE COMMITTEE – Has the responsibility for business in the interim between meetings of the Board of Directors. It shall supervise and attend to fiscal matters of the Wickenburg Chamber and may refer matters to a proper committee or to the Board of Directors. The Executive Committee consists of the President, President-Elect, Secretary, Treasurer, Past President, and Executive Director.

FINANCE COMMITTEE – Has the authority to perform regular, in-depth reviews of the organization's financial activity; oversee the development of the annual budget; determine the allocation of investment deposits. The Finance Committee shall have a minimum of three members, including the Executive Director and Treasurer of the board.

NOMINATING COMMITTEE

The Nominating committee shall consist of: President, President-Elect, Immediate Past President, one Past President at large, and the executive director, who will propose slate to chamber board of directors for approval, no later than the November Board Meeting. The Directors shall be elected for the term hereinafter

set forth by a vote of regular business members pursuant to procedures adopted by the Board of Directors from time to time. The Nominating Committee shall also recommend to the board a slate of officers to be voted on at the December Board Meeting.

STANDING COMMITTEES OF THE CHAMBER

AMBASSADORS-The Ambassadors shall be responsible for welcoming new Chamber members into the organization through monthly ribbon cuttings; shall work with the Board of Directors and Executive Director in bringing in new businesses as members.

FILM COMMISSION – The Film Commission shall promote Wickenburg as a film location by maintaining a film book and photo library, and by arranging tours and packets of information for location scouts.

EDUCATION COMMITTEE – The Education Committee shall work as a liaison with the local schools to provide enrichment programs, increased scholarships, and improved education for area students; shall encourage strong community support for the school system. Encourage university and colleges to offer classes in town and/or online.

TOURISM AUTHORITY – The Tourism Authority shall promote Wickenburg as a destination to individuals and groups by participating in trade shows, co-op advertising, dissemination of area information, or other avenues, which may be effective. Designated DMO by the Arizona Office of Tourism and annually applies for eligible tourism marketing dollars.

TRANSPORTATION COMMITTEE – The Transportation Committee will assist local, state, county and federal authorities in planning and providing for Wickenburg's transportation needs.

COMMUNITY DEVELOPMENT – The committee will encourage the development of housing opportunities for our area, working with local, county and state agencies in gathering & researching housing information. Identifying financial programs with local banks and mortgage companies, to assist realtors and the public in affordable housing possibilities. Review and take position on general plan issues for the betterment of our quality of life and community growth. Participate in dialogue with town departments regarding quality-of-life issues. Review ordinances and make recommendations to chamber board.

GOVERNMENTAL AFFAIRS COMMITTEE- the Governmental Affairs committee utilizes legal, political and economic powers of the Arizona Legislature, the Wickenburg Town Council and the Maricopa County Board of Supervisors to create a climate in which both business and the community can flourish.

Recruitment and promotion of business-friendly leaders to ensure an atmosphere in which businesses can succeed and create jobs is another principal objective of the Wickenburg Chamber. Important issues that affect businesses in which the Governmental Affairs Committee takes an active role include taxation, regulatory assistance, land use codes, the environment, water, transportation and more.

The Committee then recommends policy positions to the Chamber's Board of Directors, including but not limited to these stated.

In addition:

- Recommends policy and determines positions on legislation for The Chamber with Public Affairs Advisor through association with West Valley Chamber Alliance and the Arizona Chamber Executives Assn.
 - Keep membership updated on important issues-regulation, taxation, town planning, etc. through communication in newsletter, website, articles.
 - Assist Members in getting to know our elected officials & their government staff.
 - Schedules breakfast meetings during the year with elected officials for discussion.
 - Conducts "State of the Town" Luncheon with Mayor or Town Manager
 - Short, productive quarterly or bi-annual meetings.
 - Interaction with Regional Legislative Alliance – North & West Valley.
 - Review reports provided by Lobbyist through regional alliance.
 - Participate in Chamber Legislative Day at the Capitol.
 - Sponsor Candidate and issue forums. Endorsements need 2/3rd vote by committee.
 - E -Briefs on Congressional issues sent to members who sign-up for briefs.
- Grass roots programs involve business people in issues.

Arts & Culture Task Force – now with tourism authority (2014)

Coordinate community arts/culture sector, communicate the need to include special events into master calendar, and assist with their promotion and marketing.

PAST PRESIDENT’S COUNCIL – The committee keeps former presidents involved in special programs; committee’s and links the past with the present and future. The most current past presidents consists of the board of directors of the 501(c3) non-profit Round Up Foundation.

Retired Contractor’s Task Force – 2012

Liaison to local contractors, providing updates and seminars dealing with the industry. Invitation to Yavapai & Maricopa County Building Officials bi-annually for update on zoning codes.

SPECIAL EVENTS COMMITTEES

Gold Rush Days, Bluegrass Festival, Wickenburg Fly-In & Classic Car Show, Cowboy Christmas Poetry Gathering, *3rd of July, (retired organization of July Fireworks event in 2013, turned over to Town)* Chamber Golf Classic, Vintage Marketplace (2015 – RETIRED 2017) Fiesta de Septiembre, and Christmas Light Parade. The committees meet with Town of Wickenburg department representatives in planning the annual events and hold post-event review for updating each year.

Other Special Event Committees may be appointed as deemed necessary by the Board of Directors. (Wickenburg Leadership Institute & WYP – Wickenburg Young Professionals.)

Minutes are required of all official board meetings of the Chamber. Ex. Director will keep notes from committees, subcommittees, and report to Board of Directors, unless otherwise designated. They shall include time, date, location, and names of those present. Minutes shall be **brief** yet reflect all action taken.

CHAMBER FINANCIAL AND OPERATING CONTROL

The operation of the Wickenburg Chamber of Commerce is financed by membership, fund raising events, programs, grants, sponsorships and donations. Funds given for specific purposes shall not be used for operating expenses. The maintenance of an adequate level of support from all businesses and professional interests in the area is essential to finance the programs that are vital to area growth and development. The amount of membership may vary from the minimum of \$265.00 per year on up, *based on the most current investment schedule.*

The Executive Director has primary responsibility for designing and maintaining the accounting system. Support activities may be provided by other staff or outside contractors as designated. The Finance Committee of the Board of Directors (made

up of the President, Vice President, Treasurer and designated staff) will meet once a year with designated staff/outside contractors to review the Financial and Accounting Operating Policy and discuss any changes necessary. This will include any contract that has a monetary payment from or to the Wickenburg Chamber. Any changes needing action will be presented to them as a recommendation to the full Board of Directors for approval and implementation. In the event that there is no Executive Director, the Board President will be signing the contracts in leu of after approval from the Board.

Outside Accounting and Bookkeeping Activities

Currently bookkeeping activities are contracted to Premier Taxes and Services.

BUDGET

Data for the annual budget is provided by administrative assistant who will prepare a proposed budget with the Executive Director. The proposed budget is reviewed by the Finance Committee who will make a recommendation to the Board of Directors for final approval. The fiscal period of the Wickenburg Chamber is January 1st through December 31st.

SEPERATION OF DUTIES

Within the Wickenburg Chamber's financial management and reporting system, several checks and balances have been established. Given the small size of the staff, there are limitations in providing complete separation of duties. However, through the combination of a sound accounting system, regular oversight by management and the Executive Committee, the Board of Directors and the following policies, sufficient separation of duties can be achieved.

The following are guidelines for separation of duties amongst the staff and any financial contractors:

- Any cash or check(s) received will be counted by two staff members (those that do not enter payments into QuickBooks, prepare deposits or sign checks preferably)
- Deposits will not be made by the one preparing the deposit, the bookkeeper, but will be made by the Executive Director or designated staff person on a weekly or as needed basis
- During events there will be a designated person who will have the night drop key to make deposits daily. This avoids keeping large quantities of money at the Chamber office.

- All bills will be reviewed and coded by the designated staff(s) before being processed for payment
 - The check signer(s) will not be the person(s) who writes checks
 - The check signer(s) will not be the person(s) who performs the regular bookkeeping work
 - Supporting documentation will be attached to disbursements which the Executive Director/Board Designee will review before signing checks
- Duplicate signatures on checks are not required at this time as the Board of Directors review financials on a monthly basis
- Bank statements are reconciled by someone other than the check signer(s) on a monthly basis

CONFLICT OF INTEREST

No employee in a position to recommend or influence purchasing should hold an interest in any company from which the Wickenburg Chamber makes purchases when such interest would be sufficient to influence decisions.

FINANCIAL REPORTING

In order for employees to effectively manage the operations of the Wickenburg Chamber, timely financial information is imperative. The information must be accurate, comparable and timely.

Financial information will be disseminated on a standard closing schedule. The closing schedule will include appropriate reviews and approvals:

- A Chart of Accounts is made available to designated staff members to code bills and disbursements to the proper accounts
- Standard journal entries will be reviewed by the Executive Director for reasonableness and approved for posting to the general ledger
- Non-standard journal entries are to be reviewed and approved for posting by the accountant
- The Administrative Assistant/bookkeeper will be required to provide a detailed budget comparison in monthly financial reports to be provided to the Finance Committee and Board of Directors for approval
 - Monthly financial reports are provided to the Executive Director and Treasurer within 7 days of the close period
 - Detailed financial reports and summaries are provided to the Board of Directors at each Board meeting

- Reference explanations for any and all budget variances of 10% or more are contained for the above reference reports
- The Board of Directors will be required to secure an independent audit annually
 - Copies of these reports will be made available to the Board of Directors
 - Copies of these reports will be made available to the public upon written request

SAFEGUARDING ASSETS

The Executive Director has primary responsibility for ensuring that proper financial management procedures are maintained and that policies of the Board of Directors are carried out. The Financial Committee shall provide fiscal oversight in the safeguarding of assets of the Wickenburg Chamber and shall have primary responsibilities for ensuring that all internal and external financial reports fairly represent its financial condition. Actual income and expenditure will be compared to the budget on a monthly basis. A bank balance sufficient for any immediate operating needs will be maintained. Those staff and contractors supporting the financial operations of the Wickenburg Chamber will ensure a proper filing system is utilized and that appropriate insurance for assets is in place. All financial documents will be kept together in a fireproof file cabinet for current fiscal year.

FIXED ASSETS

Asset expenditures of \$1000 or more, either a new purchase or an addition to an existing asset which increases its life, shall be reflected on a schedule of fixed assets and depreciated over an appropriate useful life.

Assets with long-term use will be depreciated using a schedule based on current IRS depreciation regulations and noted in the documentation.

PAYROLL CONTROLS

Personnel files are housed at the Wickenburg Chamber for all employees. Changes in payroll data (i.e. pay changes, commissions, bonuses, etc.) are approved by the Executive Director before implementation. Badowski and White is currently contracted to process payroll. Employees will turn in timecards to Executive Director whom has final approval. Badowski and White will generate the payroll register, payroll checks and tax deposits. All payroll documents are made available to the Executive Director for review.

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COMPUTER CONTROLS

QuickBooks accounting software is currently used for financial records and reporting. Only approved staff or contractors will have access to QuickBooks. Currently they are: Executive Director, Administrative Assistant, and Accountant. Premier Taxes and Services is primarily responsible for inputting data into QuickBooks; the Administrative Assistant has to authority to review reports (except payroll) and enter invoices. Any sensitive financial information housed on the Wickenburg Chamber's server will be located in a password protected folder and designated people will be provided the password.

DISBURSEMENT CONTROLS

- The Executive Director has an expenditure approval up to the parameters set by the annual operating budget
- The Executive Director has single signature authority up to \$2,500 and must receive written approval from the Board Chair or Treasurer for any disbursement beyond this threshold and be accompanied by an authorized Board Members signature
 - The deliberate splitting of vouchers or bills that have the sole purpose or effect of meeting the above parameters are expressly prohibited
- All disbursements, except petty cash, are made by check unless otherwise authorized
- All checks are pre-numbered and accounted for monthly
- Blank checks are kept in one place in locked drawer/safe at the Wickenburg Chamber
 - Checks kept onsite are only accessed with approval from the Executive Director
- Disbursements will be initiated by a bill or a written request for disbursement
- The Administrative Assistant is responsible for disbursement documentation being filed in the appropriate files
- All voided checks are defaced and retained for reference

Financial Control

The operation of financial controls is as follows: **CASH** – No cash more than \$200.00 shall be held in the Chamber offices overnight. Exception only during special events, when cash management for change is needed. Overnight deposit bags will be used; the remaining cash to be locked in the safe, with dual control for access by staff.

Handwritten Checks Control

Handwritten checks are avoided to the extent possible. All handwritten checks must receive pre-approval from the Executive Director. In the Executive Director's absence, approval must come from the Board Chair or Treasurer. Should the Executive Director need to write a check, Board Chair or Treasurer approval will be obtained. Disbursement documentation will be provided to the signer prior to check being written. The Executive Director is the primary signer of all checking accounts. In the Executive Director absence, the Treasurer, Vice Chair, Chair or Secretary are primary signer on all Wickenburg Chamber accounts.

RECEIPTS CONTROL

- Any cash or check(s) received will be counted by two staff members (those that do not enter payments into QuickBooks, prepare deposits or sign checks)
 - A reconciliation sheet listing amounts of cash and check(s) received will be completed and signed by both staff.
- The Administrative Assistant will come in once a week to prepare the deposits.
- Deposits will not be made by the bookkeeper, but will be made by the Executive Director or designated staff person on a weekly or as needed basis
- The deposit receipt from the bank is attached to the corresponding receipt copies and cash listing

Credit Card Receipts

The Wickenburg Chamber receives credit card payments for membership dues, sponsorship, event registrations and other purposes. Credit card information is collected two ways: online and in person. Neither process at this time retains information for future use and is shredded once processed. Should a process be established where credit card information could be retained through the Wickenburg Chamber's payment processing vendor, all procedures will be PCI compliant. The Administrative Assistant will collect credit card payment confirmations and online payment records to update accounting records in QuickBooks.

BANKING CONTROLS

Bank Account and Signing Authority Due to the nature of the Wickenburg Chamber's work, one bank account is utilized. Currently the account used is UMB.

The designated members of the Board of Directors have signing authority so that in the absence of the Executive Director normal banking operations can be

maintained. The Board Chair, Vice Chair, Secretary and Treasurer are on the accounts to have the authority to add additional signers should the Executive Director and Administrative Assistant are absent. A new signer can be added to the bank accounts only upon a Board resolution. The Administrative Assistant will coordinate paperwork for the incoming Board Members after the first Board of Directors meeting each year.

Bank Reconciliations

The Administrative Assistant shall maintain a record of all bank transactions, listing all checks disbursed and all receipts deposited daily. The “bank book,” QuickBooks, shall show the current bank balance for all bank accounts. The bank statements will be reconciled on a monthly basis. The Treasurer will be notified of any discrepancies for further investigation and/or follow-up. The Administrative Assistant will adjust QuickBooks as needed and reconcile QuickBooks to the general ledger cash accounts on a monthly basis.

CHAMBER ACCOUNTING PROCEDURE

TYPES OF REVENUE

- Membership Dues: recognized over the anniversary year of the member
- Program Income: generated through seminars, luncheons, Wickenburg Leadership Institute, Annual Banquet and Auction registrations and sponsorship, advertising, affinity programs and signature events
- Contracts: Town of Wickenburg
- Grants and Donations: allocated funds received for special projects
- Miscellaneous: collected administrative fees, rent, interest and in-kind donations

ACCOUNTS RECEIVABLES

Membership Billings and Receivables

All membership dues are reviewed and established as the first step in the budgeting process. A new member(s) can pay dues via check or credit card; an online application process allows for immediate receipt of payment. A new member(s) is not recognized and will not receive benefits until payment is received. Membership renewal invoices are generated at the **first of the year to support a timely renewal process**. Renewal invoices are prepared 45 days out from the anniversary

month. The renewal packet is given to the Executive Director for reviews and notations. 30 days out from the anniversary month, the packet is mailed to the member; a few days following the Administrative Assistant follows up with a letter and invoice via email. On the first day of the anniversary month, the Administrative Assistant will generate another email with the letter and invoice for any open accounts.

Invoices for delinquent accounts are created the first week of the month following the anniversary month. At 30 days past due, the member will receive a printed invoice and letter; at 60 days past due the member will receive contact via phone, email and/or in person from the Administrative Assistant; at 90 days past due the member will receive final notice requesting payment and will be dropped if payment is not received within a few weeks' time. If a member requests cancellation, it is recognized immediately, and the account is taken off the delinquent listings to avoid continued attempt to receive payment. The Administrative Assistant receives documentation for cancellations to follow up and document accordingly.

Sometimes a member is not able to pay the full dues amount in a single transaction. In these cases, the member is allowed to setup a payment plan in which the amount owed will be broken into three installments. A credit card is kept on file for these cases and will be charge three times for complete payment. When the last payment is received, the credit card information is shredded.

All Other Billings and Receivables

Program and event registrations automatically generate invoices when entered into the Wickenburg Chamber's databases; the majority of the registrations will be pre-paid and require little follow up. The Administrative Assistant creates all invoices that are not automatically generated, such as sponsorships, certain advertising services, rent and administrative fees. Any additional requests for invoices are submitted to the Administrative Assistant for approval and creation. The Administrative Assistant reviews the open invoices report on a monthly basis with the Executive Director and initiates collections on delinquent accounts accordingly.

Cash and Credit Card Receipts

Any cash or check(s) received are counted by two staff members (those that do not enter payments into QuickBooks, prepare deposits or sign checks). A reconciliation sheet listing the amounts of cash and check(s) received is completed and signed by both staff. Copies are made of all checks counted and stapled to the

reconciliation sheet. The completed reconciliations (including the reconciliation sheet, copies of the checks and all monies) are filed in a locked drawer at the Administrative Assistant's desk

The Administrative Assistant prepares the deposits once a week. Deposits will not be made by the Administrative Assistant but will be made by the Executive Director or designated staff person on a weekly or as needed basis. The deposit receipt from the bank is attached to the corresponding cash receipt copies and listing. The Administrative Assistant pulls the credit card transaction reports on a monthly basis and posts to accounts accordingly. If credit card information is entered online, the Wickenburg Chamber's payment processing vendor will handle the processing and security of information. If the information is provided via phone or in person, the staff person receiving the information will immediately enter the data into the Wickenburg Chamber's processing account and shred the credit card details.

ACCOUNTS PAYABLE

Bills are provided to the appropriate staff person for coding and documentation and are passed on to the Administrative Assistant to create a payable in QuickBooks. All expenses are paid through the Wickenburg Chamber's operating account. Standard payment terms are net 30 days unless prior agreement has been made with the Executive Director. The Administrative Assistant posts all payments to the accounts payable ledger and reconciles the accounts payable ledger on a monthly basis. Contact information for non-member vendors will be provided to the Executive Director for follow up.

Disbursements

Disbursements are initiated by a bill or a written request. Written requests are approved by the Executive Director before being given to the Administrative Assistant for payment. Checks are prepared twice a month unless there is an immediate need. The unsigned check and supporting documentation is provided to the Executive Director for final review and signature. Each check has three parts: the check, one stub showing remittance details, a second stub which will be kept, stapled to documentation, and filed

by vendor information (for all Wickenburg Chamber accounts) and check number (for all Bed Tax accounts). The Administrative Assistant is responsible for disbursement documentation being filed in the appropriate files

Staff Expense Reimbursements

Requests for reimbursements of allowable expenses are provided to the Executive Director for approval. Request forms are provided when needed, and are **also located on the server for easy access and use**. Requests must be accompanied by documentation of mileage and/or copies of receipts for purchases. All reimbursements will be reviewed and receive final approval from the Executive Director.

Per Diem Requests

Meals and incidentals when traveling out of the region follow the General Services Administration guidelines and can be found online at:

<https://www.gsa.gov/portal/category/100120> . All per diem requests must be submitted to the Executive Director prior to work travel. When possible, a rental car will be provided for primary mode of travel. If work travel takes the employee outside of the State of Arizona, the Wickenburg Chamber will cover the airfare expenses. The Wickenburg Chamber will cover hotel expenses at a standard room rate for that area.

Credit Cards Disbursements

Credit Cards are issued to certain staff members and at this time include: Executive Director and Administrative Assistant. This is allowing for efficient purchases of low dollar products and services. Employees are expected to use good business judgement when making purchases via credit cards. Improper use of company credit cards is grounds for disciplinary action and may result in cancellation of the card. While credit cards eliminate the cost of processing invoices and creating checks, they also create a

liability. For that reason, credit cards are used only for Wickenburg Chamber purposes and are subject to strict purchasing controls:

- All credit cards issued to the Wickenburg Chamber will be restricted to use during events with pay off at the close of each event. There will not be a carryover of balance greater than \$500.
- Carryover on any credit card will be approved by the Board of Directors and is limited to small purchases or recurring monthly charge i.e. Adobe.

- In order to keep a minimum number of cards issued, the need for any additional credit card will be presented to the Board of Directors for approval
- The bank housing the credit cards accounts will accept requests to issue credit cards and set cardholder limits only from an authorized signer
- The person whose name appears on the card is responsible for protecting that card and is accountable for all purchases made using that card
- All receipts are to be turned into the bookkeeper with documentation regarding the purchase
- Routine administrative and operational charges are permitted after Board of Director approval
 - Recurring charges may be set up to a card after approval by the Executive Director
- Entertainment should be limited to key volunteers, special guests and/or related to a Chamber event or programs
- Under no circumstances may cash advances be used on a company card
- Spousal travel on a business trip is not to be charged on a company card
- Excessive expenditures for alcohol at Wickenburg Chamber functions or while representing the Wickenburg Chamber at outside functions is prohibited
- Credit Card Statement and reconciliation will be provided to the finance committee following event in which credit card was used.

Petty Cash Disbursements

A petty cash bank of \$200 is kept in a locked drawer and is only accessible with permission from the Administrative Assistant. Expenses paid from petty cash must be supported by receipts and documented into petty cash log maintained by the Administrative Assistant. The petty cash bank will be reconciled and documentation provided before the fund is replenished. A check request will be submitted to the Executive Director for approval.

Authorized Purchasers

Only designated staffs are authorized to make purchases on behalf of the Wickenburg Chamber. Volunteers should direct requests for such expenditures to the Wickenburg Chamber. A staff member will handle all purchases.

Payroll

The Wickenburg Chamber's recognized work week is Sunday-Saturday. A regular work week is 40 hours; anytime worked over 40 hours in a work week is considered overtime and will be paid out as such (except for those employees who meet exempt status). Overtime is after 40 actual worked hours, the 40 cannot be part of PTO, Holiday's or Sick leave when counting Overtime. Pay periods run from the 1st of the month through the 15th and the 16th through the last day of the month. Employees will be paid no later than five days following the close of the pay period.

All salaries and wage rates are authorized by the Executive Director. The Administrative Assistant maintains all personnel records and monitors the use of vacation, personal and sick time. Any comp time needs to be approved by the Executive Director and documented. All employees will complete a timecard and submit it to the Executive Director for approval. Any changes made by an employee after approval will not be warranted. The Administrative Assistant provides timesheets to the Executive Director for final approval before submitting them and processing. The Administrative Assistant records all payroll expenses in the general ledger. Paychecks are automatically deposited into the employee's bank account and employees receive an email providing the paystub record. All payroll tax deposits are prepared at the time payroll is prepared. The Administrative Assistant is responsible for payroll tax deposits and automatically withdraws the appropriate funds from the Wickenburg Chamber's operating account as scheduled. If there are any changes in the employees' information, it is the responsibility of the employee to inform the Administrative Assistant as soon as possible. All payroll information is strictly confidential and not to be discussed. Any questions concerning salary, deductions and/or benefits should be addressed confidentially to the Executive Director.

MEMBERSHIP IN OTHER ORGANIZATIONS

The Wickenburg Chamber of Commerce shall hold membership in the following organizations that provide service to the Chamber of a specialized nature:

- 1) WEST VALLEY CHAMBER ALLIANCE- Chief lobbying groups for business interests in the State of Arizona.
- 2) AMERICAN CHAMBER OF COMMERCE EXECUTIVES – Continent –wide professional society for Chamber management personnel.
- 3) ARIZONA CHAMBER OF COMMERCE EXECUTIVES – State association of Chamber Executives for professional advancement.
- 4) Western Association of Chamber Executive (WACE) – Regional association

PERSONNEL POLICIES

EQUAL EMPLOYMENT OPPORTUNITY – It is the policy of the Chamber to establish and administer all policies and benefits in a manner consistent with all State and Federal statutes regarding equal employment. All decisions regarding employment, promotion, discharge, staffing, disciplinary action, leave and benefits will be made without consideration of race, color, religion or creed, age, sex, marital status, disabilities, national origin or political affiliation.

