

**Tuscarora Area
CHAMBER OF COMMERCE**

Mercersburg, Montgomery, Peters, St. Thomas, Warren

chamber news

www.mercersburg.org
www.tuscaroraareachamberofcommerce.org



CHAMBER LAUNCHES "CHAMBER APPROVED" PROMOTION

The Tuscarora Area Chamber of Commerce has launch the "Chamber Approved 2013" promotion. The intent of the "Chamber Approved" initiative is to support the membership of the Tuscarora Area Chamber of Commerce through a promotional campaign which will highlight the individual business and the Chamber. All Chamber members in good standing are eligible to participate. This campaign will include the "Chamber Stamp of Approval" in all promotions. Look for phase 1, the new membership sticker, in the mail this month.



RIBBON CUTTING

THE SEWING STUDIO

13 SOUTH MAIN ST.
MERCERSBURG
DECEMBER 13TH
4:30-5:30PM
RSVP TO 328-5827

UPCOMING EVENT

February 21st
**Legislative Partnership
Breakfast**

Hosted by TACC
With Senator Alloway, Representative Rock and a representative from Congressman Shuster's office
7am-9am
Location to be Determined

BOARD OF DIRECTORS

Executive Board Members

Chair

Melanie Gordon
First National Bank of Mercersburg

Vice Chair

Travis Hall
D.L. Martin Co.

Vice Chair Elect

Tammy Oberholzer
Borough of Mercersburg

Treasurer

Theresa Gourley
Auto Sales Unlimited

Secretary

Judy Boyd
Whitetail Resort

Board Members

Gloria Pine

First National Bank of Mercersburg

John Flannery

Flannery's Tavern on the Square

Dr. Elizabeth George

Summit Health

Debbie Rutherford

Mercersburg Academy

Dwayne Johnson

St. Thomas Development, Inc.

Julie Barthalow

Susquehanna Bank

Chris Shelley

Tuscarora School District

Staff

Executive Director

Mary-Anne Gordon

The Chamber News is a monthly newsletter of the Tuscarora Area Chamber of Commerce. Submit your information by the 23rd of each month for inclusion. The Chamber reserves the right to edit content of submissions for space limitations. Ideas, opinions and statements expressed in articles by contributors are not necessarily those of the Chamber.



MANAGER'S CORNER: CREATE A SUCCESSION PLAN IN EIGHT STEPS

I was recently asked by an association president what basic steps he and the executive committee should consider as they develop a simple succession plan. There are no plans for the CEO to leave. However, the association has a sound strategic plan and process now in place, so wisely, the association leadership team is looking to put a sound succession plan and process in place as well. That's a smart thing to do. Let me share with you what I shared with him so that you too can ensure your organization's top position, and other key positions, are "covered" in unexpected, as well as in anticipated transition situations.

1. Create an Emergency Staffing Plan. The easiest way to do this is to simply create an organization chart. For each position - including the top spot - list the current position holder. Then below his/her name, list 1-3 people who could step in to that position to keep things going in the short term. Finally, color code each person's name to indicate their level of readiness to serve as a back-up if needed: Green = Good to go; Yellow = Could do some but not all of the work / Needs more training and experience; Red = Not ready; Needs immediate training and experience. Do this for every "critical" position, but ideally for all positions, on the organization chart. (This color coded map now also becomes your short-term staff training plan.)
2. Communicate with each person identified on the chart to let them know for which positions they've been identified as a 1st, 2nd or 3rd level back-up. This tends to automatically cause "the back-ups" to pay better attention to what "the lead" people do.
3. Determine, specifically, what the CEO and other key positions (ideally all positions) need to be doing 1-3 years from now. What specific skills, capabilities, characteristics, etc., will be needed for the positions identified 1-3 years from now?
4. Update the CEO's and other position descriptions if needed, based upon what is identified in Step 3 above. The position descriptions should be ready for posting and advertising if needed.
5. Create and document a CEO (or other critical position) Search and Hire Plan. Where do you post or advertise the position? What associations or other professional groups will you reach out to during your search? How will you select candidates, interview them, select, hire, on-board, and review performance in the first 30, 60, & 90 days, etc?
6. Have the current CEO create a Long-Term Staffing plan for the organization each year that supports the organization's updated strategic plan over the next 1, 2 and 3 years. This plan can simply be an organization chart mapped out as you did the Emergency Staffing Plan in Step 1 above. Map out the anticipated positions needed year by year, identify anticipated position holders at those future dates, and include potential back-up people for each spot. Color code all personnel. (There are no guarantees that people identified in the plan will be in or get the positions for which they've been identified; this is just a plan. However, this map automatically provides you with your long-term training and development plan to gauge needs, skills, and capabilities along the way.)
7. Ensure the Board or Executive Team, along with the CEO, reviews and updates the Succession Plan (i.e., Emergency Staffing Plan, CEO position description, Executive Search & Hire Plans, and Long Term Staffing Plan) annually. This is done after the organization's strategic plan has been updated annually so the staffing plans support the initiatives outlined in the strategic plan.



