

# **Jamestown Chamber of Commerce**

## **Board Meeting Minutes**

**Thursday, August 6th, 2015**

**5:30pm**

**Bridges Conference Room**

President Marilyn Munger called the meeting to order at 5:35pm

**PRESENT:** Executive Director Aileen Flath, and Board Members, Jeff Bush, Kimberly Gregorzek, Marilyn Munger, Mark Swistak, Petra Laurie, Peggy Kopelcheck, Kristine Trocki, and Ben Thomas.

**Minutes of July 2nd Meeting** were previously sent via email and were accepted.

**Treasurer's Report-** Cathleen was not in attendance, so will discuss at next meeting.

**Executive Directors Report-** Aileen reported that the kiosk was up and running. Still needs the hanging signs, brochure racks, and more volunteers. Board discussed asking at Teen Center, Juveniles that need volunteer hours, Senior Center, and Jamestown Museum staff for help volunteering. Looking to fill 11am-3pm Thursday through Sunday at least. ED reported that the 50/50 raffle at the Weenie Roast netted \$235. Also, commented on successful ribbon cuttings at J22 and the joint one for Island Animal and Jamestown Outdoors. Next one will be 8/13 at 5pm at Taste's new office at the old Jamestown Design building.

### **Old & New Business/ Committee Reports-**

- a. **Website Redesign-update** – Todd Hampson is currently working on it. Also, Aileen informed us that the website was recently hacked, and was down for around 18 hours, but is back up and running.
- b. **Membership- Status of Renewals-** Aileen reported that Jamestown Outdoors paid in full, and that no other outstanding businesses had yet to pay.
- c. **Marketing—New Homeowner/Renter Packets-coupons, map, etc.-** Aileen reported that she had sent out the packets to 20 new homeowners. Also, packets were dropped off to rental agencies to be included for rentals. Aileen is also going to speak with the person in charge of military rentals to get them some as well.
- d. **Kiosk- staffing/policy- t-shirts, etc.** – Covered in ED's Report above, but also was Discussed that we should get T-shirts and potentially hats for volunteers. Peggy is going to work getting those made up.

### **6. Events- Business After Hours- July 16<sup>th</sup>-Weenie Roast-Review**

**“Night At Fort Getty”-** Marilyn reported that donations are coming in steadily especially with the help of Doreen Furtado and Karen Gordon. Lots of new places donating this year. There is a meeting at 5:30 on Wednesday 8/12 at Marilyn's office in Conanicut Marina to

determine raffle values, put together baskets, and determine breakdown of donation items by value (whether they're silent auction, raffle tickets, or live auction). Anyone is welcome to come help, and donations are asked to be in by Wednesday to be included. May Munger is handling the tickets, those are to be dropped off to her no later than Thursday, 8/13 at Conanicut Marina office.

Day of – There will be two shifts of helpers needed. 11am people are needed for organizing and setting up tables and chairs. 2<sup>nd</sup> shift is at 2pm to set up donations, auctions, decorations, etc... All board members are asked to be available to help breakdown at the end. Mark asked for help setting up the bar, and Aileen is going to make a BJ's run to get cups, water, soda, etc... Peter Gadoury has agreed to handle the live auction again. Schedule was set that 5:30 - 6:30 would be cocktail hour and start of silent and raffle auctions. Dinner starts at 6:30, and the band will be ready to play at 7pm. Petra was going to let them know. The live auction will take place during their 20 minute break.

**Business Expo- September – Tabled until next meeting.**

**Friday Night Downtown- possible October event - Tabled until next meeting.**

**Motion to adjourn at 6:10pm**

**Next Meeting- Thursday September 3rd at 5:30pm**