HIRING – It is the policy of the Wickenburg Chamber of Commerce to grant equal opportunity to all qualified persons without regard to race, color, age, sex, religion or national origin, ancestry, disability or any other factors protected by law. It is the intent and desire of the Chamber that equal opportunity is provided in employment decisions, human resource policies, wages, promotions, benefits and all other privileges, terms and conditions of employment and that all employees are entitled to a work environment free from discrimination. The Executive Director has the sole responsibility for hiring staff personnel required to conduct the business of the chamber.

Employment Records:

Correct and accurate employment records will contain address, phone number, person to contact in case of accident and/or emergency, change in name, marital status, number of dependents and other pertinent employee information. These records are maintained by the Executive Director. It is the responsibility of the employee to report any such change in status in writing to the Ex. Director no later than 7 days following the change. Employment records are held in strict confidence by the Company. No information requested by third parties will be provided except where required by law.

GENERAL GUIDELINES – Subject to the discretion of the Executive Director, the following are to be used as general guidelines:

1. **HOURS OF WORK** – The Chamber works on a flex schedule. Regular office hours are from 9:00 a.m. – 5:00 p.m. Monday through Thursday, lunches are staggered, and Fridays are considered a flex day. Flex days are uninterrupted times that can be used to make up the time you need to finish work, training, etc. Due to the nature of the business of the Chamber of Commerce, staff members may be required to attend events after hours from time to time. Work schedules will be changed during such events to keep the staff within 40 hours. Events include, but are not limited to: Business after Hours Mixers, Committee Meetings, and special events. Timesheets will be filled out and sent over to Payroll for approval for final from the board prior to processing. Each timesheet is the responsibility of the

employee and are due at the end of the scheduled work period. Pay periods are the 1st-15th of the month and the 16th-30th or 31st of the month. Checks will be available following the pay periods, which will be on the 5th and the 20th of each month.

2. **COMPENSATORY TIME/OVERTIME** – If required to work beyond the normal working hours, (e.g. weekends, projects, or holiday), may receive a like number of compensatory times off. Overtime and time in half will be paid during weekend or special events. Overtime only applies to non-salaried employees. If an hourly employee worked over 40 hours, all overtime is budgeted for special events. Employees must have advance approval before accruing compensatory time off and overtime.
3. **SCHEDULED TIME OFF**- All scheduled time off needs to be approved two weeks prior to vacation and at least one week for doctor visits. Do NOT make travel plans until the scheduled time is approved. No vacation time will be approved during the Chamber major events such as Gold Rush, Bluegrass, and Christmas Light Parade. Scheduled time off is requested by filing out as Scheduled Time Off Form and submitted to the ED or in case of their absence to Chamber Board.
4. **ILLNESS OR ACCIDENT**- When employees expect to miss work because of illness or accident, they should notify the Executive Director immediately and explain the reason for absence and the expected day of return. All regular full-time employees will receive sick pay at the rate of 1 full day (8 hours) bi-monthly (every two months). A maximum of 30 paid sick days may be accumulated. Unused sick pay will be forfeited upon termination of employment (either voluntary or involuntary) from the Chamber. (PTO Update from 7/1/17)
5. **PAID ABSENCES** – Employees shall be compensated for up to three days in the event of death in the immediate family with permission of the Executive Director.
6. **CIVIC LEAVE** – Any employee who is summoned to serve as a Witness in a case not involving themselves or to perform jury duty will be given necessary time off.
7. **LUNCH** – One hour unpaid is allowed for lunch. Employees should coordinate lunch hours so that the office is adequately always covered.
8. **Maternity Leave**. Employees are granted three months unpaid maternity leave for the birth or adoption of the employee's child, unless a physician certifies the employee as being physically unable to perform their duties and requiring additional leave. Employees may use accrued sick leave days and vacation time for maternity leave, after which the employee will be placed on unpaid leave until such time as they return to work. In the case of the

birth of a child, the Chamber of Commerce agrees to hold the employee position available for 90 days. The employee shall receive up to 90 days' unpaid leave.

SMOKING – Smoking is prohibited in the building, and with new smoking laws in Arizona according to those set-in place.

PAY PERIODS – Salary is paid on the 5th and 20th of each month. When payday falls on a weekend or holiday, direct deposit is scheduled. Checks will be available following the pay periods which will be on the 5th and the 20th of each month.

SALARY DEDUCTIONS – By law, the Wickenburg Chamber of Commerce makes the following deductions from the salary of employees:
Federal Income Tax; Social Security Tax; State Tax

PERFORMANCE REVIEWS – Written staff performance reviews will be conducted annually by the Executive Director and addressed by the executive committee in December for recommendation from the ED.

Salary is based ability to meet and exceed performance goals and objectives as well as considerations such as attendance at work, attitude in the workplace and involvement in Chamber activities and events.

All increases will be based on funds brought in through sponsorships, donations, events and/or memberships.

DISMISSAL- Arizona is a “right to work” state and employment is “at will” therefore, employment is terminable by either party at any time.

RESIGNATION – The Wickenburg Chamber of Commerce recognizes that an employee has the right to terminate his/her employment at will at any time for any, or no, reason. The Board of Directors reserves the same right.

The following notice shall be given upon resignation:

- a) two (2) weeks notice from clerical staff
- b) four (4) weeks notice from management staff

Employees leaving the Wickenburg Chamber of Commerce either by resignation or termination shall be entitled to all accumulated vacation pay but shall not receive payment for accumulated sick leave. Notice must be given in writing to the Executive Director.

PERFORMANCE EVALUATION – A performance evaluation will be made by the Board of Directors on the Executive Director no later than December scheduled board meeting. The evaluation will be based on the current description for the position. Salary recommendations shall be made to the Board of Directors for inclusion in the yearly budget. The Executive Director will prepare staff recommendations for board review at the same time.

POLITICAL AFFILIATIONS/PARTICIPATION – While Chamber staff members may be active politically in the party of their choice; no staff member may be a candidate for any political office while employed by the Chamber.

CONFIDENTIALITY – Since the Chamber is an institution to which many matters of a confidential nature are entrusted, each employee must keep in strict confidence any information acquired and be generally discreet as to matters being handled by the Chamber. It is the policy of the Chamber that all records, files, and correspondence generated by employees are the property of the organization and may not be removed from the business premises. This includes creative property that may have been created by the employee. All creative property is owned by the Chamber of Commerce.

TEAM WORK – The Chamber, by its nature, is an example of teamwork. A high degree of teamwork is necessary at the staff level. Staff morale is one of the most important elements of a quality Chamber of Commerce. Employees having a slack period are expected to offer their assistance to others when needed. In turn, any employee confronted with an emergency assignment can expect cooperation from all other employees.

Employees should also continually keep in mind that this is a membership organization first and a service bureau second. Requests or comments from members will always take precedence over the general public. However, pleasant and courteous treatment of the general public is always required.

DRESS CODE/GROOMING- The personnel appearance of employees is integral to the professional business image of the Chamber. Employees are required to wear clothing suitable for a professional business office, subject to weather or event status.

KEY DISTRIBUTION- It is the policy of the Chamber that only full-time employees will have keys to the building. In some cases, long time volunteer

information specialists who are required to open the office for weekends will also have keys.

A log with names shall be maintained at all times who have keys and when they are returned. The conference room when rented or used by chamber organizations upon reservations will also be logged in before given a key.

COMPUTER BACKUP- It is the policy of the Chamber to maintain a computer file back-up system for each position.

EMPLOYEE BENEFITS

PERSONAL DAY – Employees shall be given 1 paid personal day per calendar after six months of employment that is non-cumulative. The procedures and policies regarding personal days shall be the same as vacation time described below. 2018 Medical Leave Update as approved by State/Federal guidelines.

VACATION – Employees may take vacations at any time during the year, except during winter-tourist season. They must however, pre-arrange such vacations to avoid conflicts with scheduled events and other work of the Chamber that may require their presence. No more than one employee may take vacation time at the same time. In the event of a conflict, preference is given to the person with service seniority.

VACATION ELIIGIBILITY – Vacation time is earned during an anniversary year. One week vacation will begin to accumulate up to one week after completion of **90 day probationary period** for full-time employment; two weeks vacation after completion of **three years** full time employment; three weeks vacation after completion of **six years** full-time employment; four weeks vacation after completion of **ten year** full-time employment. Vacation time cannot be carried over from one anniversary year to another; however, the Executive Director may approve additional carryover in unusual circumstances. The Chamber does not grant pay in lieu of vacation. *Unused vacation, however, will be paid when an employee leaves the Chamber's employment.* Specified legal holidays, which occur during an employee's vacation period, will be charged to "holiday" rather than "vacation".

PAID HOLIDAYS

New Year's Day

President's Day (floating)

Labor Day

Veteran's Day (floating)

Memorial Day
Independence Day
Christmas Day

Thanksgiving Day & Day After
½ Day Christmas Eve
New Year's Day

GROUP MEDICAL INSURANCE – All full-time employees of the Wickenburg Chamber of Commerce are eligible for medical coverage following completion of 90 days continuous employment, the Chamber will pay a portion of the premium through an insurance allowance determined by the Board. Dependent coverage is available at the expense of the employee, employee payroll check will be deducted based on dependent premium. Employees covered under spousal insurance may elect not to accept insurance. The Chamber will reimburse Medicare premiums of employees that qualify with submittal of invoice. If employee declines insurance due to being part of another group insurance a monthly reimbursement will be provided to offset the cost. This reimbursement will be determined by the board of directors.

HEALTH SAVINGS ACCOUNT-The Chamber will also set up a Health Savings Account with designated program service upon completion of 120 days of continuous employment. The contribution is the amount of \$500.00 per employee a year, which may be broken down to be paid quarterly or annually.

DENTAL-VISION INSURANCE – All full-time employees are provided with dental insurance following completion of 30 days continuous employment. The Chamber will pay a portion of the premium if employee insurance allowance covers. Employees covered under spousal insurance may elect not to accept insurance.

UNEMPLOYMENT COMPENSATION – Under the State Unemployment Compensation Act, chamber staff are insured against unemployment. As an employee, you pay no part of the tax that provides you with this benefit. The entire cost is borne by the Chamber.

WORKMEN'S COMPENSATION –Employees are protected under provision of worker's compensation, which provides medical and hospital care and partial compensation for lost time due to an accident or occupational disease during the course of employment. Prompt reporting of an accident arising out of, or in the course of, employment is essential to protect employee's insurance interest. The Wickenburg Chamber of Commerce pays all costs for this program. The employee makes no contribution.

RETIREMENT BENEFITS- All full-time employees who have completed one year are eligible to participate in this program. The Chamber of Commerce will match between 0-3% of the employees' annual salary investment under the current plan depending on budget.

Acknowledgement and Receipt

I have received my copy of the Wickenburg Chamber of Commerce Policies and Procedures. The policies describe important information about The Wickenburg Chamber of Commerce and I understand that I should consult the Executive Director or Chamber Board members regarding any questions not answered in the handbook.

I have entered into my employment relationship with the Wickenburg Chamber of Commerce voluntarily and acknowledge that there is no specific length of employment. Accordingly, either I or the Wickenburg Chamber of Commerce can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

These policies supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the Wickenburg Chamber of Commerce. By distributing these policies and procedures the Wickenburg Chamber expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and procedures may be changed at any time by the Wickenburg Chamber of Commerce Board and chamber reserves the right to change my hours, wages, and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Policies and Procedures creates or is intended to create a promise or representation of continued employment and that employment at the Wickenburg Chamber of Commerce is employment at will, which may be terminated at the will of either the Wickenburg Chamber of Commerce or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Wickenburg Chamber of Commerce or myself.

I received a copy of the policies and procedures, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Signature

Date

JOB DESCRIPTIONS

Round Up Foundation Dba Wickenburg Chamber of Commerce

EXECUTIVE DIRECTOR

Exempt (Y/N): Y

Supervisor: Board President

RESPONSIBILITIES: The Executive Director is the chief executive and administrative officer of the organization and is responsible to the Board of Directors for the full scope of activities, organizational structure, and procedures.

Function of Position:

Within the limits of the Bylaws and policies approved by the Board of Trustees, the Executive Director is responsible for and has commensurate authority to accomplish the execution of the duties listed herein. The Executive Director may delegate as appropriate certain aspects of those responsibilities, along with corresponding authority. Ultimate responsibility and accountability for the operation of the Wickenburg Chamber of Commerce may not be delegated.

Policy: Initiates plans and programs of the Chamber Board of Directors in accordance with established policies, as well as introducing new ideas; evaluates such programs and events of the Chamber and recommends changes in structure and procedures if needed; prepares agendas, maintains Board meeting minutes and records; serves as representative of the Board for contacts with the Chamber; assists the Board, committees, members, and staff in interpretation of Chamber position on public issues. Work with Board for short-term and long term strategic planning.

Finance- Works with Finance/Executive Committee in preparation of the annual Chamber Budget and for long-term financial planning and investment of excess funds; responsible for all expenditures within the framework of the budget;

supervise billing procedures, accounts payable and receivable, and oversees accounting operations; responsible for purchasing, storing and the use of all Chamber supplies and equipment (purchases must be authorized by the budget unless prior approval is obtained by the Board), purchasing such items from Chamber members whenever possible.

Personnel – Responsible for all staff personnel, assignment of duties, supervision of work and the continuation of on-the-job training programs to ensure participation in professional conferences, seminars and institutes as may be needed to develop and maintain a high degree of efficiency.

- Conduct regular staff meetings to ensure communication of information throughout the organization.
- Ensure that employees understand the mission and goals of the Chamber, maintain building and building cleanliness, handle, and project a warm and friendly attitude toward guests and fellow staff.
- Negotiate with, administer, and evaluate contractual employees and service providers, including, but not limited to, accounting, audit, insurance, tax returns, and information technology to ensure smooth operations within the organization.

Membership – Works with the Board of Directors, Staff and Ambassadors to increase, and retain, membership at an optimum level; responsible for maintaining membership at a level which will ensure necessary income for the operation of the Chamber; prepares and plans literature to prospective members; serves as the Board contact for inquiries regarding membership.

Public Relations – Develop and supervises all public relations and publicity programs, coordinates news releases and information for publications with the standing and special event committees. Maintain a cohesive relationship with the Town of Wickenburg and attend town council meetings as required.

Volunteers – Motivates and inspires volunteers to creative and fruitful action.

Headquarters – Is responsible, with the Board's approval, for the location, design, and maintenance of headquarters and will provide an attractive, efficient operation for Chamber members, the Community, and visitors.

Beyond the Chamber

- Serve as the spokesperson and advocate for the Wickenburg Chamber of Commerce, effectively representing the organization to community,

professional, governmental, civic, and private agencies, enhancing the organization's public image to expand interest and support.

- Attend appropriate professional meetings on national, regional, state, and local levels.

Position Requirements

Education

Bachelor's degree in non-profit management or communications, or certification in Chamber Management and minimum five years non-profit leadership experience, or an equivalent combination of education and experience.

Work Experience

- Strong conceptual and leadership abilities required.
- Must possess an understanding and appreciation of the importance of sound public and employee relations.
- Prior experience in working with a governing board is required.

Knowledge, Skills, and Abilities

- Excellent communication skills, both oral and written.
- Strong organizational and project management skills.
- Strong knowledge of fundraising techniques.
- Problem solving skills, delegation skills.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively network for organization and interact effectively with community, members/sponsors, and artists.
- Strong public speaking skills.
- Technological competency, including use of Microsoft Office suite, collections databases, and fundraising software.
- Knowledge of general business practices and accounting.
- Experience handling personnel matters.
- Knowledge of non-profit tax law.

Certificates, Licenses, Registrations

- Valid driver's license.
- Pass a criminal background check.
- Membership in appropriate professional organizations.
- Working Conditions

Working Conditions

Office environment, non-standard hours, generally from 8:00 a.m. to 6:00 p.m., Monday through Friday with extended hours and weekends probable. Overnight travel out-of-state is required. The noise level in the work environment is usually moderate.

Approval Date: July 2023

Employee signature and date: _____

Supervisor's signature and date: _____

**Round Up Club
Dba Wickenburg Chamber of Commerce**

Administrative Assistant

Exempt (Y/N): N

Supervisor: Executive Director

I. Function of Position

The Office Assistant is responsible for the efficient operation of the Chamber office by assisting the Executive Director and functions of the office.

II. Essential Duties and Responsibilities include the following. Other duties may be assigned.

General/Administration

- Monthly invoicing for membership renewals.
- Invoicing for non-dues invoices.
- Open all the mail and files accordingly.
- Enter checks into Chamber Nation and send receipts for membership renewals.
- Make deposits slips & enter in Quick books.
- Monthly board reports in Excel & Chamber Nation.
- Quarterly financials & file with IRS & State Government.
- "Thank You" letters to the reinvestments every month.
- New Member Packets.

- Enter new members into Chamber Nation.
- Order supplies for the chamber
- New Members, reinvestments, analytics for the newsletter.
- Apply for liquor licenses for mixers, luncheons, Fiesta de Septiembre, and Bluegrass events.
-

Mixers & Quarterly Luncheons

- Take reservations and add them to a check-in list.
- Greet at door to check in members & guests.
- Take money and deposit in the bank & QuickBooks.

Events

- Order Money / set up banks.
- Get the liquor license.

III. Position Requirements

A. Education

Coursework in business, communications, marketing, public relations, advertising, or related field.

B. Work Experience

1. One to three years' direct experience in office support.
2. Microsoft Office.
3. Coordinating multiple events

C. Knowledge, Skills and Abilities

1. Good interpersonal skills. Must have the ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact, and diplomacy. Friendly, polite, gregarious, positive manner desirable.
2. Ability to effectively communicate both orally and in writing to staff and guests.
3. Proficient with all office equipment and computers.
4. Ability to handle multiple time sensitive tasks with accuracy.
5. Self-motivated.
6. High level of integrity.
7. Ability to make administrative/procedural decisions and judgments.

8. Excellent organizational skills, proficient typist (speed and accuracy), proficient with Microsoft Office programs include Word, Excel, Outlook, PowerPoint and Publisher. Ability to learn new programs quickly is essential. Demonstrated proficiency with database programs desirable.
9. State fingerprinting for in-school programs.

D. Certificates, Licenses, Registrations

1. Valid driver's license.
2. Pass a criminal background check.

E. Working Conditions

1. Standard office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Extended hours and weekends probable. Flexible office hours during the off-season, June through August. Office environment with a low to moderate noise level. Must be able to lift up to 25 lbs. Minimal local travel required.

Revised/Approved Date: July 2023

Employee's Signature and Date: _____

Supervisor's Signature and Date: _____

**Round Up Club
Dba Wickenburg Chamber of Commerce**

Office Coordinator

**Exempt (Y/N): N
Director**

Supervisor: Executive

I. Function of Position

Responsible for the efficient operation of the Chamber office and Visitor Center.

II. Essential Duties and Responsibilities include the following. Other duties may be assigned.

General/Administration

- Assist the Executive Director; works compatibly with other staff.
- Receives incoming telephone calls; addresses and assembles mailing.
- Ordering and restock of essential administrative and volunteer supplies.

Membership

- Coordinates Business after Hours Mixers, Quarterly Luncheons, Brew & Builds, Monthly Ribbon Cuttings & Business of the Month events.
- Implements assign tasks for Annual Dinner -procure silent auction items.
- Develop calendar of Chamber University Seminars.
- Assist in member attraction and retention.

Volunteer

- Coordination and orientation of Information Specialist volunteers
- Coordination and orientation of event volunteers
- Coordination and implementation of Ambassador program
- Maintains volunteer database.

Tourism

- Maintains visitor center and visitor materials.
- Ensures Information Specials have current and relevant information to be shared with visitors.
- Attends Tourism committee meetings.
- Assists Executive Director with associated tasks related to tourism partners for tradeshow participation and FAM tours.
- Distribute tourism leads for mailing and administer the tourism/relocation program for business paying for such leads.
- Communicates with souvenir/merchandise suppliers, and other vendors of products used.

Event/Programing

- Implement all assign tasks associated with the Chambers heritage and special events.
- Plan and organize all facets of Chamber Events to include volunteers, porta potties, parade entries, and all other items related to events that are not done by the Director or other staff members.
- Set up a sound system if needed.

Leadership Program

- Liaise with Wickenburg Leadership Institute (WLI) committee.
- Develop 8-week program in consultation with WLI committee.

- Coordinate speakers & venues

Light Parade

- Set up two sound systems & Announce the Parade.

III. Position Requirements

A. Education

Coursework in business, communications, marketing, public relations, advertising, or related field.

B. Work Experience

1. One to three years' direct experience in office support.
2. Microsoft Office.
3. Coordinating multiple events

C. Knowledge, Skills and Abilities

1. Good interpersonal skills. Must have the ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact, and diplomacy. Friendly, polite, gregarious, positive manner desirable.
2. Ability to effectively communicate both orally and in writing to staff and guests.
3. Proficient with all office equipment and computers.
4. Ability to handle multiple time sensitive tasks with accuracy.
5. Self-motivated.
6. High level of integrity.
7. Ability to make administrative/procedural decisions and judgments.

8. Excellent organizational skills, proficient typist (speed and accuracy), proficient with Microsoft Office programs include Word, Excel, Outlook, PowerPoint and Publisher. The ability to learn new programs quickly is essential. Demonstrated proficiency with database programs desirable.
9. Experience with scheduling software, desktop publishing, and on-line content development preferred.
10. State fingerprinting for in-school programs.

D. Certificates, Licenses, Registrations

1. Valid driver's license.
2. Pass a criminal background check.

E. Working Conditions

1. Standard office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Extended hours and weekends probable. Office environment with a low to moderate noise level. Must be able to lift to 25 lbs. Minimal local travel required.

Revised/Approved Date: July 2023

Employee's Signature and Date: _____

Supervisor's Signature and Date: _____

Event Money Counting

1. Prior to any event, the Treasurer will meet with the Executive Director for verification of Bank Funds being withdrawn.

2. The total of the bank fund will be broken down into the cash drawers accompanied by a ***Beginning Cash Drawer Sheet*** in each event i.e. Admissions, Merchandise, Bar, etc.

Admissions	\$600
Merchandise	\$200
Bar	\$1000
Total Bank	\$1800

3. Each cash drawer will have a ***Beginning Cash Drawer Sheet*** showing the starting drawer amount. If there is a shift change a new cash drawer will be given with a ***Beginning Cash Drawer Sheet***.
4. At the end of each shift all cash is collected from the volunteer, new shift starts with their own cash drawer.
5. There will be 2-3 people designated to count for each shift, day, and event.
6. All money counting is done at the Chamber unless discussed otherwise.
7. When money is transported from the event to the chamber two people will need to ride together unless the money is transported in a locked bag.
8. Before counting the Chamber, board room will need to have the following items for counters:
- Counting Sheets
 - Deposits slips
 - Stamp for Checks
 - Pencils & Pens
 - Calculators
 - Deposit disposable bank bags
 - Deposit bag and the receipt of the bag will have two signatures for the deposit
9. Once you are ready to start counting:
- Withdraw out of each box the bank fund designated to each box. Do this with bigger bills to make it easier for counters.

- b. Separate the bills and change into piles of \$1s, \$5s, \$10s, \$20s, \$50s, \$100s and change into \$.01, \$.05, \$.10., \$.25 and other if there is half dollars or dollar coins. Put it into rolls if there is enough change to complete a roll.
- c. Begin counting and compare at the end. If there is a discrepancy re-count.
- d. Once everyone agrees on totals sign each other's count sheets.