The most difficult part of any plan is to create it once. After that...

8. Work the plans and keep them up-to-date. That's what smart leaders do.

Tuscarora Area CHAMBER OF COMMERCE

3 South Main St, Suite 4 • PO Box 161
Mercersburg, PA 17236
717-328-5827 • mgordon@tachamber.org

WELCOME NEW MEMBERS

GotGreenNotGreed LLC

Edward L. Heffner
12483 Orchard Circle
Mercersburg, PA 17236
717-404-2418
GotGreenNotGreed@gmail.com
<http://gotgreennotgreed.dotfeed.com>
Construction, Landscaping

Magisterial District Court

Judge Jody Eyer
113 South Main St.
Mercersburg, PA 17236
717-328-3521
Fax: 717-328-3527
Associate Member

TUSCARORA AREA CHAMBER OF COMMERCE PRESENTS



MERCERSBURG SPRINGFEST

SATURDAY MAY 11, 2013
9AM-3PM DOWNTOWN MERCERSBURG

From the simple... to the simply impossible™.

- Banners, Flags and Posters
- Labels, Window Graphics, Floor Graphics and Wallpaper
- Dimensional Letters, Monument and Building Signs
- Building Directories, Way-Finding and Numbering Systems
- Exhibits and Displays, Banner Stands & Counters
- Vehicle Wraps, Side Panels and Magnetics
- Menu Boards, A-Frames and Reader Boards
- Regulatory Signs for ADA, Safety, Traffic and Parking

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717-593-0668 www.fastsigns.com/587

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See our website for Shop & Farm Hours
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9703 Blue Spring Road
Mercersburg, PA 17236

Tuscarora Chamber of Commerce Members Enjoy 10% Off!

Long Acres Alpaca Farm ~ Michael & Sarah Donahoe



MOONEY & ASSOCIATES

ATTORNEYS AT LAW

**MERCERSBURG
OFFICE**
5900 Ft. Loudon Road
Mercersburg, PA 17236
717-328-5217

**CHAMBERSBURG
OFFICE**
67 North Main Street
Chambersburg, PA 17201
717-263-9215

\$150 OFF Initial Retainer for all New Clients that are Chamber Members
MUST Mention at Initial Consultation
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877-632-4656

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OF MERCERSBURG

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QuickBooks® Made Easy

Is your business making these critical mistakes?

You must learn these 25 new solutions!

- 7 Mistakes that most non-professional bookkeepers make with QuickBooks®
- 3 Reports you need to keep cash flow moving
- 3 Important ways to set up new clients and customers
- 3 Easy shortcuts that will save you dozens of hours every week using QuickBooks®
- 4 Critical ways to cut accounting expense by covering the daily task of data entry
- 5 Ways to reduce Payroll headaches and cost

Stop hurting your cash flow and put an end to your bookkeeping nightmares with this fast-paced and informative Training Course.

Class Dates:

Thursday, December 13, 2012 ~ 9:00 A.M. to 12:00 P.M.

Thursday, January 17, 2013 ~ 9:00 A.M. to 12:00 P.M.



Location: 720 Norland Avenue, Chambersburg, PA 17201
www.schultheisscpa.com

Who should attend QuickBooks® Training?

- Spouses who help with the books on a part-time basis
- Business owners who want to avoid mistakes and improve cash flow
- Partners looking for long-term answers to accounting problems
- Bookkeepers who need a better understanding of QuickBooks®



3 "Easy" Ways to Register NOW!

**CALL (717) 267-2100 or
FAX this completed registration to (717) 267-1464 or
MAIL this registration to Schultheiss & Associates**

Course: **\$129.00** per person (includes Continental breakfast)

Class date _____/_____/_____

Name _____

Company Name _____

Address _____

City _____ ST _____ ZIP _____

Phone _____

Fax _____

Email _____

Additional Registrants:

1) _____

2) _____

For Credit Card orders **Fax** this form to: 717-267-1464 or
Mail this form with your check payable to:
Schultheiss & Associates
720 Norland Avenue
Chambersburg, PA 17201

Circle one: Visa Mastercard

Total: _____ Exp. Date _____/_____/_____

Credit Card # _____

Name on Card _____

Signature: _____



Call About QuickBooks Training For Contractors
Limited Seating Available

Tuscarora Area CHAMBER OF COMMERCE

Mercersburg, Montgomery, Peters, St. Thomas, Warren

Membership's Business & Tourism Directory 2013 Advertising Rates

More than 1500 given away in 6 months in 2012!

Advertise in the 2013 *Chamber Directory* at these fantastic rates!

