

Jamestown Chamber of Commerce
Board of Directors Meeting
Thursday, September 1, 2016
5:30pm
Bridges Conference Room

Present: Ben Thomas, Monique Paquin (Executive Director), Kristine Trocki, Marilyn Munger, Kim Medeiros, Jeff Bush, Rusty Sallee, Cathleen Studley, and Petra Laurie.

1. **Call to Order:** Marilyn Munger (President) called the meeting to order at 5:37pm
2. **Minutes of August Meeting:** previously emailed. Motion by Cathleen to accept, Jeff 2nd d, all were in favor of accepting last month's minutes.
3. **Treasurer's Report:** Cathleen reported that August's bank statement were not available yet due to early meeting time of the month. She did report that the General Account has \$22,680.15 (\$22,160 Last year), and the Chamber Check account has \$6,446.08 (\$6,842 Last Year).
4. **Executive Directors Report:** Monique reported that she returned all of the banners she had to the businesses from the Night At. She's been helping the gentleman from Discover Safari about his upcoming event on the island, looking for sponsors and donations. She met with Andy Wade and Robert from the Jamestown Press about teaming up with them for their Holiday Scavenger Hunt Idea – more on this below. Monique updated the website directory for up to date accuracy, and she sent out around 10 New Homeowner postcards for August.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Mark, Ben, Kristine, Petra & Peggy]
 1. Night At Recap
 - a. We had 188 ticket sales, most we've ever had. Lots of Garden Club members and friends came out to support. Most reviews of the food were positive.
 - b. Ideas/Comments for next year: Set up where food is was tough for caterer, maybe make comment to Town about making other spots available for Handicap, so we can park closer to street. Can't call it 'Chinese Raffle', not politically correct. Maybe start earlier or have something early to get people there earlier; very quick night if you show up late. Silent Auction was extended, but some thought that wasn't fair as they didn't know.

2. Fall Events – Events committee to meet, but some ideas were for something downtown for Columbus Day, pumpkin carving contest, costume contest, Oktoberfest, etc...?
3. Holiday Events
 - a. Holiday Scavenger Hunt (w/Rec Department & Jamestown Press) - Monique met with both parties. Their idea is to have a 6 week Scavenger Hunt from November 23rd to January 2nd with clues each week in the Press for kids under 18 to figure out. Could be a clue or a picture of a doll in a store, then they have to find it and post it on social media, etc... Then there would be an overall winner of some sort. They wanted to partner with the Chamber to have us help strike up participation with our businesses. Motion for us not to be involved, was 2ndd, and all were in favor.
 - b. Chamber Holiday Events – Touched on briefly, but tabled for another meeting.
 - c. Chamber Holiday Party – Maybe ask to have at Bay Voyage now that it's back open. Cathleen to check last year's numbers. Potential date of 2nd Tuesday in December.

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

1. 2016-2017 Fiscal Year Town Monies (\$3,100.00) Available to promote members/community – Quick update of what money is still available. Rusty said that according to the Newport Chamber, they're seeing really good numbers for the meal tax for Jamestown this year.

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

1. New Homeowner Packets – Monique is running low on material for the packets from businesses. She asked if it were worthwhile to get more from the businesses or just do the postcard showing off the benefits of the Chamber. Idea was thrown out to have businesses do more of a coupon in the packets to entice people versus just a brochure. It was decided we would stick with the postcard for now, and then email members if they want to provide literature at a later meeting.
2. Postcard re accomplishments – covered above.
3. Kiosk: Timeline & Next Steps [Committee: Petra, Jeff]

- a. Jeff reported that we are waiting for the Town to redo the area in East Ferry, which they're working on. Would have a slab for the kiosk, and could hold a larger structure.

4. 2017 Map: Timeline & Next Steps

- a. We have no more maps of the Town. Marilyn asked the Marketing Committee to meet and figure out if we want to make the map different or update the old one and print more copies now. Kristine thought we should discuss with the Town as to things they may want on the map as well, in case we're doing a joint use of the Kiosk down town, to either have the Town help pay some of the costs and to not have dueling maps. Discussion ensued as to whether we should have our own map vs. joining with the Town for one universal map. Rusty motioned we ask the Press to update the current map for the time being since we have none, Ben 2nd'd, and all were in favor. Cathleen was going to email Robert for assistance. Committee will meet to discuss other options going forward.

d. Membership [Committee: Rusty, Kim]

1. Membership Drive – Marilyn discussed how last year she and Aileen went through the Press Ads and solicited businesses that were advertising in the Press, but were not members. Kim is going to update the spreadsheet and then we can solicit anyone new. Also, solicit those businesses that donated to Night At auction items, but that aren't members.

e. Finance [Committee: Cathleen, Rusty]

1. Donation amount for the Garden Club was discussed. Board voted to donate \$1,500 to the Garden Club. Cathleen would order a 'big check', so that we can have a photo op for the Press. Kim threw out the idea of making the donation based on a percentage of money we raise, so as to entice the group receiving the donation to bring more people and spend more money.

f. Board Member Terms – Break down of all board members and their term statuses.

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 6:56pm.

Next Meeting: Thursday, October 6th at 5:30pm