Beginning Cash Drawer Sheet

Event: _____

Date: _____ Drawer: _____
 Shift: _____ Counted by: _____

Starting drawer total: _____ Initial: _____

Change
 \$.01 x _____ = _____
 \$.05 x _____ = _____
 \$.10 x _____ = _____
 \$.25 x _____ = _____

Bills
 \$1 x _____ = _____
 \$5 x _____ = _____
 \$10 x _____ = _____
 \$20 x _____ = _____

Verified by: _____

Count Sheet

Event: _____

Date: _____

Drawer: _____

Shift: _____

Counted by: _____

Change

\$0.01 x _____ = _____

\$0.05 x _____ = _____

\$0.10 x _____ = _____

\$0.25 x _____ = _____

\$Other x _____ = _____

Change Total \$ _____

Bills

\$1's x _____ = _____

\$5s x _____ = _____

\$10s x _____ = _____

\$20s x _____ = _____

\$50s x _____ = _____

\$100s x _____ = _____

Bills Total \$ _____

Checks Total \$ _____

-Beginning Cash \$ _____

Total Deposit \$ _____

Signature

Date

Signature

Date

Signature

Date

WICKENBURG
CHAMBER OF COMMERCE
THE ROUNDUP CLUB, WICKENBURG CHAMBER OF COMMERCE, INC.
An Arizona Non-Profit Organization

BYLAW ONE

- The principal office of the corporation in the State of Arizona shall be located at 216 N. Frontier Street, Wickenburg, Arizona, or such other place as the Board of Directors may designate in the Wickenburg area.

BYLAW TWO

PURPOSE AND OBJECTS

In amplification of the purposes for which the corporation has been formed as set forth in the Articles of Incorporation, the purposes and objects are as follows:

- a) To do business as the "Wickenburg Chamber of Commerce" for the Wickenburg area.
- b) The Wickenburg Chamber of Commerce is a voluntary organization of business and professional people who represent the interests of the business community, are committed to the promotion of tourism and economic development, and act as a nonpartisan collective voice to government.
- c) To acquire, own or lease such real and personal property as may be necessary or convenient for the transaction of its business and the fulfillment of its purposes and objectives, and to exercise all rights, powers and privileges of ownership to the same extent as natural persons might or could do.
- d) To arrange social and recreational functions for its members to promote communication and cooperation among its members and the other residents, business and governmental bodies in the Wickenburg area.
- e) To exercise any and all powers that may be delegated to it from time to time by the members.

BYLAW THREE

MEMBERS

- a) **Members.** Any person, association, corporation, or partnership may be a member of the Wickenburg Chamber of Commerce, in such classifications and at such fees as may be determined by the Board of Directors.
- b) **Voting Rights.** All regular business members and such other classification of membership as may be determined by the Board of Directors from time to time, shall have voting rights. Each voting members in good standing shall be entitled to vote on each matter submitted to a vote of the members. A voting member shall have one vote for each voting membership.

Where two or more persons hold a membership, only one vote for such membership shall be allowed, and such joint holders shall designate and register with the secretary of the Corporation the name of that member entitled to cast such single vote.

Votes shall be cast in person, by mail, or in such other manner as may be determined by the Board of Directors from time to time.

BYLAW FOUR

MEETINGS OF MEMBERS

- a) **Annual Meeting.** An annual meeting of the members for the purpose of hearing reports from the President and such other officers and standing committees as may be appropriate shall be held in the Wickenburg area at a time and place to be fixed by the Board of Directors.
- b) **Regular Meetings.** In addition to the annual meeting, regular meetings of the members shall be held not less than three times each year at such time and place as may be determined by the Board of Directors.
- c) **Special Meetings.** A special meeting of the members may be called by the Board of Directors. A special meeting of the members must be called within twenty (20) days by the President, of the Board of Directors, if requested in writing by ten percent (10% of the regular business members.
- d) **Notice of Meetings.** Notice stating the place, day and hour of any meeting of members shall be published as widely as is practical to promote attendance at such meeting, and shall be mailed or delivered to each regular business member not less than five (5) days before such meeting.
- e) **Quorum.** Ten percent (10%) of the regular business members shall constitute a quorum at any meeting of the members. In the absence of a quorum, a majority of the regular business members present may adjourn the meeting from time to time without further notice.

BYLAW FIVE

BOARD OF DIRECTORS

- a) **GENERAL POWERS** The affairs of the corporation shall be managed by a Board of Directors consisting of the Directors of the corporation as hereinafter set forth.
- b) **ELECTION.** Nominating committee shall consist of: President, President-Elect, Immediate Past President, one Past President at large, and the executive director, who will propose slate to chamber board of directors for approval no later than the Nov. Board Meeting. The Directors shall be elected for the term hereinafter set forth by a vote of Regular Business Members pursuant to procedures adopted by the Board of Directors from time to time. The Nominating Committee shall also recommend to the board a slate of officers to be voted on at the December Board Meeting.
- c) **NUMBER, TENURE & QUALIFICATIONS.** Any member of the Corporation may be a Director of the Corporation. The number of elected Directors shall be nine (9). Each director shall hold office for a term of three (3) years, beginning January 1 following his or her election, or until a successor shall have been elected and qualified. Three Directors shall be elected each year. Any increase in the number of elected Directors shall be in units of three, and their initial terms shall be one for one year, two years and three years with the determination to be by the Board of Directors. If not an elected Director, the immediate Past President shall serve as a full voting member of the Board of Directors.
- d) **REGULAR MEETINGS.** The Board of Directors shall meet regularly at least four (4) times each year, at a time and place it shall select, one of which shall be in the month of January each year.
- e) **SPECIAL MEETINGS.** A special meeting of the Board of Directors may be called by or at the request of the President or of any three (3) members of the board.
- f) **NOTICES.** Notice of any special meeting of the Board of Directors shall be given at least forty-eight (48) hours prior thereto, by written or verbal notice delivered personally or sent by mail to each member of the Board of Directors or the board may waive notice of any meeting.
- g) **QUORUM.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board, but if less than a majority of the members of the board are present at said meeting, a majority of the members of the

board present may adjourn the meeting from time to time and without further notice.

- h) **MANNER OF ACTING.** The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.
- i) **EXECUTIVE COMMITTEE.** An Executive Committee consists of the President, President-Elect, Secretary, Treasurer, and Immediate Past President shall meet as necessary between regular or special meetings of the Board of Directors at the call of the President and shall have such powers and duties as may be exercised by the Board, subject to ratification or modification by the full Board at the next regular or special meeting. The Executive Committee may meet telephonically, and the President may poll the members of the Executive Committee on any necessary decision.
- j) **VACANCIES.** Any vacancy occurring in the Board of Directors shall be filled by election of the Board of Directors to fill the unexpired term.
- k) **EX-OFFICIO MEMBERS.** The following shall be invited to serve as ex-officio members of the Board of Directors: 1. Mayor or council member of the Town of Wickenburg 2. Any elected director prior to the beginning of his or her term. Unless also serving a regular term as a Director of the Corporation, no such ex-officio members shall vote on any matter before the Board of Directors, nor shall such ex-officio member be an officer of the corporation, except as set forth in Bylaw 6 (g) Immediate Past President or Bylaw 6 (h) Assistant Secretary/Assistant Treasurer.
- l) **Code of Ethics-** Board members must abstain from voting if the board member will personally or through their business directly benefit from the Board's support or opposition to an issue; or if the board member is actively participating (defined as having their name publicly associated with a candidate's campaign or ballot issue) in any race or ballot measure where the Chamber is considering an endorsement. Board Members must sign the Code of Ethics document and the Board Responsibilities and Annual Affirmation of Commitment at the December board meeting.

BYLAW SIX –
OFFICERS

- a) **OFFICERS:** The officers of the corporation shall be a president, a president-elect, a secretary, a treasurer, and the immediate past president.
- b) **QUALIFICATIONS AND METHOD OF ELECTION:** The officers except the immediate past president shall be elected by a vote of the Board of Directors from among the Regular Directors at the first Board meeting following January 1 each year and shall serve for a term of one (1) year. The officers shall begin their terms upon election. The officers shall be elected from, and shall continue to be full voting members of the Board of Directors.
- c) **PRESIDENT.** The President shall preside at all meetings of the corporation and of the Board of Directors at which he is present, shall exercise general supervision of the affairs and activities of the corporation and shall serve as a member ex-officio of all committees of the corporation. In the event the office of President-Elect is vacant on January 1 any year, the Directors shall elect a President from among the elected members of the Board of Directors at the next regular or special meeting of the Board of Directors.
- d) **PRESIDENT-ELECT.** The President-Elect shall assume the duties of the President during his absence. The President-Elect shall succeed to the office of President on January 1 next following his election as President-Elect.
- e) **SECRETARY.** The Secretary shall keep the minutes of all of the meetings of the corporation and of the Board of Directors, which shall be an accurate and official record of all business transacted and shall be the custodian of all corporate records.
- f) **TREASURER.** The Treasurer shall receive all corporate funds and keep them in a bank authorized by the Board of Directors, and pay out funds as authorized by the Board of Directors.
- g) **IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall assume the duties of the President during the absence of the President and the President-Elect. In the event the office of Immediate Past President shall be vacant, the Board of Directors may appoint the next preceding Past President to complete the term of the Immediate Past President.
- h) **ASSISTANT SECRETARY/ASSISTANT TREASURER.** The Board of Directors may appoint assistants to the Secretary and the Treasurer as desired to perform the duties of such offices. An Assistant Secretary or Assistant Treasurer need not be a member of the corporation.
- i) **VACANCIES.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by election of the Board of Directors for the unexpired portion of the term.

**BYLAW SEVEN –
STANDING COMMITTEES**

The Board of Directors shall have the power to organize committees as required to carry on the purpose of the corporation. Such committees shall have such authority as may be delegated by the Board of Directors. The membership, responsibilities, purpose, function, powers and procedure of each committee shall be as determined by the Board of Directors from time to time

**BYLAW EIGHT
MISCELLANEOUS**

- a) **ANNUAL DUES.** The annual dues shall be as set by the Board of Directors.
- b) **PAYMENT OF DUES.** The annual dues shall be payable at such times and in such installments, if any, as may be set by the Board of Directors.
- c) **DEFAULT IN PAYMENT OF DUES.** When any member shall be in default in the payment of dues or assessments for a period of 90 days from the date on which such dues become payable, he or she shall, for purposes of voting, not be considered as a member in good standing. In addition, such member may be dropped from active membership and placed on the inactive list. Such member shall not be reinstated; he or she shall have no rights of any kind arising out of a membership in the organization.
- d) **REVOCATION OF MEMBERSHIP.** For good cause, the sufficiency of which shall be within the sole discretion of the Board of Directors to determine, the membership of any member may be revoked and the annual fee of such member refunded. The Board of Directors may establish rules and regulations setting forth such violations as may be cause for revocation of membership.
- e) **REMOVAL OF OFFICERS.** For good cause, the sufficiency of which shall be within the sole discretion of the Board of Directors to determine, the Board of Directors may remove from office any Officer. The Board of Directors may establish rules and regulations setting forth such violations as may be cause for removal from office.
- f) **REMOVAL OF DIRECTORS.** For good cause, upon such procedures as may be established by the Board of Directors, a majority (51%) of the Regular Business Members of the Corporation may remove from office any director.
- g) **ACTION BY MEMBERS.** Upon the written request of ten percent (10%) of the voting members of the Corporation, any action of the Board of Directors, or any resolution

or proposal of the membership shall be submitted to the membership for ratification, approval, rejection or modification by the membership at a special meeting of the membership called for the purpose.

- h) EMPLOYEES. The Board of Director shall hire the Executive Director, and he/she will hire other employees for such compensation, and to perform such duties as the Board of Directors may deem necessary or desirable.

BYLAW NINE

FISCAL YEAR-

The fiscal year of the corporation shall be the calendar year.

BYLAW TEN AMMENDMENTS

Amendments to these bylaws shall be made as herein set forth or as otherwise provided by law.

- a) The Board of Directors may alter, amend or repeal any Bylaw, subject to approval or change by action of the members.
- b) A proposed amendment shall become effective thirty (30) days after it is approved by the Board of Directors unless a vote of membership is demanded as hereinafter set forth.
- c) The Board of Directors shall mail to each member a copy of any change in the Bylaws approved by the Board of Directors within ten (10) days after such approval. In the event that ten percent (10%) of the regular business members notify the Board of Directors in writing within twenty (20) days after the action of the Board approving changes in these Bylaws that they demand the changes be submitted to a vote of the regular business members, such changes shall not be effective unless such changes are approved by a majority of the regular business members voting at a special meeting of the membership called for the purpose of approving or disapproving such changes in the Bylaws.

DATED this 13^a day of September, 2007, as approved by the Wickenburg Chamber Board of Directors of this corporation on this date.

President

The undersigned herby certifies that:

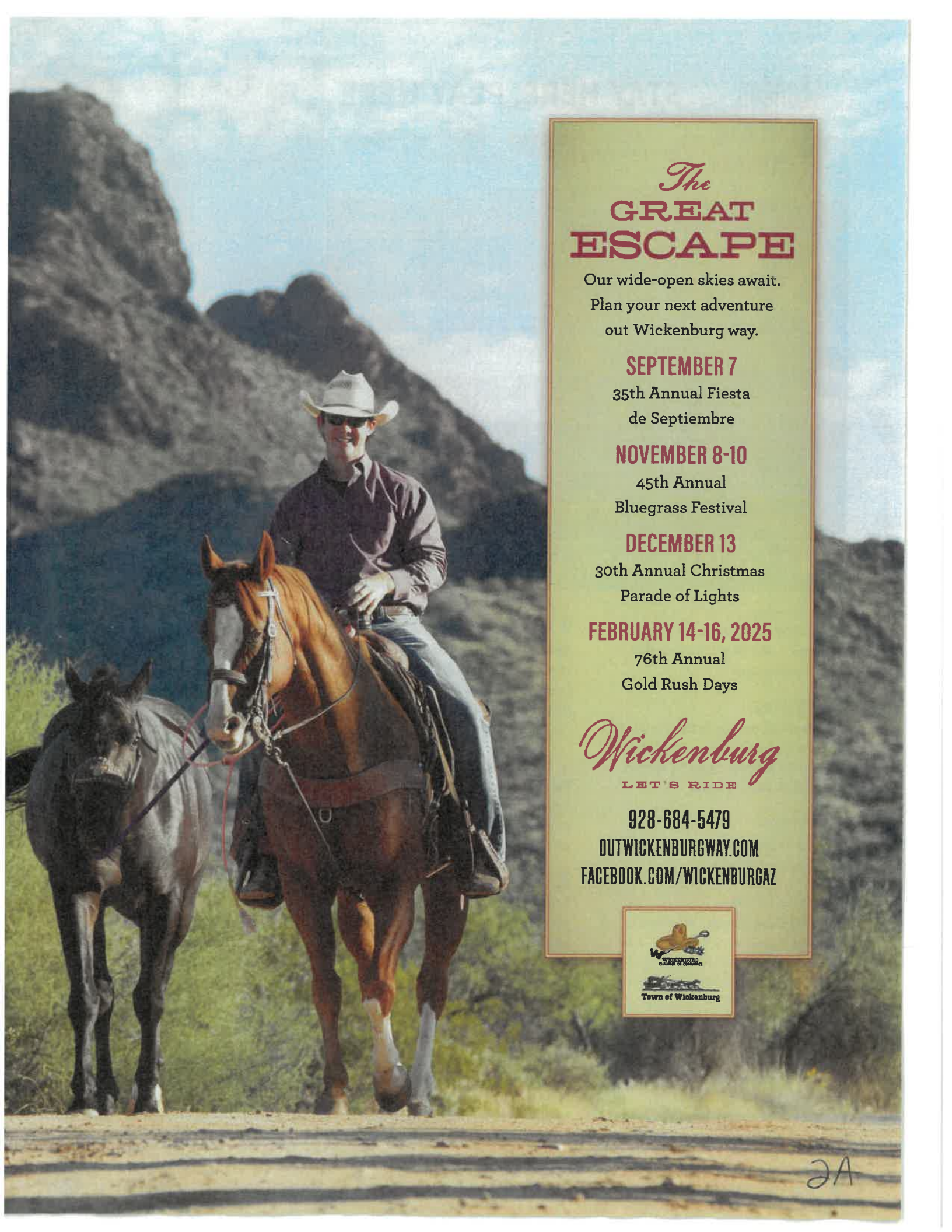
1. I am a duly elected and acting secretary of THE ROUNDUP CLUB, WICKENBURG CHAMBER OF COMMERCE, INC., a non-profit corporation duly organized and existing under the laws of the State of Arizona.
2. The foregoing bylaws constitute the bylaws of the corporation as duly adopted at the first meeting of the Board of Directors of the corporation duly held on

IN WITNESS WHEREOF, I do here to subscribe my name on _____.

Secretary

MISSION STATEMENT

The Wickenburg Chamber of Commerce is a membership organization that represents the interests of the business community. Value Statement: The Wickenburg Chamber operates a Visitor Center and promotes Wickenburg as a destination location with commitment to quality economic growth and development. (Adopted 2011)



The **GREAT ESCAPE**

Our wide-open skies await.
Plan your next adventure
out Wickenburg way.

SEPTEMBER 7

35th Annual Fiesta
de Septiembre

NOVEMBER 8-10

45th Annual
Bluegrass Festival

DECEMBER 13

30th Annual Christmas
Parade of Lights

FEBRUARY 14-16, 2025

76th Annual
Gold Rush Days

Wickenburg
LET'S RIDE

928-684-5479

OUTWICKENBURGWAY.COM

FACEBOOK.COM/WICKENBURGAZ



2A

5-c. + 9/16

Arizona Drive Guide

10890 East Poinsettia Drive
Scottsdale, Arizona 85259
602-463-6884

Invoice

Date	Invoice #
9/10/2024	3-3-5780

Bill To
Wickenburg Chamber of Commerce Mike Wallace 216 N. Frontier Wickenburg, AZ 85390

PL
ck# 14096
9-23-24
\$1,300.00

Due Date

10/8/2024

Description	Rate	Amount
September - November 2024 Issue.	1,300.00	1,300.00T
Full Page Advertisement		
Sales Tax	0.00%	0.00
Thank you for your support in Arizona Drive Guide. Have a great day!		
Subtotal		\$1,300.00
Total		\$1,300.00
Balance Due		\$1,300.00

2B



7/22/2025 3:40 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14096
PAY TO THE ORDER OF <u>Arizona Drive Guide</u>		<u>9/18/2024</u>	Photo Safe Deposit
		\$ **1,300.00	
One Thousand Three Hundred and 00/100*****		DOLLARS	
Arizona Drive Guide 10890 E. Plonsettia Drive Scottsdale, AZ 85259-3052		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO	3 3 5780	 AUTHORIZED SIGNATURE	Details on Back
			



Amount: \$-1,300.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14096

Posted Date: 10/2/2024

Type: Debit

Status: Posted

2C

35TH ANNUAL Fiesta de SEPTIEMBRE



SATURDAY, SEPTEMBER 7, 2024

WICKENBURG COMMUNITY CENTER · 160 N. VALENTINE STREET

8:00AM TO 4:30PM

8:30 a.m. - 10:30 a.m.	Tour of Historic Garcia Cemetery
11:00 a.m. - 11:05 a.m.	Welcome
11:00 a.m. - 3:00 p.m.	Kids Zona
11:05 a.m. - 12:30 p.m.	Mariachi Azteca de Oro Trio
11:30 a.m. - 12:00 p.m.	Guacamole Contest
12:50 p.m. - 2:10 p.m.	Ballet Folklorico de Santa Maria
1:30 p.m. - 2:00 p.m.	Salsa Contest
2:25 p.m. - 3:00 p.m.	Mariachi Azteca de Oro
2:55 p.m. - 3:30 p.m.	Margarita Contest
3:10 p.m. - 4:10 p.m.	Barrio Latino
4:30 p.m.	Contest Awards Presentation



Sponsored by:



Compadres of Fiesta de

FREEPORT-McMORAN

Septiembre



PRODUCED BY THE WICKENBURG CHAMBER OF COMMERCE:
(928) 684-5479 OR -WICKENBURGCHAMBER.COM
-OUTWICKENBURGWAY.COM

Admission: Adults (Ages 18+) \$5; Seniors (60+) \$5; Children 17 and under get in free



O'ROURKE
MEDIA GROUP

CitySunTimes
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

Sent 9/16

pd
ck # 14101
9-23-24
\$710.50

Invoice

Acct # 35635
Invoice # 391157
Invoice Date: 9/13/2024
Due Date: 9/23/2024

Total Balance Due by 9/23/2024

\$710.50

Julie Brooks
Wickenburg Chamber of Commerce
216 N Frontier Street
Wickenburg, AZ 85390

Date	Pub	Type	Description	Price	Disc	Tax	Applied	Total
9/30/24	CST	Sale	2x11" October 1/2 page ad Print Display	\$700.00		\$10.50		\$710.50

Please make check payable to O'Rourke Media Group
Thank you for your business!

Total Charges \$700.00
Discount
Tax \$10.50
Payments Applied
Current Invoice Due \$710.50

Please return this portion with your payment.

Invoice Date: 09/13/2024

Invoice # 391157

Account # 35635

CC#: _____ Exp. Date: _____

Name on Card: _____ CVV _____

Billing address: _____

City: _____ ST: _____ Zip: _____

Cardholder's Signature: _____

Amount Enclosed _____

Remit Payment to:
O'Rourke Media Group
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

Total Balance Due by 9/23/2024 **\$710.50**

2E



7/22/2025 3:39 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-08/1010	14101
		9/18/2024	
PAY TO THE ORDER OF <u>O'Rourke Media Group</u>		\$ **710.50	
<u>Seven Hundred Ten and 50/100</u> *****			DOLLARS
O'Rourke Media Group 70 S Val Vista Dr. Ste. A3-494 Gilbert, AZ 85296		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO	35635	 AUTHORIZED SIGNATURE	

Photo Safe Deposit

Details on Back

Amount: \$-710.50

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14101

Posted Date: 10/1/2024

Type: Debit

Status: Posted

each offers something for everyone



Universal Studios



Legoland

Newport Beach

continued from page 36

Or visit the infamous Studio Tour to experience movie sets from some of our favorite films of all time. Some of the favorite thrills of the day included the Jurassic Park ride, The Mummy roller coaster and the Simpsons never disappoint.

The food onsite was delicious and well-priced. As a parent to a child with a food allergy, meals seem to be one of the most challenging parts of any vacation.

We stopped at Sud's McDuff's Hotdog House and the staff was trained and had a binder with allergen information available. For those of us who struggle with this it was perhaps the best part of our day.

A trip to Legoland is equal distance from Newport Beach and is probably one of the best destinations for those with young children. The rides are appropriate for those kiddos just getting their feet wet on thrill rides and Miniland inside the park reflects iconic buildings all using the LEGO brick. There is plenty to explore as

the park is adjacent to a waterpark, an aquarium, and the Legoland Hotel.

For dog lovers, Newport Beach is beyond dog friendly. Your furry friends are welcomed at boutiques, outdoor cafes, the beach, and even four-star hotels, making this travel destination perfect for animal lovers.

Whether you are looking for a romantic getaway, a weekend with friends or a family-friendly getaway, Newport Beach is a great choice. It has been voted the Top 10 Best Family Beaches in the U.S. and Best Urban Beach in the World.



Fiesta de Septiembre de Wickenburg

KICK UP YOUR HEELS
33RD ANNUAL
FIESTA DE SEPTIEMBRE
NEW DATE & LOCATION!
SATURDAY, SEPTEMBER 17 • 11AM-9:30PM
STONE PARK • 164 E. APACHE STREET

Join us as we celebrate Wickenburg's
 Hispanic pioneer heritage!

OUTWICKENBURGWAY.COM • 928-668-0552
FACEBOOK.COM/WICKENBURGAZ

Wickenburg
 LET'S RIDE

MERCADO STYLE
 OPEN-AIR VENUE

FAMILY FUN
 AND FESTIVITIES



O'ROURKE
MEDIA GROUP

CitySunTimes
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

*pd
ck# 14058
8-28-24*

Invoice

Acct # 35635
Invoice # 388690
Invoice Date: 8/15/2024
Due Date: 8/25/2024

Total Balance Due by 8/25/2024

\$506.39

Julie Brooks
Wickenburg Chamber of Commerce
216 N Frontier Street
Wickenburg, AZ 85390

Date	Pub	Type	Description	Price	Disc	Tax	Applied	Total
8/31/24	CST	Sale	2x5.33" September 1/4 page ad Print Display	\$495.00		\$11.39		\$506.39

Please make check payable to O'Rourke Media Group
Thank you for your business!

Total Charges \$495.00
Discount
Tax \$11.39
Payments Applied
Current Invoice Due \$506.39

Please return this portion with your payment.