1/4 page 3.5" w x 2" h \$100.00

1/2 page 3.5" w x 4" h \$200.00

Full page inside ad 3.5" w x 8.5" h \$400.00

Inside Back or Front Cover \$500

Use the convenient form below to reserve your advertising space. Ads are full color.

Ad size: ___ 1/4 page ___ 1/2 page ___ Full page
_____ Inside Front _____ Inside Back (call for availability)

Ad enclosed _____ Ad emailed _____ Use same ad as 2012 _____

Business: _____

Address: _____

Contact Person: _____

E-mail: _____

Phone: _____

Scan/email or mail form to:
Tuscarora Area Chamber of Commerce
PO Box 161
Mercersburg, PA 17236
info@tachamber.org

Please read the contract and mail your information along with your exhibitor's fee to:

Chamber of Commerce
PO Box 161
Mercersburg, PA 17236

Make checks payable to:
"Tuscarora Area Chamber of Commerce."

Questions?

Call (717) 328-5827 or email
info@tachamber.org

LOCATION:

From I-81 N: Take Exit 5 in PA. Go West on Rt. 16 for 12 miles into downtown Mercersburg.

From Rt. 70 E: Take I-81 N Exit 5 in PA, Rt. 16 West 12 miles into downtown Mercersburg.

From Harrisburg: I-81 S to Exit 5 to West Rt. 16 12 miles into downtown Mercersburg.

Tuscarora Area
Chamber of Commerce
PO Box 161
Mercersburg, PA 17236



MERCERSBURG
SPRINGFEST
SATURDAY MAY 11, 2013
9AM-3PM DOWNTOWN MERCERSBURG

*A CELEBRATION OF SPRING IN HISTORIC
MERCERSBURG!*

*ARTISANS, CRAFTERS, JEWELERS,
FOOD VENDORS, CIVIC GROUPS,
LOCAL BUSINESSES
AND MUSICIANS ARE INVITED
TO PARTICIPATE IN THE EVENT*

Coordinated by:
THE TUSCARORA AREA
CHAMBER OF COMMERCE

www.mercersburg.org
info@tachamber.org

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

I have read the contract and agree to all the terms.

(Signature Required)

Please check, which applies below and specify a type:

Vendor/Artist/Exhibitor/Non-Profit Group _____ \$40

Produce/Flowers/Fruit Vendors _____ \$40

Jewelers - Handmade jewelry only. No franchised jewelry sales at Springfest. _____ \$40

Food/Concession Vendor _____ \$75

TOTAL _____

What do you sell? _____

VENDOR'S CONTRACT

1. The morning of the "Springfest," volunteers will be on the Square at 5:00am. Food vendors must check in and start set up by **6:30am**. All other vendors must check in and start set up by **7:30am**.
2. Each vendor space is 20 ft. long by 10 ft. deep, as designated by TACC. If you need more space, you must buy a 2nd spot.
3. All booth assignments will be made on a first come/first serve basis by the order of receipt of full payment for space.
4. No vendor may sublet or apportion space in whole or in part without committee approval.
5. No alcohol is permitted at "Springfest".
6. Vendor's space must be left clean and clear of debris. **All food vendors are responsible for clean up and are asked to provide garbage cans/bags for their customers.** Vendor's spaces that are left untidy will be charged a **\$10.00** clean-up fee.
7. "Springfest" space must be open and staffed for the duration of the show.
8. **Breakdown is 3:00pm sharp. Vendors may not breakdown or leave prior to this time. A \$35.00 penalty will be charged.**
9. No refunds will be given under any circumstance.
10. The committee reserves the right to approve or disapprove any application for space in regard to character of exhibit.
11. The Chamber will provide **NO INSURANCE**. Any insurance must be contracted by the vendor through his/her own insurance agent. **Food Vendors must**

provide proof/certificate of food serving/event insurance.

12. The Chamber will not be responsible for any injury or loss that may arise to a lessee, his/her employees or his/her property for any cause, while said persons or property is in the Borough of Mercersburg. The Vendor, by execution of the agreement waives any and all claims for damages or loss against the Tuscarora Area Chamber of Commerce, its officers, agents and employees and does indemnify and hold harmless the Tuscarora Area Chamber of Commerce, its officers, agents and employees from all claims of loss or damages resulting from vendor's participation in Springfest.
13. Confirmation of participation and/or booth assignment may be verified by calling the Chamber office one week prior to the event at **717-328-5827**.
14. **"Springfest" will occur rain or shine.**
15. "Springfest" cannot guarantee any space availability after April 30, 2013.

KEEP THIS PORTION FOR YOUR RECORDS.

Make checks payable to:
"Tuscarora Area Chamber of Commerce."
PO Box 161
Mercersburg, PA 17236

Electricity is not available.