

Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, May 4, 2017
5:30pm
Bridges Conference Room

Present: Monique Paquin (Executive Director), Maria Flood, Ben Thomas, Mark Swistak, Jr., Iain Wilson, Susan Hackman, and Jeff Bush.

1. **Call to Order:** Maria called the meeting to order at 5:33pm.
2. **Minutes of March Meeting:** Were previously emailed. Iain made a motion to accept. Mark 2nd d. All in favor of accepting March Minutes.
3. **Treasurer's Report:** Cathleen emailed Report in her absence. General account \$27,094.06. Chamber Check account \$6,190.80. Susan met with Cathleen about 2016 tax returns. She asked for clarification on some verbiage regarding Business Expo. That portion was removed. Ben made a motion to e-file the tax returns as they were. Mark 2nd d. All were in favor. Susan will file tax return.
4. **Executive Directors Report:**
 - a. ED reported there were 5 renewals since last meeting, along with two new members, Donna Defusco and Live & Learn, LLC. So far 11 new members, 3 opted out of renewing, and 17 previous members outstanding.
 - b. ED received a Thank You note from Lisa Carlisle for the ribbon cutting and photo in Press on April 28th.
 - c. ED sent survey to outstanding members for feedback on why they're not renewing. No response yet. Also, sent 10 'New Homeowner' postcards out in the mail.
 - d. ED sent constant contact email with all of the current Summer events to let people know schedule.
 - e. ED filed 3 applications for the raffle with Chief Mello at JPD for 50/50 raffles at events.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Mark, Ben, Peggy & Maria]
 1. Recap/Feedback - (4/10/17) Presentation by Representative Deb Ruggerio & Liz Tanner (Rhode Island Commerce Corporation)
 - a. Small showing (roughly 15 people). Very informative talk. Will try to plan on them coming back for a Winter series talk as well.
 2. Spring into Summer: an Evening at the Conanicut Yacht Club
 - a. Maria spoke with DJ Jeremy about pricing and availability. He can do the day for \$225. Mark made motion to hire DJ, Jeff 2nd d, All in favor to hire entertainment.

- b. Roughly 35 RSVP's so far. Board was going to focus on getting more numbers. Ben asked Board to 'Like' the event on Facebook page so that more people will see it. He will send another reminder.
 - c. ED brought up possible ad in Press to promote all events. Ben made motion to put ¼ page ad in Press for all events. Iain 2ndd. All in favor.
- 3. Ferry Charter (06/22/17 - 6:00 p.m. - 8:00 p.m. \$30pp - 48 MAX):
 - a. All confirmed. RSVPs coming in. ED asked if just Members. Board decided just Members and open it up if not Sold Out. Maria will handle getting cheese and crackers, small sandwiches.
- 4. Weenie Roast (7/20/17 - 5:30 p.m.): Continued Discussion –
 - a. ED confirmed date and time with Dutch Harbor Boat Yard.
 - b. Motion was made via email after the meeting to keep the price at \$10 for members, \$15 non-members. Vote was approved.
- 5. Potential Joint SRI Chamber Event: Continued Discussion.
 - a. Iain has set up a time for he and Ben to visit with the ED of the SRI Chamber on May 11th to discuss options of teaming up or having a joint event. Will mention the May 20th event and if they can share with their members.
- 6. Potential End of Summer Party/Fundraiser (September?):
 - a. Mark and Ben will discuss with Bay Voyage about times and dates.
 - b. Aside: Maria and Ben spoke with Bay Voyage after the meeting and have set aside the date of September 16th, and restaurant is going to work on pricing/menu options.
- 7. Potential Golf Tournament:
 - a. Ben spoke with Jon at the course and while they're trying to not do Glo-Ball tournaments any more, he may be willing to make exception. Ben will follow up.
- b. **Government Relations:** **[Committee: Jeff, Bill]**
 - 1. 2016-2017 Fiscal Year Town Monies (\$2,040.00)
 - a. To be billed by Jamestown Press for Chamber's contribution to Map
 - 2. 2017-2018 Fiscal Year Town Monies Request –

- a. ED reported that \$4,000 is again approved and should go through with the new budget once approved.
- 3. Request by Member for Board discussion re Town issued vendor licenses
 - a. Member Bill Munger expressed interest in coming to Chamber meeting to encourage the Board to take a stance on the Vendor Licensing process as well as having Low Speed vehicles approved.
 - b. Town Administrator and Rec Director both expressed willingness in meeting with Chamber members. So, in lieu of taking a stance, Board decided to set up an information/question meeting at the Library for members to meet with Town officials. ED is going to schedule.

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

- 1. 2017 Jamestown Map - Status & Distribution
 - a. Robert from Jamestown Press will have proof for ED to approve on Monday, 8th, and brochures should be ready for Memorial Day.
 - b. ED believes that ad spaces sold out. And we also received 5 renewals of members due to the brochure, and them wanting to be a part of it.

d. Membership [Committee: _____]

- 1. Membership – covered in ED report above.
- 2. Annual Dues Invoices –
 - a. ED asked when we should take no-renewers off of the website. Board decide if they haven't re-upped by end of May that they would be removed from the website.
- 3. Fulfillment of Vacant Board Member position
 - a. Board discussed several people who have expressed interest. In fairness, ED will send out an email to all members so they know of opportunity.
- 4. Revisit assignment of Board Members to 2017-2018 Committees
 - a. ED asked Board members to let her know what Committees they want to be a part of. Will fill vacancies by next meeting.

e. Finance [Committee: Cathleen, Susan]

- 1. Annual Budget

a. Discussed in Treasurer's Report above.

f. Notes

- 1. Board discussed looking into ability to have a credit card payment process on the website for events. ED will ask web designer if he knows of anything or has any thoughts. Would make money collection easier.**

g. Board Member Terms

1. 2015-2018

- a. Peggy (First term)
- b. Bill (2017-2018 Completion of Rusty's 2nd term, then eligible for (2) additional 3-year terms (2018-2021, 2021-2024))
- c. Mark (Second term)

2. 2016-2019

- a. Ben (Second term)
- b. VACANT—[Marilyn] (Second term)
- c. Cathleen (Second term)
- d. Maria (Second term)

3. 2017-2020

- a. Jeff (Second term)
- b. Susan (First term)
- c. Kristen (First term)
- d. Iain (First term)

Maria made a motion to adjourn at 6:25pm.

Next Meeting: Thursday, June 1, 2017 at 5:30pm