CC#: _____ Exp. Date: _____

Invoice Date: 08/15/2024

Name on Card: _____ **CVV** _____

Invoice # 388690

Billing address: _____

Account # 35635

City: _____ **ST:** _____ **Zip:** _____

Cardholder's Signature: _____

Amount Enclosed _____

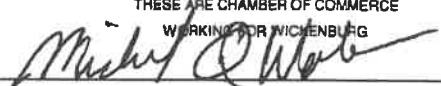
Remit Payment to:
O'Rourke Media Group
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

Total Balance Due by 8/25/2024 \$506.39

24



7/22/2025 3:34 PM
Chamber
XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14058
		8/28/2024	
PAY TO THE ORDER OF <u>O'Rourke Media Group</u>		\$ **506.39	
Five Hundred Six and 39/100*****			DOLLARS
O'Rourke Media Group 70 S Val Vista Dr. Ste. A3-494 Gilbert, AZ 85296		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO			

Amount: \$-506.39
Statement Description: CUSTOMER WITHDRAWAL
Check Number: 14058
Posted Date: 9/5/2024
Type: Debit
Status: Posted

Desert Foothills Theater presents "The Grown Ups" Nov. 21-23

Desert Foothills Theater (DFT) welcomes back Valley theater patrons, actors, designers, directors, musicians, families and stage crew eager for a new theatrical experience. Producing Artistic Director Saidi Carll is thrilled to announce a new play sponsored by Andrea Markowitz and Pat O'Brien titled "The Grown Ups."

"The Grown-Ups" is originally by Simon Henriques and Skylar Fox. This dark comedy play is led by a strong ensemble of the Valley's best young adult actors who promise to "deliver a modern play in a modern way."

This show is part of a new immersive trend for theater-goers who are looking for a more engaging and up-close-and-personal show experience. Imagine yourself under the stars in the fall, warm drink in hand, toasting s'mores while you wait for this compelling new play to begin.

"We invite you to join these camp counselors for an adult evening of spooky storytelling. Audience members who attend 'The Grown Ups' will gather around a campfire outside at the Sanderson Lincoln Pavilion," according to DFT.

Ticket holders are encouraged to arrive

The Cast of "The Grown Ups" includes:

- Chelsea Carll as Becca
- Emma Gasior as Maeve
- Bear Golden as Lucas
- Olivia Kanetzky as Cassie
- Leonidas Karandreas as Aidan

early and participate in additional camp-themed, immersive-style activities at no extra charge. Activities start at 6 p.m. and the show starts at 7 p.m. each night.

DFT's "The Grown Ups" runs Nov. 21-23 in Carefree at the Sanderson Lincoln Pavilion (101 Easy Street). Approximate run time is 1 hour 40 mins. No intermission. A limited number of tickets are available now at DFTTheater.org for \$25 each.

This show is rated PG-13 because of references related to alcohol consumption and mature topics and language. This version of "The Grown Ups" is not the same as the film.

From the creators of *Assisted Living: The Musical*



Compton & Bennett's One Stoooge Shy Nov. 21–Nov. 24, 2 and 5 p.m.

scottsdale

scottsdale center for
the performing arts

Get your tickets today at
ScottsdalePerformingArts.org
480-499-TKTS (8587)

45TH ANNUAL Wickenburg BLUEGRASS FESTIVAL

WICKENBURG
ARIZONA

November 8 - 10, 2024

3 DAYS OF FLAT-PICKIN' FUN & BLUEGRASS MUSIC

10 Competitive Events
Arts & Crafts Vendors | Food Vendors

GET TICKETS online at wickenburgchamber.com,
at the Wickenburg Visitor Center,
or at the Gate.

EVERETT BOWMAN RODEO ARENA, 935 Constellation Road • Wickenburg, AZ
just 1/2 mile east of Hwy 60/93

928-684-5479

Produced by Wickenburg Chamber of Commerce
www.outwickenburgway.com • www.facebook.com/wickenburgazbluegrass

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camping is
organized
through the
Wickenburg
Chamber.

SPONSORED BY

Town of Wickenburg

IBMA MEMBER

featured bands...

PO' RAMBLIN' BOYS

**Chris Cerna and the
BLUEGRASS REPUBLIC**

ARIZONA WILDFLOWERS



CitySunTimes
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

Invoice

Acct # 35635
Invoice # 392950
Invoice Date: 10/14/2024
Due Date: 10/24/2024

Total Balance Due by 10/24/2024

\$716.10

Julie Brooks
Wickenburg Chamber of Commerce
216 N Frontier Street
Wickenburg, AZ 85390

Date	Pub	Type	Description	Price	Disc	Tax	Applied	Total
10/31/24	CST	Sale	2x11" November 1/2 page ad Print Display	\$700.00		\$16.10		\$716.10

Please make check payable to O'Rourke Media Group
Thank you for your business!

Total Charges \$700.00
Discount
Tax \$16.10
Payments Applied
Current Invoice Due \$716.10

.....
Please return this portion with your payment.

Invoice Date: 10/14/2024
Invoice # 392950
Account # 35635

CC#: _____ Exp. Date: _____
Name on Card: _____ CVV _____
Billing address: _____
City: _____ ST: _____ Zip: _____
Cardholder's Signature: _____

Remit Payment to:
O'Rourke Media Group
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

Amount Enclosed _____

Total Balance Due by 10/24/2024 \$716.10

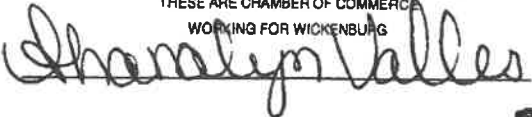
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7/22/2025 3:26 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-0871010	14270
		12/23/2024	Photo Safe Deposit
PAY TO THE ORDER OF <u>City Sun Times</u>		\$ **716.10	
Seven Hundred Sixteen and 10/100*****		DOLLARS	Details on Back
City Sun Times 70 Val Vista Dr. Ste A3-494 Gilbert, AZ 85296		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO	35635 392950		

Amount: \$-716.10

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14270

Posted Date: 1/2/2025

Type: Debit

Status: Posted

Sent 8/30

INVOICE

West Valley Star
5731 PO Box
Sun City West, AZ 85376

MattBoyer.WVStar@cox.net
+1 (623) 313-6994



Bill to

Wickenburg CofC
Attn: Sheila Goode
216 N. Frontier Street
Wickenburg AZ 85390-1419

PD # 14075
ack 9-4-2024
\$860

Invoice details

Invoice no.: 4194
Invoice date: 07/31/2024
Due date: 08/01/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Date	August Edition	1	\$0.00	\$0.00
2.	Full	Full Page	1	\$860.00	\$860.00
Total					\$860.00

Note to customer

Payments not received within 30 days of the date of the invoice may receive a \$35 late fee. We appreciate your continued business and loyalty.

Due to the United State Post Office increasing their postage rates, effective 1/1/24, we will increase your rate by 10%.

- West Valley Star!

Overdue

08/01/2024

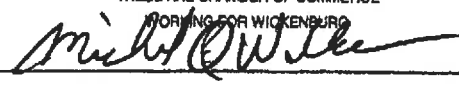
2M



7/22/2025 3:37 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 19-09/1010	14075
		9/4/2024	
PAY TO THE ORDER OF <u>West Valley Star</u>		\$ **860.00	
<u>Eight Hundred Sixty and 00/100</u> *****			DOLLARS
West Valley Star PO Box 5731 Sun City West, AZ 85376-5731		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO	4194		

[Redacted]

Photo Safe Deposit®
Details on Back.

Amount: \$-860.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14075

Posted Date: 9/13/2024

Type: Debit

Status: Posted

2N

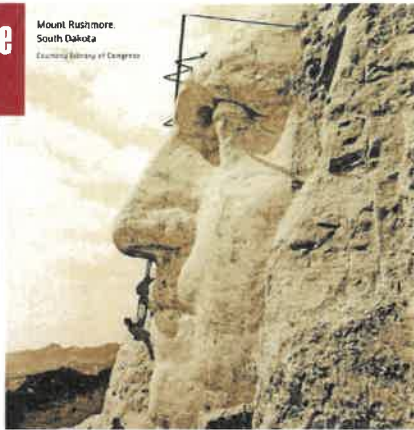
Northern Prairie and Plains

NORTH DAKOTA

Medora

Among the most beautiful—and entertaining—places in North Dakota are the inextricably connected restored historic village of Medora and Theodore Roosevelt National Park. Every summer the town of Medora comes alive as the community celebrates the legacy of Theodore Roosevelt at the *Medora Musical*. Frenchman Marquis de Mores founded the town in 1883 and named it for his wife. The Marquis's settlement also attracted another New Yorker, Teddy Roosevelt, who built a cattle ranch nearby in 1883. Roosevelt's experiences in the Dakota Territory would forever shape his life

Mount Rushmore, South Dakota
Learning Library of Congress



and political career, and the adjacent national park encompasses the land he so loved. There are three units to the park: North (near Watford City), Elkhorn Ranch (Roosevelt's ranch), and South (adjacent to Medora). The south unit's scenic drive, many pullouts and trails provide visitors beautiful overviews of the park and opportunities to see wildlife, including bison.

medorand.com/mps.gov

SOUTH DAKOTA

Deadwood and Lead

The epicenter of the Gold Rush of 1874-76 that transformed the Black Hills, Deadwood was founded to supply the rush of miners everything they needed to survive: supplies, saloons and soiled doves. Visitors who walk the streets of Deadwood today should start at the visitors center in the restored railroad station for a map of the city, directions to local museums, daily events, historic sites and the Mt. Moriah Cemetery, where Wild Bill Hickok and Calamity



Jane are buried side by side. After touring Deadwood, drive up the mountain to tour the historic gold mining town of Lead.
deadwood.com/leadandthere.org

Whatever class of ticket these pioneers had, they faced a tough journey while traveling on this stagecoach from Deadwood, Dakota Territory, circa 1880
The West Archives

HUTCHINSON COUNTY HISTORICAL MUSEUM

150 years ago this year, buffalo hunters engaged warriors of four Plains tribes at a place known as Adobe Walls. Just ten years earlier, Col. Kit Carson and U.S. Army troops battled some of the same warriors near the same place...

The two battles at Adobe Walls represented decisive moments in the deadly saga of the settlement of the American West. Both battles were caused due to the unrelenting flow of settlers into the Plains Indian tribal homelands. The tribes fought to protect land that had been theirs for millennia. In 1864, Colonel Kit Carson and 400 men marched 170 miles into the area that is Hutchinson County, Texas today, to protect migrants on the nearby Santa Fe Trail. In 1874, buffalo hunters built a camp on land forbidden to white settlement by the Treaty of Medicine Lodge in 1867. Tales about Adobe Walls - and many more can be found at the Hutchinson County Historical Museum!

Visit the Museum to learn more!



Plan us at



The Museum is open:
Tuesday-Friday 9 am to 3 pm
Saturday 1 pm to 3 pm
Free admission, kids friendly

Hutchinson County Historical Museum
618 North Main Street
Borger, Texas 79007
806-773-6136

This ad is sponsored by the Friends of the Hutchinson County Historical Museum.

45TH ANNUAL BLUEGRASS FESTIVAL NOVEMBER 8-10, 2024

For all of the great things in Wickenburg visit outwickenburgway.com
or call us for an information packet at 928-684-0977.

Wickenburg
EST. 1916

76TH ANNUAL GOLD RUSH DAYS & RODEO FEBRUARY 14-16, 2025

Wickenburg, Arizona 85625



Set 9/16



P.O. Box 8008, Cave Creek, AZ 85327 lucinda@twmag.com
Please Make Check Payable To: True West Publishing Inc. Tax ID: 04-3738308

Insertion Order/Advertising Agreement

Date: 9/13/2024 Proposal #: 16964

Advertiser Address:

Mike Wallace
Wickenburg Chamber of Commerce
216 N Frontier St
Wickenburg, AZ 85390

Advertiser Email:

events@wickenburgchamber.com

Account Rep: Sheri Jensen, National Account Director Phone: 623-810-0194 Email: sheri@twmag.com

pd
ck#14103
9-23-24
\$1,400.00

PRINT ADVERTISING							
Publication	Issue	Year	Ad Size	Card Rate	Other Discounts	Net	Amount
True West Magazine	Nov/Dec	2024	1/2 page	\$2,226.00	(\$826.00)	\$1,400.00	\$1,400.00
						Total	\$1,400.00

Total:	\$1,400.00
---------------	-------------------

Special Instructions: Ads due 9/29. THANK YOU for your business and continued trust in True West!

Advertising Terms and Conditions:

1. Until credit is established, all customer orders must be accompanied with payment. We accept all forms of US payments.
2. Ads running in our Trading Post or on co-ops pages are net and not subject to further discounts.
3. True West will insert a previously run ad if a contracted advertiser does not submit a new ad by the ad material deadline.
4. Placement: True West will make every effort to comply with placement request, but will not guarantee placement if it conflicts with the editorial integrity of the magazine.
5. Balances past due will be assessed a 1.5% monthly fee (not to exceed 18% per year). Balances more than 120 days past due will be turned over for collection and the debtor will be liable for all costs accrued by the collection process. Advertisers who have taken over 90 days to pay for an ad must prepay all future ads.
6. Publisher reserves the right to reject any ad for any reason at any time. All ads are subject to Publisher's approval.
7. Advertisers and their agencies are solely responsible for the contents and claims of their advertisements.
8. No cancellations will be accepted after deadline. Cancellations must be received in writing on or before deadline.
9. Advertisers who do not complete a contracted schedule will be short-rated to the earned rate.

Approved By: _____ Date: _____

Please Check One:

- _____ I Authorize Automatic Credit Card Payments upon receipt of signed Insertion Order
- _____ I Will Remit Payment By Check (Established Accounts Only)
- _____ I Will Pay In Advance As A New Advertiser

PayPal Quick Pay

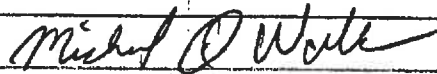
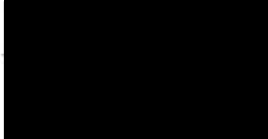
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7/22/2025 3:41 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14103
PAY TO THE ORDER OF <u>True West Publishing</u>			9/18/2024
One Thousand Four Hundred and 00/100*****			\$ **1,400.00
True West Publishing P.O. Box 8008 Cave Creek, AZ 85327		THESE ARE CHAMBER OF COMMERCE - WORKING FOR WICKENBURG	
MEMO 16964	2024-27978	 AUTHORIZED SIGNATURE	
			
			

Amount: \$-1,400.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14103

Posted Date: 10/7/2024

Type: Debit

Status: Posted

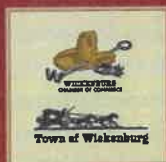


GET FESTIVE

Join us in Wickenburg
for the return of the Christmas
Parade of Lights and Gold Rush Days!

Wickenburg
LET'S RIDE

928-684-5479
OUTWICKENBURGWAY.COM
FACEBOOK.COM/WICKENBURGAZ



Photos: (L) Rockin' D Photography • (R) Craig W. Cutler Fine Art



Save the Date

76TH ANNUAL

GOLD RUSH DAYS
FEBRUARY 14-16, 2025

Featuring

SENIOR PRO RODEO
PARADE
ARTS & CRAFTS
CARNIVAL
CLASSIC CAR SHOW

Historic Downtown Wickenburg

Next Month
30TH ANNUAL
CHRISTMAS
PARADE OF LIGHTS
FRI, DECEMBER 13, 6:30PM

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BY THE TRAIN
ON FRONTIER STREET

Historic Downtown Wickenburg

10 YEARS **Western Spirit**
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by TrueWest Magazine

westernspirit.org
3830 N. Marshall Way | Scottsdale, AZ 85251

OLD WEST
NEW WEST
TRUE WEST

Invoice

Date	Invoice #
12/5/2024	3-3-5832

PAID
12-27-2024

12/26/2024

Description	Rate	Amount
December - February 2024/2025 Issue.	800.00	800.00T
Half Page Advertisement		
Sales Tax	0.00%	0.00
Thank you for your support in Arizona Drive Guide. Happy Holidays!		Subtotal 800.00
		Total 800.00
		Balance Due \$0.00



7/22/2025 3:57 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-08/1070	14269
		12/23/2024	
PAY TO THE ORDER OF	Arizona Drive Guide		\$ **800.00
Eight Hundred and 00/100*****			DOLLARS
Arizona Drive Guide 10890 E. Pionsettia Drive Scottsdale, AZ 85259-3052		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Shanelyn Valles</i> AUTHORIZED SIGNATURE	
MEMO			

Amount: \$-800.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14269

Posted Date: 1/7/2025

Type: Debit

Status: Posted



INVOICE

540 Yaqui Dr. • Wickenburg, AZ 85390

Cell: (928) 299-9438

jimenezdesigns@gmail.com

Description	Time/hr	Charge
Bluegrass 24_Logo Artwork Layout - Expedited Design	4	\$160.00
Bluegrass 24_T Shirt Artwork Layout - Expedited Design	3	\$120.00
Bluegrass 24_Commemorative Poster Layout - Expedited Design	2	\$80.00
Thank you for your business!		
		0.00
	→	0.00
Total		\$360.00

Please pay the above amount to the order of Juan C. Jiménez
Check or Money Order

Thank you for your business!



7/22/2025 3:45 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-08/1010	14135
PAY TO THE ORDER OF <u>Juan Carlos Jimenez</u>			<u>10/9/2024</u>
Three Hundred Sixty and 00/100*****			\$ **360.00
Juan Carlos Jimenez 540 Yaqui Drive Wickenburg, AZ 85390		DOLLARS	
MEMO		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
		<i>Shamlyn Valle</i> AUTHORIZED SIGNATURE	

Amount: \$-360.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14135

Posted Date: 10/28/2024

Type: Debit

Status: Posted

2V

Wickenburg readies for 76th Annual Gold Rush Days

CITYSunTimes

Feb 5, 2025



The event, hosted by the Wickenburg Chamber of Commerce, highlights the town's roots as a ranching and gold-mining community. Graphic courtesy of the Wickenburg Chamber of Commerce.

Wickenburg will celebrate its rich heritage during the 76th Annual Gold Rush Days, set for Feb. 13–16. The event, hosted by the Wickenburg Chamber of Commerce, highlights the town's roots as a ranching and gold-mining community. Thousands of visitors are expected to join locals for four days of festivities.



CitySunTimes
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

Invoice

Acct # 35635
Invoice # 399822
Invoice Date: 1/15/2025
Due Date: 1/25/2025

Total Balance Due by 1/25/2025

\$602.60

Julie Brooks
Wickenburg Chamber of Commerce
216 N Frontier Street
Wickenburg, AZ 85390

Date	Pub	Type	Description	Price	Disc	Tax	Applied	Total
12/31/24	CST	Applied	Applied Credit				-\$107.90	
1/31/25	CST	Sale	2x11" February 1/2 page ad Print Display	\$700.00		\$10.50		\$710.50

Total Charges \$700.00

Please make check payable to O'Rourke Media Group
Thank you for your business!

Discount

Tax \$10.50

Payments Applied -\$107.90

Current Invoice Due \$602.60

Please return this portion with your payment.

CC#: _____ Exp. Date: _____

Invoice Date: 01/15/2025

Name on Card: _____ CVV _____

Invoice # 399822

Billing address: _____

Account # 35635

City: _____ ST: _____ Zip: _____

Cardholder's Signature: _____

Amount Enclosed _____

Remit Payment to:
O'Rourke Media Group
70 S Val Vista Dr, Suite A3-494
Gilbert, AZ 85296

Total Balance Due by 1/25/2025 **\$602.60**

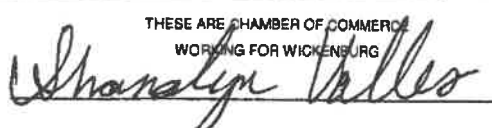
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7/22/2025 3:59 PM

Chamber

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WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14303
			<u>1/17/2025</u>
PAY TO THE ORDER OF <u>City Sun Times</u>		\$ **602.60	
<u>Six Hundred Two and 60/100</u> *****			DOLLARS
City Sun Times 70 Val Vista Dr. Ste A3-494 Gilbert, AZ 85296		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO			

Amount: \$-602.60

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14303

Posted Date: 1/28/2025

Type: Debit

Status: Posted

Invoice	Lead
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Run Details

Publication: **Surprise Independent**
Issue Date: **Wednesday, October 2, 2024**
Invoice No.: **14955**
Size: **3 x 4.3417** Units: **13.0251**

 Sales Related

Sales Rep: ☐ TFR

☐ Hold for:

[View Ad Details](#)

Description	Chamber Ad October	▼
Sales Type	Display	▼
Section	TOP/Anywhere	▼
Group Class	▼	Class

 Additional Details

Tear Sheet Count Adv. Reference No.
Pagination

Location: ☐ Guaranteed ☐ Either ☐ Left ☐ Right

Layout Style: ☐ Coupon ☐ Reverser

Requested Page No.

Page No.

Color

Microfossil Pickers

 Pricing

Open Rate Card:	Display: AZ
Rate Name:	*14 Vertical
Unit Rate:	\$580.00
Adjustment:	(\$290.00)
Features:	\$0.00
Discounts:	\$0.00
Taxable Amount:	\$0.00
Sales Tax:	\$0.00 Not Taxable
Run Price:	\$290.00

 Ad Copy

Image No. 1

Upload Final Ad

Ad Size: 4.79 x 8.34 inches

Directory: \linus.file.core.windows.net\linus\Retail Images\2024\Sep

Filename: 7786_1.pdf



ENBURG CHAMBER OF COMMERCE Order Number:

Run Date	Image No.	Section	Description
10/2/2024	1	*ROP/Anywhere	Chamber Ad October

Run Details

Publication: **Surprise Independent**
Issue Date: **Wednesday, October 2, 2024**
Invoice No.: 14955
Size: 3 x 4.3417 Units: 13.0251

Sales Related

Sales Rep: Greg Garcia ☐ T.F.N.
☐ Hold for:

Ad Details

Description: Chamber Ad October
Sales Type: Display
Section: *ROP/Anywhere
Group Class: Class:

Additional Details

Tear Sheet Count: 1 Adv. Reference No:

Pagination

Location: ☐ Guaranteed ☐ Either ☐ Left ☐ Right Layout Style: ☐ Coupon ☐ Reverse
Requested Page No:
Page No: 5 Color:

Manifest Notes

Pricing
Open Rate Card
Rate Name:
Unit Rate:
Adjustment:
Features:
Discounts
Taxable Amount
Sales Tax
Run Price:

Ad Copy

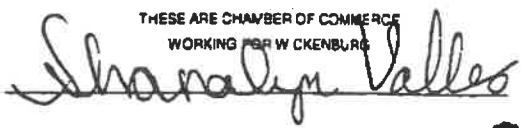
Image No. 1
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Filename: 7786_

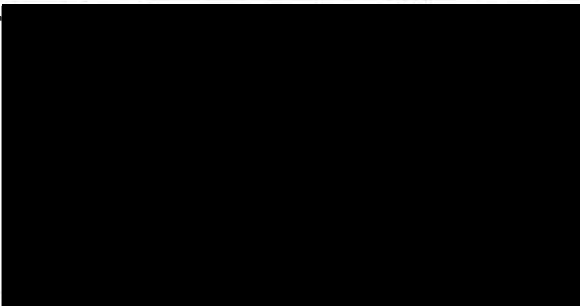
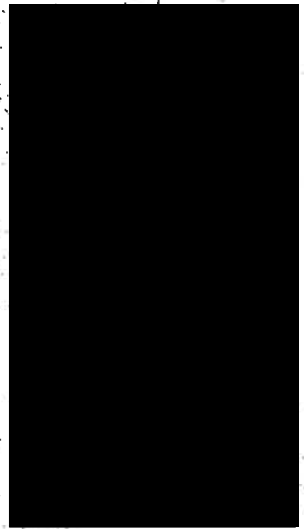
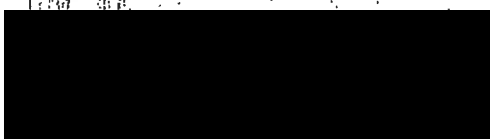


7/22/2025 3:45 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14134
		10/9/2024	
PAY TO THE ORDER OF <u>Independent Newsmedia Inc.</u>		\$ **290.00	
<u>Two Hundred Ninety and 00/100</u>		DOLLARS	
Independent Newsmedia Inc. 110 Galaxy Drive Dover, DE 19901		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO 359443 - 1786 Order		 AUTHORIZED SIGNATURE	

Amount: \$-290.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14134

Posted Date: 10/25/2024

Type: Debit

Status: Posted

Celebrity Extra

by Dana Jackson

Q: When does the new "Matlock" series that stars Kathy Bates release? Also, is her character related to the original Matlock, played by Andy Griffith? -- C.U.

