

Jamestown Chamber of Commerce
Board of Directors Meeting
Thursday, October 6, 2016
5:30pm
Bridges Conference Room

Present: Marilyn Munger, Maria Flood, Kim Medeiros, Peggy Kopelcheck, Rusty Sallee, Petra Laurie, Mark Swistak, Monique Paquin (Executive Director)

1. **Call to Order:** Marilyn Munger called the meeting to order at 5:37 p.m.
2. **Minutes of September Meeting:** previously emailed. Motion by Maria to accept the September minutes, Mark 2nd and all were in favor.
3. **Treasurer's Report:** Cathleen was not present, but emailed the August and September Treasurer's Reports, as well as the past two years worth of holiday costs, earlier in the week. Her emailed stated that the General Account has \$19,903.71 and the Chamber Check Account has \$6,366.80. Motion by Maria to accept the August and September Treasurer's Reports, Mark 2nd and all were in favor.
4. **Executive Directors Report:** Monique reported that she recently mailed ~6 new home owner postcards for September sales. Monique met with Robert and Kim from the Press to discuss the immediate and 2017 need for new maps, as well as to brainstorm ideas for new homeowner/visitor material (see below for further detail). Monique sent a welcome letter and application to the Preppy Pig and will follow-up in person. Earlier in the month, a member requested the Chamber investigate as to whether the Chamber email list was compromised and Todd advised that the email was separate and apart from Chamber involvement.
5. **Old & New Business/Committee Reports:**

i. **Events:** [Committee: Mark, Ben, Kristine, Petra, Peggy & Maria]

*****Events Committee to meet on Thursday, October 20th at 5:30 p.m. at Bay Voyage*****

1. Fall Events - Events committee can discuss at their upcoming meeting, however, we will likely hold off on fall events and focus on the Holiday Party/Stroll.

2. Holiday Events

- a. Chamber Holiday Events - Events committee will discuss the Holiday Stroll/Events at the upcoming Events Committee meeting.
- b. Chamber Holiday Party (~~Tentative Date: Tues. 12/13/16~~) - The Holiday Party and potential venues were discussed at length. Prior to the Events Committee meeting, Maria will seek a bid from Conanicut Yacht Club and Mark will seek a bid from Bay Voyage for availability and pricing for heavy appetizers for 70-80 people on Thursday, December 15th from 6:00 p.m.-8:00 p.m. Potential third location could be J22, but it was discussed that we should rotate venues. Mark will also speak with Dave Manuel or Milt re live music options. With heavy appetizers and live music, we should charge \$20.00/per person with a cash bar given that we traditionally do not charge admission for the Annual Meeting. Events committee to meet to discuss bids and request a vote by email given the next Board meeting is not until early November.

b. **Government Relations:** [Committee: Rusty, Jeff, Kristine]

1. 2016-2017 Fiscal Year Town Monies (\$3,100.00) Available to promote members/community

c. **Marketing/Public Relations:** [Committee: Ben, Peggy, Kim, Kristine]

1. New Homeowner Mailing Options - Monique met with Robert and Kim from the Press and discussed various options for a new homeowner mailing idea. Monique shared the recent Newport County Chamber of Commerce Membership Directory which was a high quality glossy book and discussed with the Press options for creating and printing something of similar style in the spring to be used as a multi-purpose "Welcome to Jamestown" book to be distributed to both new homeowners and visitors. The book can be designed and discussed further in early spring but could include information such as Chamber member ads, essential contact information, blurbs re the various local groups to join, description of the sights, events, and a full comprehensive directory of all Chamber members. For now, Monique

will continue to send monthly new homeowner postcards and table the home owner packets to an early spring project replacing the packets with a “Welcome to Jamestown” book.

2. Kiosk: Discussion & decision on plan moving forward [**Committee: Petra, Jeff**] - Marilyn researched the Block Island Chamber and Block Island Tourism Council and their respective roles and relationship with the Town. It appears that the Chamber’s role is to benefit their members exclusively and the Tourism Council is to attract visitors to Block Island. Within New Shoreham’s Town Budget (income section), it appears that the Block Island Chamber pays to the Town \$11,700.00/annually for what we can assume is rent for their space at the welcome center. Marilyn also read our Mission Statement. Discussion re although tourism may not be our mission, it is hard to support members without tourism and visitors to Jamestown. Further discussion re: whether or not the kiosk should be the Chamber’s individually or whether to seek a partner (Town or Discover Newport, etc.). The manning dilemma seems to be where the kiosk becomes too large of an undertaking for the Chamber to manage. Rusty suggested we investigate whether an electronic kiosk might be possible and if so, what would the Town charge for rent/electricity. Rusty to speak with Evan Smith of Discover Newport to determine the costs, software, outdoor protections and logistics of an electronic outdoor kiosk to determine whether this will be an option moving forward. Motion by Rusty to direct the ED to let the Town know the Chamber is currently not interested in partnering with the Town on the kiosk while we investigate other options, Petra 2nd and all were in favor.
3. Maps: Re-Order & 2017 Map Timeline & Next Steps - Monique obtained pricing information for the immediate re-order of the current map as a short-term solution. A re-order of 2,000 maps would cost \$800.00 through the Press. As opposed to expending the cost, we will table a new 2017 map for early spring.

d. Membership [Committee: Rusty, Kim]

1. Membership Drive - Monique to create a spreadsheet of potential new members through ads in the Press, Night At donors, etc.
 - a. Postcard re accomplishments - Marilyn to review the 2016 Membership Drive postcard and send edits to Monique prior to printing new postcards.

e. Finance [Committee: Cathleen, Rusty]

f. Notes

1. E-Mail Board Votes:
 - a. \$250.00 Chamber Check Donation to Parks & Rec for Jack' O' Lantern Jog
 - b. \$100.00 Donation to Fire Department MDA Fundraiser

g. Board Member Terms

1. **2014-2017**
 - a. **Kim (First full term, 4th year)**
 - b. **Jeff (First full term)**
 - c. **Petra (First full term)**
 - d. **Kristine (Second Full Term)**
2. **2015-2018**
 - a. **Peggy (First term)**
 - b. **Rusty (Second term)**
 - c. **Mark (Second term)**
3. **2016-2019**
 - a. **Ben (Second term)**
 - b. **Marilyn (Second term)**
 - c. **Cathleen (Second term)**
 - d. **Maria (Second term)**

Meeting adjourned at 6:25 p.m.

Next Meeting: Thursday, November 3rd at 5:30pm