A: In the original series, Andy Griffith played a sharp criminal defense attorney named Ben Matlock. The upcoming series of the same name, starring Kathy Bates, is a reboot with a twist. Her character, also an attorney, is named Madeline Matlock, but there's no relation to Griffith's character.

According to USA Today, the show's executive producer Jennie Snyder Urman ("Jane the Virgin") says that she wanted to "write about how older women are overlooked in society." She explained, "I wanted the audience to enjoy being shocked by the underestimation."

Also similar to the "Matlock" we loved back in the '80s, the 2024 series features a new case that keeps you guessing the whole week. Madeline Matlock is "a fish out of water [and] a mastermind," according to Snyder



Kathy Bates
in "Matlock"

PHOTO CREDIT: IMDB

Urman. "Just because you're older doesn't mean you can't be an alpha," she emphasized.

Supporting Bates is a stellar cast that includes Beau Bridges ("Lessons in Chemistry"), Skye P. Marshall ("Good Sam"), and Jason Ritter ("A Million Little Things"). You can watch "Matlock" on CBS Thursdays at 10 p.m. ET, beginning Oct. 17.

★ ★ ★

Q: Is it true that "Blue Bloods" was canceled? Are there not going to be anymore new episodes? -- S.S.

A: Yes, "Blue Bloods" is ending its run, but not until December. The show returns for an abbreviated 14th season on CBS, beginning Friday, Oct. 18, at 10 p.m. ET. Tom Selleck will be back as the head of the tight-knit Reagan family. What viewers love about the family, in addition to enforcing the law, are their weekly dinners at home at the big table. According to TV Insider, the dinners were inspired by Norman Rockwell's 1943 Thanksgiving magazine illustration "Freedom from Want."

Look for your favorites to return for the show's final eight episodes. In addition to Selleck, Donnie Wahlberg, Bridget Moynahan, Will Estes, Marisa Ramirez, Vanessa Ray and Len Cariou will all be back to wrap up the season.

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Best Historic Saloon of the West

The Palace, Prescott, AZ

Famously rebuilt in 1901, The Palace is Arizona's oldest operating saloon. In 1986, the Palace permanently added a restaurant, which is well-known for its cowboy cuisine. Old West dining atmosphere and 19th-century frontier reenactors. The Palace also has a great display of historical artifacts from the Old West and a mural dedicated to the Western film *Junior Bonner*, which was filmed in the bar and just celebrated its 50th anniversary.

whiskeyrowpalace.com

Readers' Choice

Miner's & Stockmen's Steakhouse & Spirits, Hartsville, WY

Best Historic Restaurant

Hamley Steakhouse & Saloon, Pendleton, OR

Whether you are in town for the Pendleton Round-Up or just visiting the historic Oregon community of Pendleton, you have to have at least one meal in the historic Hamley Steakhouse & Saloon. Next door to the 1905 Hamley Western Store and Saddle Shop, the restaurant and saloon serve the best Western fare and drinks in unforgettable Old West atmosphere.

hamley.com

Readers' Choice

Big Nose Kate's, Tombstone, AZ

Splendid! Kneeling Family, 'Sed House, north of Sargent, Custer County Nebraska, 1886.

(Photo by Solomon Bulcher)

Best Chuckwagon Cook-Off

Llano River Chuckwagon Cook Off, Llano, TX

Do you love the best of the best chuckwagon chefs facing off against each other? If you do, then you want to put the Llano River Chuckwagon Cook Off on your bucket list and make plans to attend and then stay a few days exploring Texas's beautiful Hill Country. Founded in 2005, the cook off will be held this year April 3-5, 2025.

llanochuckwagoncookoff.com

Readers' Choice

Chandler Chuckwagon Cook Off, Chandler, AZ

76TH ANNUAL GOLD RUSH DAYS & SENIOR PRO RODEO FEB 14-16, 2025

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(Wickenburg: right, Seno-Joni; others: Craig W. Gentry Photo Art)



7/22/2025 3:43 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14127
			<u>10/9/2024</u>
PAY TO THE ORDER OF <u>West Valley Star</u>		\$	**575.00
<u>Five Hundred Seventy-Five and 00/100</u>		***** DOLLARS	
West Valley Star PO Box 5731 Sun City West, AZ 85376-5731		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO	4194		



Amount: \$-575.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14127

Posted Date: 10/22/2024

Type: Debit

Status: Posted

3D

76TH ANNUAL GOLD RUSH DAYS & SENIOR PRO RODEO FEB 14-16, 2025

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GOLD RUSH DAYS WICKENBURG, AZ

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Photos: upper right, Seth Joel; others Craig W. Cutler Fine Art

Town of Wickenburg



P.O. Box 8008, Cave Creek, AZ 85327
Tax ID: 04-3738308
Contact Email: lucinda@twmag.com Fax: 623-738-3940

INVOICE #: 2025-28145

Date: 1/21/2025

**Wickenburg Chamber of Commerce
Shanalyn Valles
216 N Frontier St
Wickenburg, AZ 85390**

Re: Wickenburg Chamber of Commerce

Due Date: 2/21/2025

Customer Email: svalles@wickenburgchamber.com

Account Manager: Sheri Jensen Email: sheri@twmag.com Phone: 623-810-0194

Year	Issue	Ad Size	Card Rate	Other Discounts	Net	Amount
2025	Mar/Apr	1/2 page	\$2,226.00	(\$826.00)	\$1,400.00	\$1,400.00
Total						\$1,400.00

Total:	\$1,400.00
---------------	-------------------

Check #14648 payment posted on 5/5/2025	(\$1,400.00)
Total Due After Payments	\$0.00

Payment options are below:

Pay by Credit Card

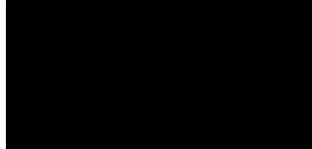
PayPal Quick Pay



7/22/2025 4:14 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-08/1010	14648
PAY TO THE ORDER OF <u>True West Publishing</u>		<u>04/30/2025</u>	Photo Safe Deposit
One thousand four hundred and 00/100*****		\$1,400.00	
True West Publishing P.O. Box 8008 Cave Creek, AZ 85327		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	Details on Back
MEMO	2025-28145	<i>Shirley Valle</i> AUTHORIZED SIGNATURE	
			

Amount: \$-1,400.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14648

Posted Date: 5/6/2025

Type: Debit

Status: Posted



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35th Annual
Fiesta de Septiembre

NOVEMBER 8-10

45th Annual
Wickenburg Bluegrass
Festival

FRIDAY, DECEMBER 13

30th Annual
Christmas Parade
of Lights

FEBRUARY 14-16, 2025

76th Annual
Gold Rush Days &
Senior Pro Rodeo

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(800) 380-5563

Mr. Mike Wallace
Wickenburg Chamber of Commerce
216 N Frontier Street
Wickenburg, AZ 85390

INVOICE #: 24042864
DATE: 10/3/2024

SIZE & SPEC	DESCRIPTION	AMOUNT
Full Page, Four Color	2024 Arizona Cardinals Yearbook	\$10,000.00

Tax ID: 06-1309165 for copy of our W9 go to: <https://payments.pspsports.com/W9.pdf>

Outstanding Balance: \$10,000.00

RECEIVED

Date: 10-14-24

Please include the invoice number on your check. Make check payable to: Professional Sports Publications

To pay your invoice online please go to payments.pspsports.com

Detach below and include with payment. Please direct inquiries to : (800) 380-5563

Professional Sports Publications
303 Merrick Road
Suite 200
Lynbrook, NY 11563

Publication: 2024 Arizona Cardinals Yearbook

Invoice #: 24042864

Outstanding Balance: \$10,000.00

Mr. Mike Wallace
Wickenburg Chamber of Commerce
216 N Frontier Street
Wickenburg, AZ 85390

35



7/22/2025 3:52 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14223
		11/15/2024	
PAY TO THE ORDER OF <u>Professional Sports Publications</u>		\$ **10,000.00	
Ten Thousand and 00/100*****		DOLLARS	
Professional Sports Publications 303 Merrick Road Suite 200 Lynbrook NY 11563		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Shanayn Valles</i> <i>Kathy J. Clark</i> AUTHORIZED SIGNATURE	
MEMO			

Photo Safe Deposit

Details on Back

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CHIEF
POSTAL

Amount: \$-10,000.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14223

Posted Date: 12/4/2024

Type: Debit

Status: Posted

75TH ANNUAL GOLD RUSH DAYS & SENIOR PRO RODEO FEB 9-11, 2024

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P.O. Box 8008, Cave Creek, AZ 85327 lucinda@twmag.com
Please Make Check Payable To: True West Publishing Inc. Tax ID: 04-3738308

Insertion Order/Advertising Agreement

Date: 11/21/2024 Proposal #: 17027

Advertiser Address:

Shanalyn Valles
Wickenburg Chamber of Commerce
216 N Frontier St
Wickenburg, AZ 85390

Advertiser Email:

svalles@wickenburgchamber.com

Account Rep: Sheri Jensen, National Account Director Phone: 623-810-0194 Email: sheri@twmag.com

PRINT ADVERTISING							
Publication	Issue	Year	Ad Size	Card Rate	Other Discounts	Net	Amount
True West Magazine	Jan/Feb	2025	Full page	\$3,733.00	(\$1,233.00)	\$2,500.00	\$2,500.00
						Total	\$2,500.00
Total:							\$2,500.00

Special Instructions: THANK YOU for your business and continued trust in True West! Ads due 11/27.

Advertising Terms and Conditions:

1. Until credit is established, all customer orders must be accompanied with payment. We accept all forms of US payments.
2. Ads running in our Trading Post or on co-ops pages are net and not subject to further discounts.
3. True West will insert a previously run ad if a contracted advertiser does not submit a new ad by the ad material deadline.
4. Placement: True West will make every effort to comply with placement request, but will not guarantee placement if it conflicts with the editorial integrity of the magazine.
5. Balances past due will be assessed a 1.5% monthly fee (not to exceed 18% per year). Balances more than 120 days past due will be turned over for collection and the debtor will be liable for all costs accrued by the collection process. Advertisers who have taken over 90 days to pay for an ad must prepay all future ads.
6. Publisher reserves the right to reject any ad for any reason at any time. All ads are subject to Publisher's approval.
7. Advertisers and their agencies are solely responsible for the contents and claims of their advertisements.
8. No cancellations will be accepted after deadline. Cancellations must be received in writing on or before deadline.
9. Advertisers who do not complete a contracted schedule will be short-rated to the earned rate.

Approved By: _____ Date: _____

Please Check One:

- _____ I Authorize Automatic Credit Card Payments upon receipt of signed Insertion Order
_____ I Will Remit Payment By Check (Established Accounts Only)
_____ I Will Pay in Advance As A New Advertiser

PayPal Quick Pay

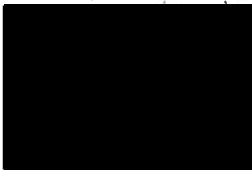
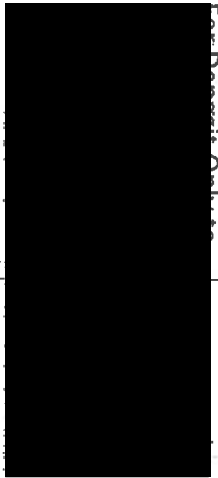
3L



7/22/2025 3:54 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-00/1010	14254
		12/4/2024	
PAY TO THE ORDER OF	True West Publishing	\$ -2,500.00	
Two Thousand Five Hundred and 00/100*****		DOLLARS	
True West Publishing P.O. Box 8008 Cave Creek, AZ 85327		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Sharon Hill</i> <i>Ruth Clark</i> AUTHORIZED SIGNATURE	
MEMO	Gold Rush	2024-20085	
			
			
			

Amount: \$-2,500.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14254

Posted Date: 12/11/2024

Type: Debit

Status: Posted

3M



EXPAND YOUR HORIZONS



Just an hour's drive from Phoenix, Wickenburg offers an unforgettable getaway for adventurers and culture lovers alike. Join us out Wickenburg way.

DISCOVER

Wickenburg

OUTWICKENBURGWAY.COM | 928-684-5479

FACEBOOK.COM/WICKENBURGAZ

Photo: Ricki U Photography

MARK YOUR CALENDAR

SEPTEMBER 6

36th Annual Fiesta de Septiembre

NOVEMBER 14-16

46th Annual Bluegrass Festival

DECEMBER 6

34th Annual Cowboy Christmas Poets Gathering

DECEMBER 12

31st Annual Christmas Parade of Lights

A FISTFUL OF COLORS
On view now

OH Western Spirit
SCOTTSDALE'S MUSEUM OF THE WEST
westernspirit.org
3830 N. Marshall Way | Scottsdale, AZ 85251

THE WEST EAST WEST

Arizona Drive Guide

10890 East Poinsettia Drive
Scottsdale, Arizona 85259
602-463-6884

Invoice

Date	Invoice #
3/12/2025	3-3-5903

3/17/25
CX 14595

Bill To
Wickenburg Chamber of Commerce Accounting 216 N. Frontier Wickenburg, AZ 85390

Due Date
4/9/2025

Description	Rate	Amount
March - May 2025 Issue	800.00	800.00T
Half Page Ad		
Sales Tax	0.00%	0.00

Thank you for your support in Arizona Drive Guide. Have a great day!

Subtotal \$800.00

Total \$800.00

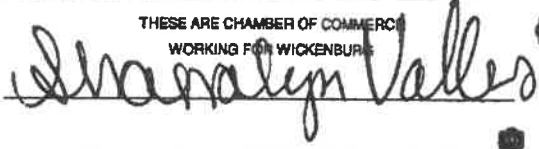
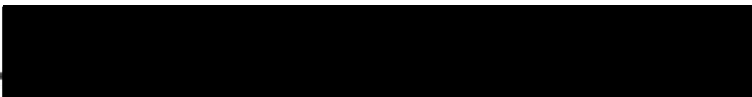
Balance Due \$800.00

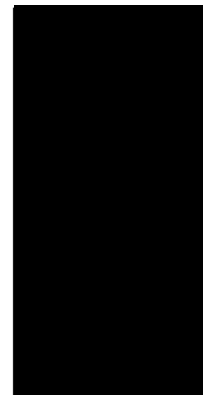


7/22/2025 4:10 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-08/1010	14595
			<u>3/12/2025</u>
PAY TO THE ORDER OF <u>Arizona Drive Guide</u>		\$ **800.00	
<u>Eight Hundred and 00/100</u> *****		DOLLARS	
Arizona Drive Guide 10890 E. Plonsettia Drive Scottsdale, AZ 85259-3052		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO		 AUTHORIZED SIGNATURE	
			



Amount: \$-800.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14595

Posted Date: 3/27/2025

Type: Debit

Status: Posted

Tim-

Steve Woods Videos are created by Steve Wood for use of TV Commercials and Radio Commercials. I have sent them to you by email.

Thanks

Shanalyn Valles



Sales

[Overview](#) [All sales](#) [Invoices](#) [Estimates](#) [Sales orders](#) [Recurring payments](#) [Payment links](#) [Deposits](#) [Customers](#) [Products & services](#)[Customers](#)[Give feedback](#)

Edit



New transaction



DATE	TYPE	NO.	CUSTOMER	MEMO	AMOUNT	STATUS	ACTION
6/16/25	Invoice	15602	Wickenburg Chamber of Commerce	Wickenburg Chamber - Tegner Street Repaving Radio and TV	\$1,500.00	Paid	View/Edit Print
1/29/25	Invoice	15516	Wickenburg Chamber of Commerce	Gold Rush Days Radio Gold Rush Days TV	\$500.00	Paid	View/Edit Print
1/15/25	Invoice	15513	Wickenburg Chamber of Commerce	Chamber Awards Dinner - Kathy Clark Media Chamber Awards Dinner -	\$500.00	Paid	View/Edit Print
12/17/24	Invoice	15495	Wickenburg Chamber of Commerce	Wickenburg Parade of Lights - Bring Christmas Home from Wickenburg Vulture	\$600.00	Paid	View/Edit Print
12/9/24	Invoice	15494	Wickenburg Chamber of Commerce	Cowboy Poets Social Media Video - Bring Christmas Home from Wickenburg x 4	\$900.00	Paid	View/Edit Print
11/11/24	Invoice	15478	Wickenburg Chamber of Commerce	Wickenburg Bluegrass Festival Video	\$500.00	Paid	View/Edit Print
10/1/24	Invoice	15456	Wickenburg Chamber of Commerce	Wickenburg Bluegrass Fest. - 30 TV Radio	\$700.00	Paid	View/Edit Print
8/12/24	Invoice	15426	Wickenburg Chamber of Commerce	Wickenburg Fiesta de Septiembre 2024 :30 TV Spot Wickenburg Fiesta de	\$700.00	Paid	View/Edit Print
Total					\$5,900.00		

Mike Wallace

From: Wickenburg Chamber <info@wickenburgchamber.com>
Sent: Tuesday, August 13, 2024 8:16 AM
To: mwallace@wickenburgchamber.com
Subject: FW: Invoice 15426 from Steve Wood Voice and Video



Administrative Assistant
Wickenburg Chamber of Commerce

Phone 928-684-5479

Web wickenburgchamber.com

Email graphics@wickenburgchamber.com

216 N. Frontier Street, Wickenburg, AZ

CONFIDENTIAL: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the Chamber immediately. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

From: STEVE WOOD VOICE WORKS LLC <quickbooks@notification.intuit.com>
Sent: Monday, August 12, 2024 1:52 PM
To: info@wickenburgchamber.com
Subject: Invoice 15426 from Steve Wood Voice and Video

Your invoice is ready!

BALANCE DUE **\$700.00**

[Pay Invoice](#)



VISA



DISCOVER



BANK



VENMO

Dear Wickenburg Chamber of Commerce,

We appreciate your business. Please find your invoice details here. Feel free to contact us if you have any questions.



7/22/2025 3:30 PM
Chamber
XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85370		UMB Bank, N.A. Wickenburg, AZ 10/01/2018	14050
		<u>8/19/2024</u>	
PAY TO THE ORDER OF <u>Steve Wood Voice and Video</u>		\$ <u>700.00</u>	
<u>Seven Hundred and 00/100</u>			DOLLARS
Steve Wood Voice and Video P.O. Box 57 Wickenburg, AZ 85358		THESE ARE CHAMBER OF COMMERCE <i>Michael D. White</i> AUTHORIZED SIGNATURE	
MEMO	15426		

Amount: \$-700.00
Statement Description: CUSTOMER WITHDRAWAL
Check Number: 14050
Posted Date: 8/19/2024
Type: Debit
Status: Posted

INVOICE

STEVE WOOD VOICE WORKS LLC STEVE@STEVEWOOD.COM
PO Box 57
Wickenburg, AZ 85358

Bill to
Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Ship to
Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Invoice details
Invoice no.: 15456
Terms: Net 30
Invoice date: 10/01/2024
Due date: 10/31/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Sale	Wickenburg Bluegrass Fest. - 30 radio	1	\$200.00	\$200.00
2.		Sale	Wickenburg Bluegrass Fest. - 30 TV	1	\$500.00	\$500.00

Total **\$700.00**

Ways to pay



View and pay

37

Wickenburg Roundup Club Inc., DBA Wickenburg Chamber of Commerce

216 N Frontier Street
Wickenburg, AZ 85390 USA
(928) 684-5479
brenda@premieretaxservices.com

Bill

Vendor
UMB Credit Card
Card Services
PO Box 875852
Kansas City, MO 64187-5852

Bill Number 11.27.24
Bill Date 11/18/2024
Due Date 11/28/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
---------	-------------	-----	------	--------

Pd by
Credit Card

Event
Expenses:Bluegrass
Exp:Advertising BG

Steve Wood

700.00

INVOICE

STEVE WOOD VOICE WORKS LLC STEVE@STEEWOOD.COM
PO Box 57
Wickenburg, AZ 85358

Bill to
Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Ship to
Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Invoice details
Invoice no.: 15478
Terms: Net 30
Invoice date: 11/11/2024
Due date: 12/11/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Sale	Wickenburg Bluegrass Festival Video "POP", Proof of Performance for Town of Wickenburg and Wickenburg Chamber of Commerce. Shared and boosted on Facebook!	1	\$500.00	\$500.00

Total \$500.00

Ways to pay



Pay invoice

3V

3W

INVOICE

STEVE WOOD VOICE WORKS LLC
PO Box 57
Wickenburg, AZ 85358

STEVE@STEEWOOD.COM
+1 (602) 399-2954

Bill to

Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Ship to

Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Invoice details

Invoice no.: 15494
Terms: Net 30
Invoice date: 12/09/2024
Due date: 01/08/2025

\$ 660.00
Bed tax
Pd by Credit Card

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Sale	Cowboy Poets Social Media Video	1	\$500.00	\$500.00
2.		Sale	Wickenburg Chamber of Commerce	1	\$500.00	\$500.00
3.		Sale	Wickenburg Chamber of Commerce	1	\$500.00	\$500.00
4.		Sale	Wickenburg Chamber of Commerce	1	\$500.00	\$500.00
5.		Sale	Bring Christmas Home from Wickenburg	1	\$100.00	\$100.00

Ways to pay



Total	\$900.00
Payment	-\$900.00
Balance due	\$0.00

3X

Wickenburg Roundup Club Inc., DBA Wickenburg Chamber of Commerce

216 N Frontier Street
Wickenburg, AZ 85390 USA
(928) 684-5479
brenda@premieretaxservices.com

Bill

Vendor
UMB Credit Card
Card Services
PO Box 875852
Kansas City, MO 64187-5852

Bill Date 02/13/2025
Due Date 02/23/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
---------	-------------	-----	------	--------

Paid by
Credit Card

Advertising/Promotion Steve Wood

600.00

TOTAL

PAYMENT PAID

BALANCE DUE

\$0.00

STEVE WOOD VOICE WORKS LLC
PO Box 57
Wickenburg, AZ 85358 US
STEVE@STEVEWOOD.COM

Statement

TO
Wickenburg Chamber of
Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

STATEMENT NO. 1024
DATE 01/01/2025
TOTAL DUE \$1,900.00
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
01/06/2025	Balance Forward		900.00
01/15/2025	Invoice #15513	500.00	1,400.00
01/29/2025	Invoice #15516	500.00	1,900.00

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
1,000.00	900.00	0.00	0.00	0.00	\$1,900.00

32

4A

INVOICE

STEVE WOOD VOICE WORKS LLC
PO Box 57
Wickenburg, AZ 85358

STEVE@STEEVEWOOD.COM
+1 (602) 399-2954

Bill to
Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Ship to
Wickenburg Chamber of Commerce
216 N. Frontier Street
Arizona
Wickenburg, AZ 85390

Invoice details
Invoice no.: 15602
Terms: Net 30
Invoice date: 06/16/2025
Due date: 07/16/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Sale	Wickenburg Chamber - Tegner Street Repaving Radio and TV	1	\$1,500.00	\$1,500.00

Total

\$1,500.00

Ways to pay

VISA
DISCOVER
BANK
Paypal

View and pay

4B



7/22/2025 4:21 PM
Chamber
XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-00/1010	14415
PAY TO THE ORDER OF <u>Steve Wood Voice and Video</u>		06/23/2025	\$**1,500.00
One thousand five hundred and 00/100		DOLLARS	
MEMO	Steve Wood Stephen L. Wood Steve Wood Voice and Video P.O. Box 57 Wickenburg, AZ 85358	THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Sharon Lynn Valler</i> AUTHORIZED SIGNATURE	

Amount: \$-1,500.00
Statement Description: CUSTOMER WITHDRAWAL
Check Number: 14415
Posted Date: 6/23/2025
Type: Debit
Status: Posted

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52	Amount Paid	
52-00030-0000	8/31/2024	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00030-0000 O 8/31/2024 1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:
Est. Number:
Co-Op:
Description: Fiesta de Septiembre
Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 8/30-WICK FIESTA DE SEPTEMBRE Description: WICK FIESTA DE SEPTEMBRE						
8/30/2024	Fri	:30	KSWG 10:21:16 AM	1	\$35.00	\$35.00
8/31/2024	Sat	:30	KSWG 11:39:21 AM	1	\$35.00	\$35.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING
A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.
Please note that this fee does not apply to cash/check payments.

Quantity	2	Total	\$70.00
Total Due			\$70.00

INVOICE

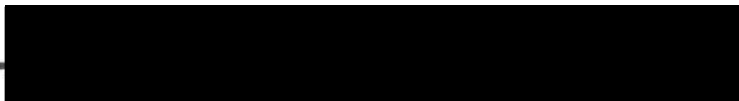
4D

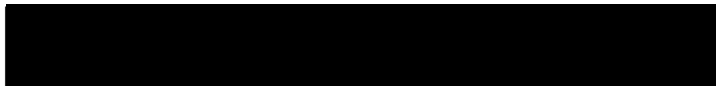


7/22/2025 3:38 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14088
		9/11/2024	
PAY TO THE ORDER OF	Arizona Real Country - 96.3		\$ -70.00
Seventy and 00/100*****			DOLLARS
Arizona Real Country - 96.3 801 W Wickenburg Way Wickenburg, AZ 85390		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO	52-00021-0000		<i>Mich Q Wicks</i> AUTHORIZED SIGNATURE
			



Amount: \$-70.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14088

Posted Date: 9/18/2024

Type: Debit

Status: Posted

4E

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52

Amount Paid

52-00030-0001	9/30/2024	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00030-0001

O 9/30/2024

1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:

Est. Number:

Co-Op:

Description: Fiesta de Septembrie

Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 9/2-WICK FIESTA DE SEPTEMBRE WE Description: WICK FIESTA DE SEPTEMBRE WEEK O						
9/2/2024	Mon	:30	KSWG 11:17:49 AM	1	\$35.00	\$35.00
9/3/2024	Tue	:30	KSWG 10:19:30 AM 11:18:46 AM	2	\$35.00	\$70.00
9/4/2024	Wed	:30	KSWG 10:49:04 AM 11:45:30 AM	2	\$35.00	\$70.00
9/5/2024	Thu	:30	KSWG 10:20:30 AM 10:45:22 AM 11:23:20 AM	3	\$35.00	\$105.00
9/6/2024	Fri	:30	KSWG 10:22:35 AM 10:44:58 AM 11:45:14 AM	3	\$35.00	\$105.00
Copy: 9/7-WICK FIESTA DE SEPTEMBRE DA Description: WICK FIESTA DE SEPTEMBRE DAY OF						
9/7/2024	Sat	:30	KSWG 10:18:17 AM 11:40:44 AM	2	\$35.00	\$70.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING

A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.

Please note that this fee does not apply to cash/check payments.

Quantity	13	Total	\$455.00
Total Due			\$455.00

INVOICE

4F

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52

Amount Paid

52-00031-0000	10/31/2024	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00031-0000

O 10/31/2024

1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:

Est. Number:

Co-Op:

Description: WICKENBURG HORSE THIEVES MARKET

Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 10/11-WHTM TODAY AND TOMORROW Description: WHTM TODAY AND TOMORROW						
10/11/2024	Fri	:30	KSWG 06:41:29 AM 10:44:59 AM 06:44:43 PM	3	\$40.00	\$120.00
Copy: 10/12-WHTM FINAL DAY Description: WHTM FINAL DAY						
10/12/2024	Sat	:30	KSWG 07:18:39 AM 10:44:55 AM	2	\$40.00	\$80.00
Copy: 10/7-WICKENBURG HORSETHIEVES MA Description: WICKENBURG HORSETHIEVES MARKET						
10/7/2024	Mon	:30	KSWG 09:45:25 AM 02:39:38 PM	2	\$40.00	\$80.00
10/8/2024	Tue	:30	KSWG 06:41:49 AM 01:23:37 PM	2	\$40.00	\$80.00
10/9/2024	Wed	:30	KSWG 07:46:23 AM 02:40:58 PM	2	\$40.00	\$80.00
10/10/2024	Thu	:30	KSWG 08:43:04 AM 01:19:05 PM	2	\$40.00	\$80.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING

A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.

Please note that this fee does not apply to cash/check payments.

Quantity	13	Total	\$520.00
Total Due			\$520.00

INVOICE

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96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52	Amount Paid	
52-00032-0000	10/31/2024	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00032-0000 O 10/31/2024 1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:
Est. Number:
Co-Op:
Description: BLUEGRASS CHAMPIONSHIP
Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 10/28- BLUEGRASS FEST GENUS Description: BLUEGRASS FEST GENUS						
10/28/2024	Mon	:30	KSWG 07:20:58 AM 04:44:08 PM	2	\$0.00	\$0.00
10/29/2024	Tue	:30	KSWG 08:46:00 AM 02:17:04 PM	2	\$0.00	\$0.00
10/30/2024	Wed	:30	KSWG 06:45:25 AM 06:41:31 PM	2	\$0.00	\$0.00
10/31/2024	Thu	:30	KSWG 08:46:07 AM 03:41:30 PM	2	\$0.00	\$0.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING

A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.
Please note that this fee does not apply to cash/check payments.

Quantity	8	Total	\$0.00
Total Due			\$0.00

INVOICE

44

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52	Amount Paid	
52-00032-0001	11/30/2024	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00032-0001 O 11/30/2024 1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:
Est. Number:
Co-Op:
Description: BLUEGRASS CHAMPIONSHIP
Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
11/10/2024	Sun		KSWG MONTHLY			\$1,500.00
			Copy: 10/28- BLUEGRASS FEST GENUS Description: BLUEGRASS FEST GENUS			
11/1/2024	Fri	:30	KSWG 10:22:31 AM 06:15:15 PM	2	\$0.00	\$0.00
			Copy: 11/4-BLUEGRASS FEST WEEKOF Description: BLUEGRASS FEST WEEKOF			
11/4/2024	Mon	:30	KSWG 10:48:07 AM 11:19:56 AM 06:15:14 PM	3	\$0.00	\$0.00
11/5/2024	Tue	:30	KSWG 12:20:34 PM 04:20:02 PM 05:25:29 PM	3	\$0.00	\$0.00
11/6/2024	Wed	:30	KSWG 07:53:00 AM 11:21:21 AM 02:18:57 PM 06:17:00 PM	4	\$0.00	\$0.00
11/7/2024	Thu	:30	KSWG 07:48:58 AM 10:19:39 AM 11:45:04 AM 02:42:24 PM 04:16:38 PM	5	\$0.00	\$0.00
			Copy: 11/8- BLUEGRASS FEST DAYOF Description: BLUEGRASS FEST DAYOF			
11/8/2024	Fri	:30	KSWG 06:47:44 AM 09:25:21 AM 12:47:44 PM 03:17:19 PM 04:19:56 PM	5	\$0.00	\$0.00
11/9/2024	Sat	:30	KSWG 06:18:21 AM 09:44:34 AM 11:39:50 AM 03:41:34 PM 06:40:55 PM	5	\$0.00	\$0.00
11/10/2024	Sun	:30	KSWG 06:21:54 AM 08:19:16 AM 09:44:55 AM 10:17:31 AM	4	\$0.00	\$0.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING

A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.

Please note that this fee does not apply to cash/check payments.

Quantity	31	Total	\$1,500.00
Total Due			\$1,500.00

INVOICE

41

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52

Amount Paid

52-00033-0000	12/31/2024	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00033-0000

O 12/31/2024

1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:

Est. Number:

Co-Op:

Description: CHRISTMAS LIGHT PARADE LIVE BROADCAST

Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 12/13-TONIGHT CHRISTMAS PARADE Description: TONIGHT CHRISTMAS PARADE OF LIG						
12/13/2024	Fri	:30	KSWG 05:18:19 AM 07:19:24 AM 08:45:38 AM 09:24:08 AM 11:50:47 AM 12:20:19 PM 01:25:03 PM 02:40:26 PM 06:40:00 PM 06:40:30 PM 06:41:00 PM 07:22:00 PM 07:22:30 PM	13	\$0.00	\$0.00
Copy: 12/3-WICKENBURG CHABER CHRISTMA Description: WICKENBURG CHABER CHRISTMAS PAR						
12/3/2024	Tue	:30	KSWG 07:47:20 AM 12:22:02 PM 03:19:24 PM	3	\$0.00	\$0.00
12/4/2024	Wed	:30	KSWG 07:19:39 AM 12:20:12 PM 08:41:19 PM	3	\$0.00	\$0.00
12/5/2024	Thu	:30	KSWG 06:44:01 AM 02:44:33 PM 09:21:55 PM	3	\$0.00	\$0.00
12/6/2024	Fri	:30	KSWG 10:27:08 AM 01:26:46 PM 07:17:15 PM	3	\$0.00	\$0.00
12/7/2024	Sat	:30	KSWG 05:40:15 AM 11:22:17 AM 01:21:14 PM 03:40:24 PM 06:43:19 PM	5	\$0.00	\$0.00
12/8/2024	Sun	:30	KSWG 05:31:59 AM 08:43:46 AM 12:17:53 PM 03:41:12 PM 08:23:10 PM	5	\$0.00	\$0.00
12/9/2024	Mon	:30	KSWG 07:49:24 AM 09:44:32 AM 01:44:27 PM 03:15:19 PM 08:18:59 PM	5	\$0.00	\$0.00
12/10/2024	Tue	:30	KSWG 05:43:58 AM 10:21:04 AM 01:22:43 PM 03:17:25 PM 06:38:34 PM 09:18:36 PM	6	\$0.00	\$0.00
12/11/2024	Wed	:30	KSWG 06:19:32 AM 09:22:04 AM 11:21:45 AM 02:18:40 PM 04:42:51 PM 09:42:37 PM	6	\$0.00	\$0.00
12/12/2024	Thu	:30	KSWG 05:40:48 AM 07:51:18 AM 09:46:06 AM 12:19:00 PM 01:39:32 PM 05:19:27 PM 07:41:22 PM 09:18:58 PM	8	\$0.00	\$0.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING

A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.

Please note that this fee does not apply to cash/check payments.

Quantity	60	Total	\$0.00
Total Due			\$0.00

INVOICE

45

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52	Amount Paid	
52-00034-0000	1/31/2025	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00034-0000 O 1/31/2025 1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:
Est. Number:
Co-Op:
Description: TRADE Gold Rush Days 2025
Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 1/26-GOLD RUSH GENERAL SPOT Description: GOLD RUSH GENERAL SPOT						
1/27/2025	Mon	:30	KSWG 08:41:04 AM 11:18:53 AM 01:42:48 PM 05:45:07 PM 10:41:13 PM	5	\$120.00	\$600.00
1/28/2025	Tue	:30	KSWG 06:23:30 AM 12:23:00 PM 02:24:00 PM 06:41:30 PM 11:22:00 PM	5	\$120.00	\$600.00
1/29/2025	Wed	:30	KSWG 07:44:46 AM 09:49:24 AM 01:43:51 PM 07:17:23 PM 10:20:06 PM	5	\$120.00	\$600.00
1/30/2025	Thu	:30	KSWG 08:44:39 AM 12:23:15 PM 03:16:48 PM 08:17:14 PM 11:42:00 PM	5	\$120.00	\$600.00
1/31/2025	Fri	:30	KSWG 06:19:11 AM 10:48:56 AM 02:40:03 PM 06:13:44 PM 09:39:03 PM	5	\$120.00	\$600.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING

A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.

Please note that this fee does not apply to cash/check payments.

Quantity	25	Total	\$3,000.00
Total Due			\$3,000.00

INVOICE

4K

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52

Amount Paid

52-00034-0001	2/28/2025	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00034-0001

O 2/28/2025

1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:

Est. Number:

Co-Op:

Description: TRADE Gold Rush Days 2025

Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 1/26-GOLD RUSH GENERAL SPOT Description: GOLD RUSH GENERAL SPOT						
2/1/2025	Sat	:30	KSWG 08:15:48 AM 11:18:24 AM 01:19:00 PM 07:38:07 PM 11:20:52 PM	5	\$120.00	\$600.00
2/2/2025	Sun	:30	KSWG 07:16:59 AM 09:35:57 AM 03:19:18 PM 08:16:11 PM 10:21:18 PM	5	\$120.00	\$600.00
2/3/2025	Mon	:30	KSWG 06:43:10 AM 12:22:11 PM 02:17:29 PM 06:15:23 PM 10:16:57 PM	5	\$120.00	\$600.00
2/4/2025	Tue	:30	KSWG 08:46:18 AM 11:21:34 AM 01:20:43 PM 07:42:06 PM 09:35:50 PM	5	\$120.00	\$600.00
2/5/2025	Wed	:30	KSWG 05:42:50 AM 10:20:15 AM 11:47:15 AM 01:43:10 PM 04:16:10 PM 07:19:31 PM 09:18:14 PM 10:37:32 PM	8	\$120.00	\$960.00
2/6/2025	Thu	:30	KSWG 06:43:30 AM 09:22:04 AM 11:44:45 AM 02:19:39 PM 04:17:10 PM 06:16:44 PM 07:40:04 PM 10:17:32 PM	8	\$120.00	\$960.00
2/7/2025	Fri	:30	KSWG 07:18:07 AM 08:48:03 AM 11:22:57 AM 01:44:43 PM 04:41:36 PM 06:35:12 PM 09:38:51 PM 11:38:12 PM	8	\$120.00	\$960.00
2/8/2025	Sat	:30	KSWG 07:33:42 AM 08:13:30 AM 12:40:56 PM 02:42:38 PM 03:19:19 PM 05:40:24 PM 08:42:00 PM 11:21:16 PM	8	\$120.00	\$960.00
Copy: 2/15-GOLD RUSH SATURDAY ONLY Description: GOLD RUSH SATURDAY ONLY						
2/15/2025	Sat	:30	KSWG 05:10:30 AM 06:37:52 AM 07:13:28 AM 08:12:30 AM 09:39:41 AM 10:15:59 AM 11:38:59 AM 12:20:52 PM 01:44:59 PM 02:19:46 PM	10	\$120.00	\$1,200.00
Copy: 2/16-GOLD RUSH SUNDAY ONLY Description: GOLD RUSH SUNDAY ONLY						
2/16/2025	Sun	:30	KSWG 05:19:25 AM 07:40:36 AM 09:20:29 AM 10:41:02 AM 12:42:09 PM	5	\$120.00	\$600.00
Copy: 2/9-GOLD RUSH WEEK OF SPOT Description: GOLD RUSH WEEK OF SPOT						
2/9/2025	Sun	:30	KSWG 06:13:09 AM 08:38:22 AM 10:16:38 AM 11:15:17 AM 01:43:42 PM 03:42:21 PM 05:20:19 PM 07:17:25 PM 09:18:45 PM 10:19:09 PM	10	\$120.00	\$1,200.00
2/10/2025	Mon	:30	KSWG 06:15:37 AM 08:47:33 AM 10:47:38 AM 12:18:56 PM 01:45:32 PM 03:40:17 PM 05:39:01 PM 06:40:04 PM 09:36:52 PM 10:40:49 PM	10	\$120.00	\$1,200.00
2/11/2025	Tue	:30	KSWG 06:44:43 AM 07:18:56 AM 09:46:09 AM 11:24:46 AM 12:49:56 PM 02:17:46 PM 04:21:59 PM 06:44:44 PM 08:17:31 PM 10:15:13 PM	10	\$120.00	\$1,200.00
2/12/2025	Wed	:30	KSWG 06:18:57 AM 08:46:33 AM 10:47:26 AM 11:41:00 AM 01:19:48 PM 04:17:40 PM 05:22:08 PM 07:19:36 PM 09:17:45 PM 10:41:13 PM	10	\$120.00	\$1,200.00
2/13/2025	Thu	:30	KSWG 07:48:05 AM 09:47:04 AM 12:20:50 PM 01:44:33 PM 03:45:22 PM 05:43:50 PM 06:39:11 PM 08:17:04 PM 09:37:12 PM 11:41:15 PM	10	\$120.00	\$1,200.00
2/14/2025	Fri	:30	KSWG 06:50:30 AM 09:19:24 AM 11:18:29 AM 12:40:08 PM 02:36:40 PM 04:39:05 PM 06:16:42 PM 07:40:25 PM 08:17:52 PM 10:13:56 PM	10	\$120.00	\$1,200.00

4L

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52	Amount Paid	
52-00034-0001	2/28/2025	2
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00034-0001 O 2/28/2025 2

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:
Est. Number:
Co-Op:
Description: TRADE Gold Rush Days 2025
Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING
A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.
Please note that this fee does not apply to cash/check payments.

Quantity	127	Total	\$15,240.00
Total Due			\$15,240.00

INVOICE

4M

96.3 REAL COUNTRY
801 W WICKENBURG WAY
WICKENBURG, AZ 85390

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52	Amount Paid	
52-00035-0000	4/30/2025	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00035-0000 O 4/30/2025 1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:
Est. Number:
Co-Op:
Description: SPRING FLING
Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
Copy: 4/11-SPRING FLING TODAY AND TOM Description: SPRING FLING TODAY AND TOMORROW						
4/11/2025	Fri	:30	KSWG 07:50:44 AM 11:23:29 AM 01:18:26 PM 03:41:20 PM	4	\$35.00	\$140.00
Copy: 4/12-SPRING FLING ON NOW Description: SPRING FLING ON NOW						
4/12/2025	Sat	:30	KSWG 10:18:40 AM 11:19:54 AM	2	\$5.00	\$10.00
Copy: 4/7-SPRING FLING Description: SPRING FLING						
4/7/2025	Mon	:30	KSWG 10:49:09 AM 04:45:52 PM	2	\$35.00	\$70.00
4/8/2025	Tue	:30	KSWG 06:21:33 AM 01:18:16 PM	2	\$35.00	\$70.00
4/9/2025	Wed	:30	KSWG 05:41:06 AM 09:49:52 AM 05:41:03 PM	3	\$35.00	\$105.00
4/10/2025	Thu	:30	KSWG 06:19:09 AM 12:23:59 PM 02:43:42 PM	3	\$35.00	\$105.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING
A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.
Please note that this fee does not apply to cash/check payments.

Quantity	16	Total	\$500.00
Total Due			\$500.00

INVOICE

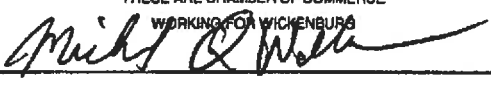
4N

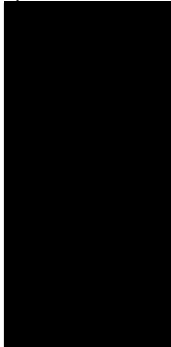


7/22/2025 3:42 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-09/1010	14097
		9/18/2024	
PAY TO THE ORDER OF	Barna Broadcasting LLC	\$ **10,103.25	
Ten Thousand One Hundred Three and 25/100		DOLLARS	
Barna Broadcasting LLC Real Country 96.3 801 W. Wickenburg Way Wickenburg, AZ 85390		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO			



Amount: \$-10,103.25
Statement Description: CUSTOMER WITHDRAWAL
Check Number: 14097
Posted Date: 10/9/2024
Type: Debit
Status: Posted



7/22/2025 4:14 PM
Chamber
XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE

216 N Frontier St.

Wickenburg, AZ 85390

Wickenburg, AZ 85390

UMB Bank, N.A.

Wickenburg, AZ

10-00/1010

14353

PAY TO THE ORDER OF

Arizona Real Country - 96.3

04/30/2025

\$ **8,284.50

Eight thousand two hundred eighty-four and 50/100*****

DOLLARS

Arizona Real Country - 96.3

801 W Way

Wickenburg,

Wickenburg, AZ 85390

MEMO

THESE ARE CHAMBER OF COMMERCE

WORKING FOR WICKENBURG



AUTHORIZED SIGNATURE

Amount: \$-8,284.50
Statement Description: CUSTOMER WITHDRAWAL
Check Number: 14353
Posted Date: 5/6/2025
Type: Debit
Status: Posted

47



**ARIZONA
REAL COUNTRY**
THE MAGAZINE

Barna Broadcasting LLC
801 W. Wickenburg Way
Wickenburg, Az. 85390
602-254-6644

WICKENBURG CHAMBER OF COMMERCE

Advertiser ID: 52

Amount Paid

52-00036-0000	6/30/2025	1
Official Invoice	Date	Page

DETACH AND RETURN WITH PAYMENT

52-00036-0000

O 6/30/2025

1

WICKENBURG CHAMBER OF COMMERCE
216 N. FRONTIER STREET
WICKENBURG, AZ 85390

Purchase Order Number:

Est. Number:

Co-Op:

Description: TEGNER PROJECT

Salesperson: ACCOUNT, HOUSE

Date	Day	Length		Qty	Rate	Total
6/20/2025	Fri		KSWG			\$1,500.00
Copy: 6/20-Tegner Project 1 Description: Tegner Project 1						
6/20/2025	Fri	:30	KSWG 10:24:16 AM 02:19:39 PM	2	\$0.00	\$0.00
6/21/2025	Sat	:30	KSWG 09:33:06 AM	1	\$0.00	\$0.00
6/22/2025	Sun	:30	KSWG 06:34:54 AM	1	\$0.00	\$0.00
6/23/2025	Mon	:30	KSWG 08:40:05 AM 02:16:08 PM	2	\$0.00	\$0.00
6/24/2025	Tue	:30	KSWG 10:21:57 AM 03:21:33 PM	2	\$0.00	\$0.00
6/25/2025	Wed	:30	KSWG 11:43:37 AM 05:15:57 PM	2	\$0.00	\$0.00
6/26/2025	Thu	:30	KSWG 09:18:54 AM 12:43:26 PM	2	\$0.00	\$0.00
6/27/2025	Fri	:30	KSWG 10:21:10 AM 06:14:47 PM	2	\$0.00	\$0.00
6/28/2025	Sat	:30	KSWG 07:16:41 AM	1	\$0.00	\$0.00
6/29/2025	Sun	:30	KSWG 08:17:24 AM	1	\$0.00	\$0.00
6/30/2025	Mon	:30	KSWG 10:41:57 AM 06:36:50 PM	2	\$0.00	\$0.00

IF YOU WOULD LIKE INVOICES SENT VIA E-MAIL, PLEASE CONTACT YOUR SALES PERSON. MAKE CHECKS PAYABLE TO BARNA BROADCASTING
A credit card service fee of 3% will be applied to all transactions using a credit card. This fee is charged to cover the processing costs associated with credit card payments.
Please note that this fee does not apply to cash/check payments.

Quantity	18	Total	\$1,500.00
Total Due			\$1,500.00

INVOICE

4Q



7/22/2025 4:22 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14414
PAY TO THE ORDER OF Arizona Real Country - 96.3		06/23/2025	
One thousand five hundred and 00/100		\$**1,500.00	
Arizona Real Country - 96.3 801 W Way Wickenburg, Wickenburg, AZ 85390		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Sharon Lynn Valles</i> AUTHORIZED SIGNATURE	DOLLARS
MEMO			

Amount: \$-1,500.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14414

Posted Date: 6/30/2025

Type: Debit

Status: Posted

4R





Invoice	IJSSD0004866
Date	1/20/2025
Page	1

Attn: Accounting
475 E. Lincoln Street
Phoenix, AZ 85004
Federal Tax ID# 27-1044127

Bill To:

WICKENBURG CHAMBER OF COMMERCE
KATHY CLARK
216 NORTH FRONTIER ST
WICKENBURG AZ 85390

Ship To:

WICKENBURG CHAMBER OF COMMERCE
KATHY CLARK
216 NORTH FRONTIER ST
WICKENBURG AZ 85390

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
WICKENBURG C.C 1/1	WICK0001			Net 30	1/20/2025	68,852
Ordered	Item Number	Description	Discount	Unit Price	Ext. Price	
1.00	SIGN1	Jefferson St Signage District Advertising Flight Dates: 1/20/25 - 2/16/25 Digital Locations: 1 = (4 mins)	\$0.00	\$5,000.00	\$5,000.00	

Subtotal	\$5,000.00
Misc	\$0.00
Tax	\$25.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$5,025.00

47



7/22/2025 4:18 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-08/1010	14372
			05/13/2025
PAY TO THE ORDER OF	Legends Entertainment District		\$5,025.00
Five thousand twenty-five and 00/100*****			DOLLARS
Legends Entertainment District Jefferson street S ignage District, LLC 201 E. Jefferson St., 4th Flr. Accounting Phoenix, AZ 85004		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO	WSSD00048100		<i>Sharon Lyn Valler</i> <i>Paula</i> AUTHORIZED SIGNATURE
			

Photo Safe Deposit®

Details on Bank

Amount: \$-5,025.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14372

Posted Date: 5/20/2025

Type: Debit

Status: Posted

44



4.V.D

Payment Scheduled

From Clear Channel <ccobilling@clearchannel.com>

Date Wed 10/16/2024 11:35 AM

To Shanalyn Valles <svalles@wickenburgchamber.com>

Thank you for scheduling your payment. Your payment will process on 10/16/2024. You will find the transaction information regarding your payment listed below.

Payment Method: Account

Payment Date: 10/16/2024

Total Amount: **\$2,369.00**

Customer Number #	Invoice #	PO #	Inv Date	Due Date	Payment Amount	Confirmation #
266105	46082786- 46000		09/30/2024	09/30/2024	\$2,369.00	294466672

Sign in to [Clear Channel Outdoor Online Billing](#) to review your bill and payment history.

Billboard

4V

Clear Channel Outdoor

Clear Channel Outdoor
PO Box 742025
Los Angeles, CA 90074-2025
USA

Page 1 of 1

INVOICE

Invoice No.	Invoice Date	Terms
46082786	09/30/2024	Prepayment

Amount Due:	\$2,369.00
-------------	------------

Please reference your customer number and invoice number on your check and remit to:

Clear Channel Outdoor
PO Box 742025
Los Angeles, CA 90074-2025
USA

Customer No.:	266105
Reference No.:	
Contract No.:	1237910-1SG
Agency Name:	
Advertiser Name:	Wickenburg Chamber of Commerce
POP Report:	https://go.cco.io/387h6m
Account Executive:	Sarah Wraley
Market Name:	Phoenix

Wickenburg Chamber of Commerce
216 N Frontier St
Wickenburg, AZ 85390-4413

Description	Service Period	# of Units	Amount
Digital Bulletin - 3570 3x	10/14/2024 11/10/2024	1	\$2,300.00 \$69.00

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We are now offering convenient ways for you to receive your invoices electronically. Invoice Gateway is a secure, easy-to-use online tool for managing your account. You can receive invoices by email, search, view, print and even download invoice data directly into your accounting package (such as Quickbooks or Peachtree). With Invoice Gateway, you can also submit payments online. Enroll today @ <https://secure.billtrust.com/clearchannel/ig/signin>

INTRODUCING PROOF OF PERFORMANCE WEBLINKS

Should photos of your campaign be available you may retrieve them via the weblink listed in the field labeled "POP REPORT" in the top right corner of your invoice. Invoices for items associated to production and some ancillary services may not contain a reference link.

NEW SERVICE NOW CUSTOMER CONTACT PORTAL

Should you need support with your invoice, making payment, or contacting Clear Channel regarding your account, we are excited to announce that we have a new customer service portal powered by ServiceNow. You may access the ServiceNow Customer Portal by utilizing the following link: <https://ccoprod.service-now.com/bsc>

Customer Number	Invoice Number
266105	46082786

ACCESS ONLINE ACCOUNT GO TO:	https://secure.billtrust.com/clearchannel/ig/signin
USE THIS ENROLLMENT TOKEN:	XVV GMK ZRM

SUB TOTAL:	\$2,300.00
TAX:	\$69.00
TOTAL DUE:	\$2,369.00

If you have any questions regarding this invoice, please contact us at (877)676-7565 or CCOBilling@clearchannel.com.

4W



7/22/2025 3:43 PM

Chamber

XXXXXX0217

Amount: \$-2,369.00

Statement Description: CLEAR CHANNEL BT1016 Wickenburg Chamber

Check Number: 10370467

Posted Date: 10/17/2024

Type: Debit

Status: Posted

pd
ck #14108
9-25-24
\$2,100.00
contractors invoice

C & J OUTDOOR INC.
P.O. BOX 6262
PEORIA, AZ. 85381

Contractors Invoice

WORK PERFORMED AT:

TO: WICKENBURG CHAMBER OF COMM. WICKENBURG, AZ.
216 N. FRONTIER ST. #11
WICKENBURG, AZ. 85390
US. 60 SOUTH OF WICKENBURG
EAST SIDE OF HWY. SOUTH FACE

DATE

9-26-24

YOUR WORK ORDER NO.

#2024

INVOICE

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

-BILLBOARD VINYL INSTALLS-

- ① INSTALL 1-8'X20' BILLBOARD VINYL \$700.00
- ② REMOVE TOP EXTENSIONS-3 PIECES, RE-POST VINYL GRAPHICS & RE-INSTALL, GLUE, HARDWARE \$800.00
- ③ REMOVE BOTTOM PLAQUES-3 PIECES, RE-POST VINYL GRAPHICS & RE-INSTALL, GLUE, HARDWARE \$600.00

* PLEASE PAY FULL INVOICE UPON JOB *
COMPLETION

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of

Dollars \$2100.00

This is a ☐ Partial ☒ Full invoice due and payable by:

in accordance with our ☒ Agreement ☐ Proposal

No.

Dated

44



7/22/2025 3:41 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14108
PAY TO THE ORDER OF C&J Outdoor Inc.		9/25/2024	\$ **2,100.00
Two Thousand One Hundred and 00/100*****		DOLLARS	
C&J Outdoor Inc. PO Box 6262 Peoria, AZ 85385		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO 2024		 AUTHORIZED SIGNATURE	
			

Amount: \$-2,100.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14108

Posted Date: 10/3/2024

Type: Debit

Status: Posted

C & J OUTDOOR INC.
 P.O. BOX 6262
 PEORIA, AZ. 85381

Contractors Invoice

WORK PERFORMED AT:

TO:

WICKENBURG CHAMBER OF COMM. WICKENBURG, AZ.
 216 N. FRONTIER ST. #1 US. 60 SOUTH OF WICKENBURG
 WICKENBURG, AZ. 85390 EAST SIDE OF HWY. SOUTH FACE

DATE

9-26-24

YOUR WORK ORDER NO.

#2025

INVOICE

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

-REBUILD TOP & BOTTOM EXTENSIONS-

MATERIALS TO REBUILD TOP & BOTTOM EXTENSIONS
 \$ 300.00

pd ck #14109
 9/26/2024
 \$300.00

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of

Dollars

\$300.00

This is a ☐ Partial ☒ Full invoice due and payable by:in accordance with our ☒ Agreement ☐ Proposal

No.

Dated

Month

Day

Year

Month

Day

Year



7/22/2025 3:41 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-02/1010	14109
		<u>9/26/2024</u>	
PAY TO THE ORDER OF <u>C&J Outdoor Inc.</u>		\$ **300.00	
<u>Three Hundred and 00/100*****</u>			DOLLARS
C&J Outdoor Inc. PO Box 6262 Peoria, AZ 85385		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO	2024	 AUTHORIZED SIGNATURE	
			

Amount: \$-300.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14109

Posted Date: 10/3/2024

Type: Debit

Status: Posted



5C.1



Remit Address:
KAZT
PO Box 748604
Los Angeles, CA 90074
Main: (602) 977-7700
Billing:

Billing Address:
Wickenburg Chamber of Commerce
Attention: Accounts Payable
216 N Frontier Street
Wickenburg, AZ 85390

Jan 7/11
INVOICE

Advertiser	Wickenburg Chamber of Commerce	Invoice #	4575671-1
Order Brand		Invoice Date	09/08/24
Product	Fiesta Septiembre	Invoice Month	September 2024
Estimate Number		Invoice Period	08/26/24 - 09/06/24

Property	KAZT	Order #	4575671
Account Executive	Ryan Ferris	Alt Order #	
Sales Office	Local Phoenix Sales Office	Deal #	
Sales Region	Local	Order Flight	08/30/24 - 09/06/24

Billing Calendar	Broadcast	Agency Code	
Billing Type	Cash	Advertiser Code	
Special Handling		Product 1/2	

Agency Ref	
Advertiser Ref	

Line	Channel	Description	Time	Day	Date	Length	Air Time	Ad-ID	Rate	Reconciliation	Ref #
<u>Aired Spots</u> 23											

Net Total \$1,250.00 Payment Terms 30 Days
AZ Tax 0.5% \$6.25
Amount Due \$1,256.25

pd. 14111
9/26/24
\$1,256.25

We warrant that the actual broadcast information shown on this invoice was taken from the official program log.
Please visit this link for Nexstar's Advertising Terms and Conditions
<www.nexstar.tv/advertisingterms>





7/22/2025 3:42 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-03/1010	14111
		9/26/2024	
PAY TO THE ORDER OF KAZ-TV		\$ **1,256.25	
One Thousand Two Hundred Fifty-Six and 25/100*****			DOLLARS
KAZ-TV 4343 E. Camelback Rd., Suite 130 Phoenix, AZ 85018		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG	
MEMO	4575671-1	 AUTHORIZED SIGNATURE	MP

Amount: \$-1,256.25

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14111

Posted Date: 10/7/2024

Type: Debit

Status: Posted

5D



5E.1



7/22/2025 4:05 PM

Chamber

XXXXXX0217

Amount: \$-2,653.20

Statement Description: Nexstar 9723738800 Chamber of Commerce

Check Number: 11217979

Posted Date: 2/21/2025

Type: Debit

Status: Posted



Remit Address:
IKAZT
 PO Box 748604
 Los Angeles, CA 90074
 Main: (602) 977-7700
Billing:

Billing Address:

Wickenburg Chamber of Commerce
 Attention: Accounts Payable
 216 N Frontier Street
 Wickenburg, AZ 85390

INVOICE

Advertiser	Wickenburg Chamber of Commerce
Order Brand	
Product	Gold Rush Days 2025 (FB)
Estimate Number	

Invoice #	4770530-2
Invoice Date	02/16/25
Invoice Month	February 2025
Invoice Period	01/27/25 - 02/12/25

Property	IKAZT
Account Executive	Ryan Ferris
Sales Office	Local Phoenix Sales Office
Sales Region	Local

Order #	4770530
Alt Order #	
Ext. Opp. ID	
Deal #	
Order Flight	02/12/25 - 02/12/25

Billing Calendar	Broadcast
Billing Type	Cash, Billing Group
Special Handling	

Agency Code	
Advertiser Code	
Product 1/2	
Agency Ref	
Advertiser Ref	

WO Payments Quick Pay Link: payments.wocentral.com/find

Quick Pay Code: **QHJA8QARRHC**

Net Total	\$100.00	Payment Terms 30 Days
AZ Tax	0.5%	
Amount Due	\$100.50	
Invoice Balance as of 02/18/25 2:07:53 PM CT		
	\$100.50	

2/25/25
 14579

We warrant that the actual broadcast information shown on this invoice was taken from the official program log.

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5 H

10/15/24
 CK 14129
 PD 999.98



KAZT Television
 4343 E Camelback Rd Ste 130
 Phoenix AZ 85018

TO Wickenburg Chamber of Commerce
 Accounts Payable
 216 N. Frontier St., Wickenburg, AZ 85390
 Wickenburg AZ 85390

SALESPERSON	JOB	PAYMENT TERMS	INVOICE #
Ryan Ferris	Wickenburg Chamber of Commerce Bluegrass Festival	CIA	4624450

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
11/4/24-11/8/24	Wickenburg Chamber of Commerce Bluegrass Festival	995	995
	Client receives:		
	Television commercials leading up to the event		
	AZ Daily Mix Segment Educating regarding to the festival		
	Thank you for your business!		
	nexusstar.rtpaymentsolutions.tv/ngui/hpp/tv/order		
SUBTOTAL			995
SALES TAX			4.98
TOTAL			999.98

51



7/22/2025 3:44 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE

216 N Frontier St.
Wickenburg, AZ 85390
Wickenburg, AZ 85390

UMB Bank, N.A.
Wickenburg, AZ
18-60/1010

14129

10/15/2024

PAY TO THE
ORDER OF

KAZ-TV

\$ **999.98

Nine Hundred Ninety-Nine and 98/100

DOLLARS

KAZ-TV
4343 E. Camelback Rd., Suite 130
Phoenix, AZ 85018

THESE ARE CHECKS OF COMMERCE
WORKING FOR WICKENBURG

Sharilyn Valler

AUTHORIZED SIGNATURE

MEMO

Photo Safe Deposit

Details on Back

- Security Features earned industry standards and include:
- Large black ink printed account and check number
- Large black ink printed MICR line
- MobileScan or Mobile Deposit check mark to indicate deposit has been deposited on mobile device
- The Security Watermark system on back designed to deter fraud
- Microprint (MP) lines printed on front and back
- The words "ORIGINAL DOCUMENT" across the back
- Photo Safe Deposit Mark visible on front and back

Do not cash if:

- any of the features listed above are missing or appear altered
- the back of the check has been signed or altered
- the words "ORIGINAL DOCUMENT" are missing or altered
- the words "ORIGINAL DOCUMENT" are missing or altered

☐ CHECK BOX FOR MOBILE/REMOTE DEPOSIT
IF REMOTE OF FINANCIAL INSTITUTION OR WEBSITE

ENDORSE HERE

Amount: \$-999.98

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14129

Posted Date: 10/25/2024

Type: Debit

Status: Posted

5J



Remit Address:
KAZT
PO Box 748604
Los Angeles, CA 90074
Main: (602) 977-7700
Billing:

Billing Address:
Wickenburg Chamber of Commerce
Attention: Accounts Payable
216 N Frontier Street
Wickenburg, AZ 85390

INVOICE

Advertiser	Wickenburg Chamber of Commerce
Order Brand	
Product	Bluegrass Festival 2024
Estimate Number	

Invoice #	4624450-1
Invoice Date	11/10/24
Invoice Month	November 2024
Invoice Period	10/28/24 - 11/08/24

Property	KAZT
Account Executive	Ryan Ferris
Sales Office	Local Phoenix Sales Office
Sales Region	Local

Order #	4624450
Alt Order #	
Deal #	
Order Flight	11/04/24 - 11/08/24

Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	

Agency Code	
Advertiser Code	
Product 1/2	

AZ Tax **0.5%** **\$4.97**

Amount Due **\$999.97**

Agency Ref	
Advertiser Ref	

15

We warrant that the actual broadcast information shown on this invoice was taken from the official program log.
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<www.nexstar.tv/advertising/terms>

INVOICE

Remit Address:

KAZT
PO Box 748604
Los Angeles, CA 90074
Main: (602) 977-7700
Billing:

Billing Address:

Wickenburg Chamber of Commerce
Attention: Accounts Payable
216 N Frontier Street
Wickenburg, AZ 85390

Advertiser	Wickenburg Chamber of Commerce	Invoice #	4624450-1
Order Brand		Invoice Date	11/10/24
Product	Bluegrass Festival 2024	Invoice Month	November 2024
Estimate Number		Invoice Period	10/28/24 - 11/08/24

Property	KAZT	Order #	4624450
Account Executive	Ryan Ferris	Alt Order #	
Sales Office	Local Phoenix Sales Office	Deal #	
Sales Region	Local	Order Flight	11/04/24 - 11/08/24

Billing Calendar	Broadcast	Agency Code	
Billing Type	Cash	Advertiser Code	
Special Handling		Product 1/2	

Agency Ref	
Advertiser Ref	

Line	Channel	Description	Time	Day	Date	Length	Air Time	Ad-ID	Rate	Reconciliation	Ref #
1	KAZT	Sign-On/Sign-Off 4a-4x	9:00 AM-4:00 PM		11/04/24 to 11/10/24	18x	MTWTF--				
	KAZT			M	11/04/24	:30	9:14 AM	WBGF10012430	\$40.00		25
	KAZT			M	11/04/24	:30	9:42 AM	WBGF10012430	\$40.00		24
	KAZT			M	11/04/24	:30	9:58 AM	WBGF10012430	\$40.00		39
	KAZT			M	11/04/24	:30	10:21 AM	WBGF10012430	\$40.00		26
	KAZT			Tu	11/05/24	:30	10:20 AM	WBGF10012430	\$40.00		41
	KAZT			Tu	11/05/24	:30	10:51 AM	WBGF10012430	\$40.00		27
	KAZT			Tu	11/05/24	:30	11:43 AM	WBGF10012430	\$40.00		29
	KAZT			Tu	11/05/24	:30	11:57 AM	WBGF10012430	\$40.00		28
	KAZT			W	11/06/24	:30	9:12 AM	WBGF10012430	\$40.00		32
	KAZT			W	11/06/24	:30	9:44 AM	WBGF10012430	\$40.00		40
	KAZT			W	11/06/24	:30	11:53 AM	WBGF10012430	\$40.00		31
	KAZT			W	11/06/24	:30	1:36 PM	WBGF10012430	\$40.00		30
	KAZT			Th	11/07/24	:30	9:16 AM	WBGF10012430	\$40.00		34
	KAZT			Th	11/07/24	:30	9:51 AM	WBGF10012430	\$40.00		33
	KAZT			Th	11/07/24	:30	3:45 PM	WBGF10012430	\$40.00		35
	KAZT			F	11/08/24	:30	9:45 AM	WBGF10012430	\$40.00		37
	KAZT			F	11/08/24	:30	10:29 AM	WBGF10012430	\$40.00		36
	KAZT			F	11/08/24	:30	3:14 PM	WBGF10012430	\$40.00		38
2	KAZT	Daily Mix Segment			11/04/24 to 11/10/24	1x	--W----				
	KAZT	Daily Mix Segment		W	11/06/24	:01	9:16 AM	WickenDailyM ix	\$275.00		2

Aired Spots 19

Net Total \$995.00 Payment Terms 30 Days

We warrant that the actual broadcast information shown on this invoice was taken from the official program log.

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<www.nexstar.tv/advertisingterms>



7/22/2025 3:55 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-68/1010	14252
		<u>12/4/2024</u>	
PAY TO THE ORDER OF <u>KAZ-TV</u>		\$ **999.97	
<u>Nine Hundred Ninety-Nine and 97/100*****</u>		DOLLARS	
KAZ-TV 4343 E. Camelback Rd., Suite 130 Phoenix, AZ 85018		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Shanelyn Valles</i> AUTHORIZED SIGNATURE	
MEMO			

Amount: \$-999.97

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14252

Posted Date: 12/16/2024

Type: Debit

Status: Posted

5M

sent 8/2



EMBER DESIGN

INVOICE

TO: M. Sierra Blunt
Wickenburg Chamber of Commerce
216 N. Frontier Street
Wickenburg, Arizona 85390

PLEASE REMIT TO:

Ember Design
3658 Courtland Place South
Seattle, Washington 98144

DATE: 3/1/24
INVOICE: 3984
PROJECT: *Advertising materials February 2024*

Half-page "Kick Up Your Heels" ads featuring events calendar:

- Arizona Real Country, March 2024 (file date 2/13/24)
- Arizona Drive Guide, Spring 2024 (file date 2/26/24)

1.25 hrs. @ \$100

*pd
ck # 13884
8-2-24*

\$125.00

Thank you for your business.

Ember Design LLC is a BBB-Accredited Business

3658 COURTLAND PLACE SOUTH | SEATTLE, WASHINGTON 98144

PHONE 602.234.1670 | MARY@EMBERDESIGN.COM

FUEL FOR THOUGHT

5N

EXPAND YOUR HORIZONS



Just an hour's drive from Phoenix, Wickenburg offers an unforgettable getaway for adventurers and culture lovers alike.

Join us out Wickenburg way.

DISCOVER

Wickenburg

OUTWICKENBURGWAY.COM | 928-684-5479

FACEBOOK.COM/WICKENBURGAZ

Photos: Buckle Up Photography

MARK YOUR CALENDAR

SEPTEMBER 6

36th Annual Fiesta de Septiembre

NOVEMBER 14-16

46th Annual Bluegrass Festival

DECEMBER 6

34th Annual Cowboy Christmas Poets Gathering

DECEMBER 12

31st Annual Christmas Parade of Lights



7/22/2025 3:34 PM

Chamber

XXXXXX0217

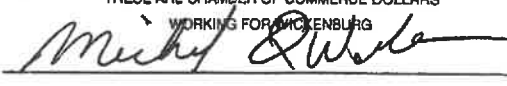
WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 928-684-5479		UMB Bank, N.A. Wickenburg, AZ 18-09/1010	13884
		8/2/2024	
PAY TO THE ORDER OF	Ember Design LLC	\$ **125.00	
One Hundred Twenty-Five and 00/100*****			DOLLARS
Ember Design LLC 3658 Courtland Place South Seattle, WA 98144		THESE ARE CHAMBER OF COMMERCE DOLLARS WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO	3984		

Photo Safe Deposit
Details on Back.

Amount: \$-125.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 13884

Posted Date: 9/3/2024

Type: Debit

Status: Posted

Wickenburg Roundup Club Inc., DBA Wickenburg Chamber of Commerce

216 N Frontier Street
Wickenburg, AZ 85390 USA
(928) 684-5479
brenda@premieretaxservices.com

Bill

Vendor
Mary
Ember Design LLC
3658 Courtland Place South
Seattle, WA 98144

Bill Date 08/02/2024
Due Date 08/12/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Event Expenses:Fiesta				125.00
Exp:Advertising				
3984	TOTAL			125.00
	PAYMENT PAID			125.00
	BALANCE DUE			\$0.00

4/2/25
CK 14622



EMBER DESIGN

INVOICE

TO: Ms. Shanalyn Valles
Administrative Assistant
Wickenburg Chamber of Commerce
216 N. Frontier Street
Wickenburg, Arizona 85390

DATE: 3/31/25

INVOICE: 4042

PROJECT: *Advertising Materials Production*

PLEASE REMIT TO:

Ember Design
3658 Courtland Place South
Seattle, Washington 98144

Arizona Real Country ad - April 2025
(Fiesta de Septiembre & Bluegrass Festival)
Ad formatting; image research; options provided:
final file 3/14/25: 1.5 hr. @ \$100

\$150.00

Thank you for your business.

Ember Design LLC is a BBB-Accredited Business

3658 COURTLAND PLACE SOUTH | SEATTLE, WASHINGTON 98144
PHONE 602.234.1670 | MARY@EMBERDESIGN.COM

FUEL FOR THOUGHT

50

November 8 - 10, 2024

**3 DAYS OF
FLAT-PICKIN' FUN
& BLUEGRASS
MUSIC**

**Wickenburg
BLUEGRASS
FESTIVAL**

Reserved camping is camped through the Wickenburg Chamber.

**10 Competitive Events
Arts & Crafts Vendors | Food Vendors**

GET TICKETS online at wickenburgchamber.com, at the Wickenburg Visitor Center, or at the Gate.

928-684-5479

Produced by Wickenburg Chamber of Commerce
www.outwickenburgway.com • facebook.com/wickenburgazbluegrass

EVERETT BOWMAN RODEO ARENA, 935 Constellation Road • Wickenburg, AZ
Just 1/2 mile east of Hwy 60/93

SPONSORED BY

Featured Bands...

PO' RAMBLIN' BOYS

Chris Cerna and the BLUEGRASS REPUBLIC

ARIZONA WILDFLOWERS

KICK UP YOUR HEELS
SOBER - ALCOHOL

PIETA DE SEPTIEMBRE
FOR ALL BOYS & GIRLS

SATURDAY, SEPTEMBER 17 • 8AM-5PM
STONE PARK • 101 E. AVENUE STREET
Wickenburg, Arizona

WICKENBURG CHAMBER OF COMMERCE
928-684-5479

Wickenburg
Live & Love

WICKENBURG CHAMBER OF COMMERCE



7/22/2025 4:11 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 10-00/1010	14622
PAY TO THE ORDER OF <u>Ember Design LLC</u>		\$ **150.00	<u>4/2/2025</u>
One Hundred Fifty and 00/100*****		DOLLARS	
Ember Design LLC 3658 Courtland Place South Seattle, WA 98144		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Shanayn Valles</i> AUTHORIZED SIGNATURE	
MEMO 4042			

- Security features exceed industry standards and include:
- Microprint - Matching account and check number
 - Color Shifting Ink - Color shifts from blue to green
 - Security Watermark - Watermark on back designed to deter fraud
 - Security Thread - Thread visible on front and back
 - Security Mark - Mark visible on front and back
 - Security Safe Deposit - Icon visible on front and back

Do not cash if:

- Any of the features listed above are missing or appear altered
- Front or back of bank issues print or has disappeared
- Front or back of colored spots appear on both front and back
- Front or back of Chemical Wash Detection Box

Amount: \$-150.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14622

Posted Date: 4/9/2025

Type: Debit

Status: Posted

5R



EMBER DESIGN

INVOICE

TO: Ms. Shanalyn Valles
Administrative Assistant
Wickenburg Chamber of Commerce
216 N. Frontier Street
Wickenburg, Arizona 85390

DATE: 12/29/24

INVOICE: 4027

PROJECT: *Advertising Materials Production*

PLEASE REMIT TO:

Ember Design
3658 Courtland Place South
Seattle, Washington 98144

AZ Real Country ad: Gold Rush Days

Full-page ad; file date 12/11/24: .75 hr. @ \$100

\$75.00

CITYSunTimes ad: Gold Rush Days

Half-page ad; file date 12/19/24: .5 hr. @ \$100

\$50.00

TOTAL DUE

\$125.00

Thank you for your business.

Ember Design LLC is a BBB-Accredited Business

3658 COURTLAND PLACE SOUTH | SEATTLE, WASHINGTON 98144

PHONE 602.234.1670 | MARY@EMBERDESIGN.COM

FUEL FOR THOUGHT

58

76TH ANNUAL GOLD RUSH DAYS & SENIOR PRO RODEO FEB 14-16, 2025



Wickenburg's iconic
heritage event is back to
celebrate its 76th year.

Wickenburg
LET'S RIDE

928-684-5479
OUTWICKENBURGWAY.COM
FACEBOOK.COM/WICKENBURGAZ

Senior Pro Rodeo
Carnival
Artisan Fair
Western Stunts
Gold Panning
More!

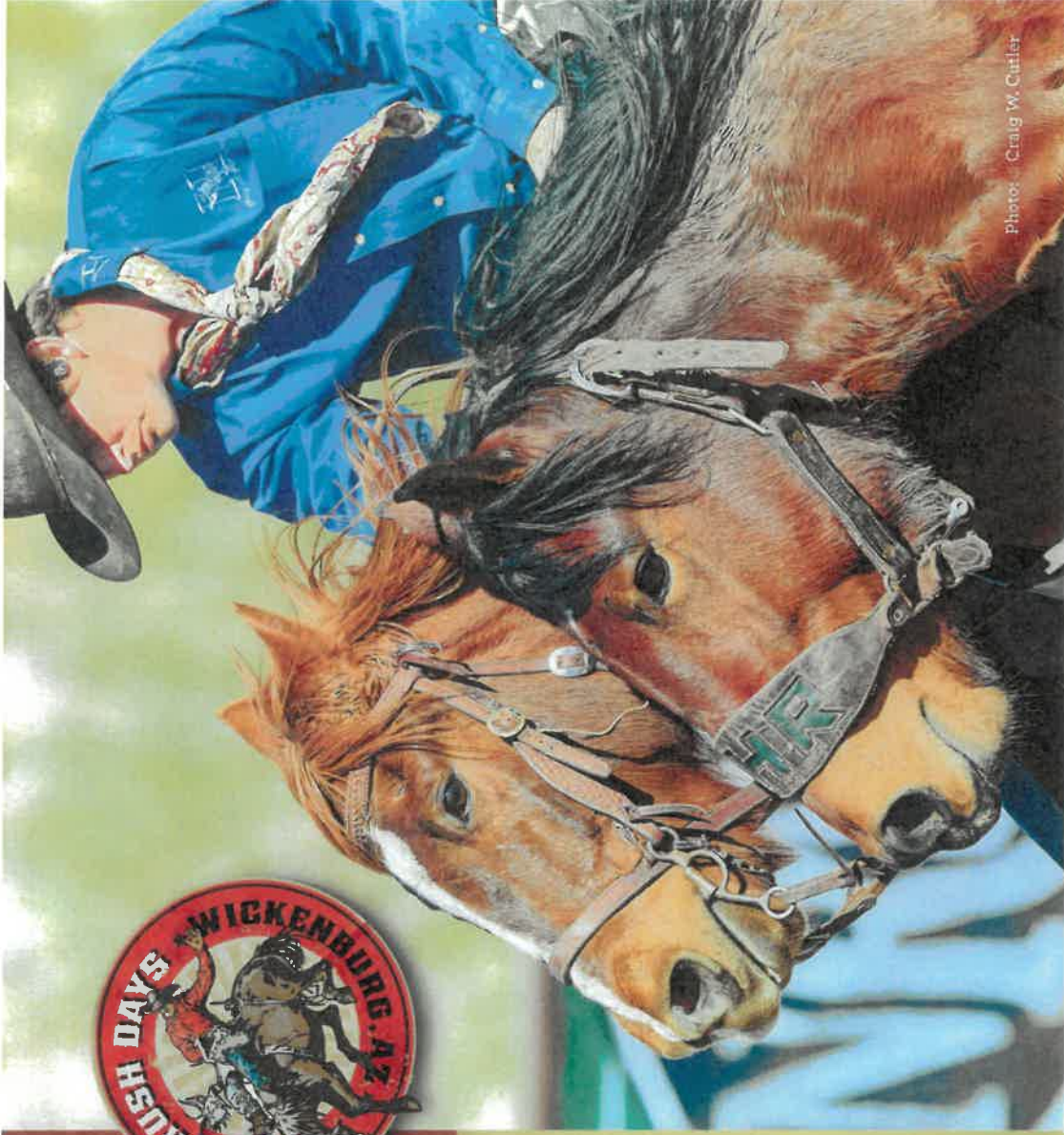


Photo: Craig W. Cutler



EMBER DESIGN

INVOICE

TO: Wickenburg Chamber of Commerce
216 N. Frontier Street
Wickenburg, Arizona 85390

PLEASE REMIT TO:
Ember Design
3658 Courtland Place South
Seattle, Washington 98144

DATE: 9/30/24
INVOICE: 4009
PROJECT: *Advertising Materials Production*

AZ Real Country ad August-Sept 2024: Fiesta de Septiembre

Minor update; file date 8/1/24: .25 hr. @ \$100 \$25.00

Wickenburg Billboard Update

Format two new 2'x20' snipe panels from photo reference (text re-keyed)
Large-format artwork for snipes + existing main billboard released 9/5/24:
3.75 hrs. @ \$100 \$375.00

AZ Real Country ad October 2024: Bluegrass Festival

Minor update; file date 9/9/24: .25 hr. @ \$100 \$25.00

CITYSunTimes ad October 2024: Bluegrass Festival

Minor update; file date 9/12/24: .25 hr. @ \$100 \$25.00

True West ad November-Dec 2024: Bluegrass Festival/GRD

file date 9/23/24: 1.25 hr. @ \$100 \$125.00

TOTAL DUE \$575.00

Thank you for your business.

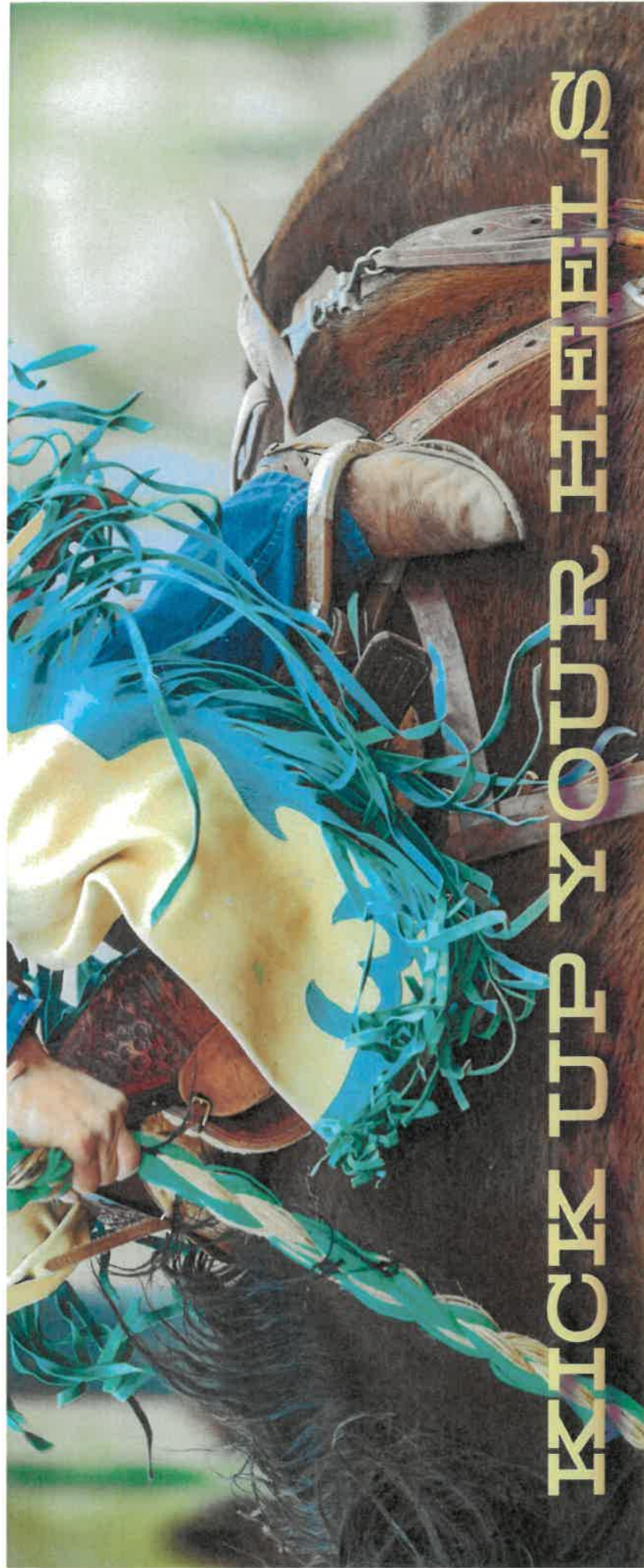
Ember Design LLC is a BBB-Accredited Business

3658 COURTLAND PLACE SOUTH | SEATTLE, WASHINGTON 98144

PHONE 602.234.1670 | MARY@EMBERDESIGN.COM

FUEL FOR THOUGHT

50



KICK UP YOUR HEELS

MILESTONE CELEBRATIONS: MARK YOUR CALENDARS

35th Annual
Fiesta de
Septiembre
September 7, 2024

45th Annual
Wickenburg
Bluegrass Festival
November 8-10, 2024

30th Annual
Christmas
Parade of Lights
December 13, 2024

Wickenburg
LEET'S RIDE

928-684-5479

OUTWICKENBURGWAY.COM

FACEBOOK.COM/WICKENBURGAZ

Photo: © Craig W. Cutler Fine Art





EMBER DESIGN

INVOICE

TO: Ms. Shanalyn Valles
Administrative Assistant
Wickenburg Chamber of Commerce
216 N. Frontier Street
Wickenburg, Arizona 85390

PLEASE REMIT TO:

Ember Design
3658 Courtland Place South
Seattle, Washington 98144

DATE: 11/30/24
INVOICE: 4019
PROJECT: *Advertising Materials Production*

AZ Real Country ad: Christmas Parade & Cowboy Poets Gathering

Full-page ad; file date 11/16/24: 1 hr. @ \$100

\$100.00

True West ad: Gold Rush Days

Full-page ad; file date 11/26/24: 1.5 hrs. @ \$100

\$150.00

TOTAL DUE

\$250.00

2/13/25
CX 14551

Thank you for your business.

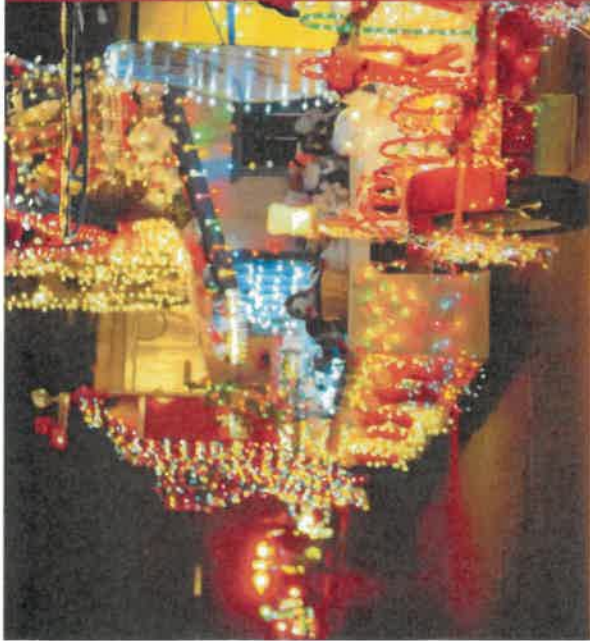
Ember Design LLC is a BBB-Accredited Business

3658 COURTLAND PLACE SOUTH | SEATTLE, WASHINGTON 98144

PHONE 602.234.1670 | MARY@EMBERDESIGN.COM

FUEL FOR THOUGHT

5W



Next Month

30TH ANNUAL

CHRISTMAS

PARADE OF LIGHTS

FRI, DECEMBER 13, 6:30PM

Featuring

**PHOTOS WITH SANTA
BY THE TRAIN
ON FRONTIER STREET**



Historic Downtown Wickenburg

GET FESTIVE

Treat yourself to a feast for the senses
as the Bluegrass Festival & Christmas
Parade of Lights return to Wickenburg!

Wickenburg

LET'S RIDE

928-684-5479

OUTWICKENBURGWAY.COM

FACEBOOK.COM/WICKENBURGAZ



Photos: (L) Rockin' U Photography • (R) Craig W. Cutler Fine Art



Save the Date

76TH ANNUAL

GOLD RUSH DAYS

FEBRUARY 14-16, 2025

Featuring

**SENIOR PRO RODEO
PARADE
ARTS & CRAFTS
CARNIVAL
CLASSIC CAR SHOW**



Historic Downtown Wickenburg



7/22/2025 4:06 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-08/1019	14551
PAY TO THE ORDER OF Ember Design LLC		2/13/2025	\$ **950.00
Nine Hundred Fifty and 00/100*****		DOLLARS	
Ember Design LLC 3658 Courtland Place South Seattle, WA 98144		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG <i>Sharon Lynn Vukobratovic</i> AUTHORIZED SIGNATURE	
MEMO			

Photo Safe Deposit

Details on Bank

ENSURE M

☐ CHECK BOX FOR MULTIREMOTE DEPOSIT
WRITE NAME OF FINANCIAL INSTITUTION ONLINE ABOVE

Amount: \$-950.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14551

Posted Date: 2/28/2025

Type: Debit

Status: Posted

54

Wickenburg Roundup Club Inc., DBA Wickenburg Chamber of Commerce

216 N Frontier Street
Wickenburg, AZ 85390 USA
(928) 684-5479
brenda@premieretaxservices.com

Bill

Vendor
Mary
Ember Design LLC
3658 Courtland Place South
Seattle, WA 98144

Bill Date 02/13/2025
Due Date 02/23/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Event Expenses:GR Expenses:GR Advertising				125.00
Event Expenses:Fiesta Exp:Advertising				25.00
Advertising/Promotion	Billboard			375.00
Event Expenses:Bluegrass Exp:Advertising BG				25.00
Event Expenses:Bluegrass Exp:Advertising BG				150.00
Event Expenses:Cowboy Christmas Expenses				100.00
Event Expenses:GR Expenses:GR Advertising				150.00
TOTAL				950.00
PAYMENT PAID				950.00
BALANCE DUE				\$0.00



CK 14236
11/22/24

EMBER DESIGN

INVOICE

TO: Wickenburg Chamber of Commerce
216 N. Frontier Street
Wickenburg, Arizona 85390

PLEASE REMIT TO:

Ember Design
3658 Courtland Place South
Seattle, Washington 98144

DATE: 10/30/24
INVOICE: 4015
PROJECT: *Advertising Materials Production*

Clear Channel Billboard 2024: Bluegrass Festival

File date 10/2/24: 2 hrs. @ \$100 \$200.00

AZ Real Country ad November 2024: Bluegrass Festival

Adapted from existing ad; file date 10/3/24: .5 hr. @ \$100 \$50.00

AZ Drive Guide half-page ad + digital banner

File dates 10/17 & 10/21/24: 2.25 hrs. @ \$100 \$225.00

TOTAL DUE \$475.00

Thank you for your business.

Ember Design LLC is a BBB-Accredited Business

3658 COURTLAND PLACE SOUTH | SEATTLE, WASHINGTON 98144

PHONE 602.234.1670 | MARY@EMBERDESIGN.COM

FUEL FOR THOUGHT

60A

45TH ANNUAL
BLUEGRASS FESTIVAL
NOVEMBER 8-10, 2024



For all of the great things in Wickenburg visit outwickenburgway.com
or call us for an information packet at 928-684-0977.



Wickenburg
LET'S RIDE

76TH ANNUAL
GOLD RUSH DAYS & RODEO
FEBRUARY 14-16, 2025



Photos: Craig W. Catler FINE ART

LC

1/28/25
14343



EMBER DESIGN

INVOICE

TO: Ms. Shanalyn Valles
Administrative Assistant
Wickenburg Chamber of Commerce
216 N. Frontier Street
Wickenburg, Arizona 85390

DATE: 2/2/25

INVOICE: 4034

PROJECT: *Advertising Materials Production*

PLEASE REMIT TO:
Ember Design
3658 Courtland Place South
Seattle, Washington 98144

AZ Real Country ad spread & cover image: Gold Rush Days

Format 2-page ad spread & provide cover image options;
final files 1/13 & 1/15/25: 3.25 hrs. @ \$100 \$325.00

Legends digital billboard artwork: Gold Rush Days

Formatting & refinement of large-format digital billboard
artwork (2 files); final files 1/16/25: 4.75 hr. @ \$100 \$475.00

Destination Wickenburg ad: Expand Your Horizons

Full-page ad formatting & refinement; file date 1/20/25: 4.25 hr. @ \$100 \$425.00

True West Magazine ad: Expand Your Horizons

Half-page ad adapted from Destination Wickenburg format,
with addition of events list; file date 1/28/25: 1.75 hr. @ \$100 \$175.00

TOTAL DUE \$1,400.00

Thank you for your business.

Ember Design LLC is a BBB-Accredited Business

3658 COURTLAND PLACE SOUTH | SEATTLE, WASHINGTON 98144

PHONE 602.234.1670 | MARY@EMBERDESIGN.COM

FUEL FOR THOUGHT

62

EXPAND YOUR HORIZONS

Wickenburg
LET'S RIDE

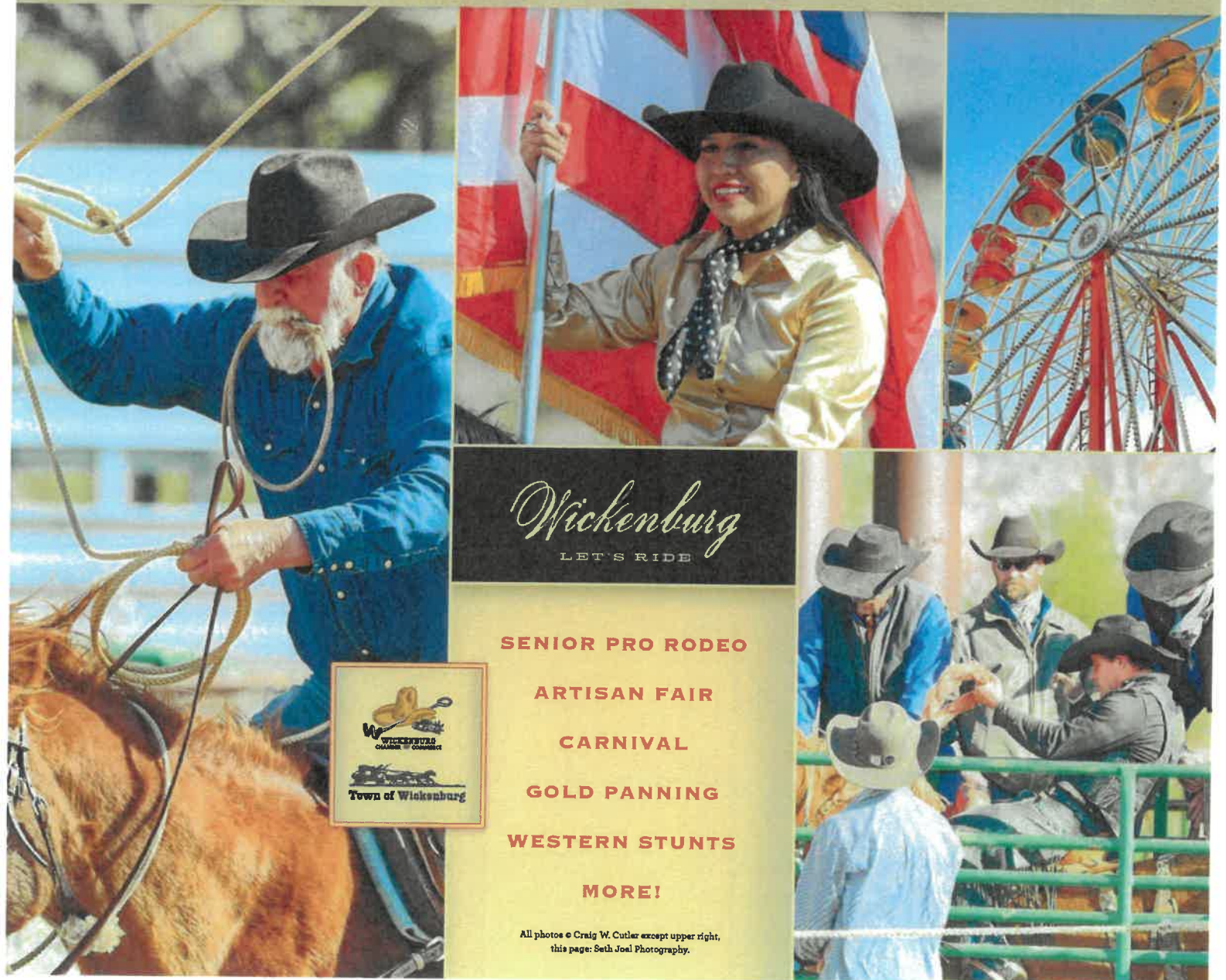
Our wide-open skies await. Check our online calendar
for news about events out Wickenburg way!

928-684-0977 • OUTWICKENBURGWAY.COM
FACEBOOK.COM/WICKENBURGAZ



76TH ANNUAL GOLD RUSH DAYS & SENIOR PRO RODEO FEB 14-16, 2025

Wickenburg's iconic heritage event is back to celebrate its 76th year.



Wickenburg
LET'S RIDE

SENIOR PRO RODEO
ARTISAN FAIR
CARNIVAL
GOLD PANNING
WESTERN STUNTS
MORE!

All photos © Craig W. Cutler except upper right,
this page: Seth Joel Photography.

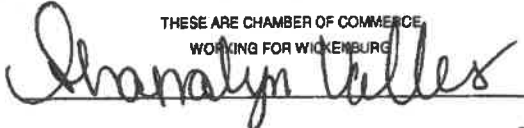

Town of Wickenburg



7/22/2025 4:03 PM

Chamber

XXXXXX0217

WICKENBURG CHAMBER OF COMMERCE 216 N Frontier St. Wickenburg, AZ 85390 Wickenburg, AZ 85390		UMB Bank, N.A. Wickenburg, AZ 18-08/1010	14341
		<u>1/28/2025</u>	
PAY TO THE ORDER OF <u>Ember Design LLC</u>		\$ **1,400.00	
<u>One Thousand Four Hundred and 00/100</u> *****			DOLLARS
Ember Design LLC 3658 Courtland Place South Seattle, WA 98144		THESE ARE CHAMBER OF COMMERCE WORKING FOR WICKENBURG  AUTHORIZED SIGNATURE	
MEMO			

[Redacted]

Photo Self Deposit
Details on Back

Amount: \$-1,400.00

Statement Description: CUSTOMER WITHDRAWAL

Check Number: 14341

Posted Date: 2/18/2025

Type: Debit

Status: Posted

66