

Jamestown Chamber of Commerce Board of Directors Meeting Minutes

Thursday, July 7, 2016

5:30pm

Bridges Conference Room

Present: Marilyn Munger, Kristine Trocki, Maria Flood, Cathleen Studley, Jeff Bush, Peggy Kopelcheck, Petra Laurie, Rusty Sallee, Kim Medeiros, Monique Paquin (Executive Director)

1. **Call to Order:** Marilyn Munger call to order at 5:35 p.m.

2. **Guest: Andy Nota, Town Administrator:** Andy provided an update on what the Town could potentially provide for a manning solution depending on the Chamber's lead and timeline. Andy suggested that the Town (Andy Wade, Rec Department) could work towards vetting out a few individuals who would be beneficial to manning a kiosk. The Town would be the employer, and the Chamber would reimburse the town. The Chamber would advise the town our budget, and the town would hire based on that. Andy also explained that in order for manning the kiosk to become a Town function, the kiosk would need to be more of an "information source," whereby the individuals would provide not only Chamber member information, but also market local events, parks/landmarks, etc. Whether the Chamber decides to push to make this happen for Summer 2016, or wait until Summer 2017, we would need to provide an ideal schedule to Andy for Andy (& Andy Wade) to fill with suitable individuals.

Andy also reported on the East Ferry Parking Lot project which will be completed from Fall 2016 to Spring 2017. After this project, Andy hopes to find more functional uses for the triangle of grass area, perhaps a larger and improved kiosk project. Lastly, Andy explained a new piece of equipment that the Town will be purchasing this Fall to assist with sweeping, snow removal, mowing etc. so that even in bad weather, the commercial district will be clear. Although this is a state road, the Town is essentially taking on this responsibility because the State cannot keep up with the sweeping/snow removal etc. to provide for clean walkways. This piece of equipment was approved in the 2016-2017 Budget and the Town has allotted staff resources to run this new machine.

[See below for follow-up Board discussion on Kiosk under "Old & New Business/Committee Reports."]

3. **Minutes of June Meeting:** previously emailed. Motion to accept June Minutes was made. 2nd, and all in favor.

4. **Treasurer's Report:** Cathleen emailed reconciliation reports for June, as well as the year-to-date Income & Expense report and account balances. The General account balance is \$13,996.27 and the Chamber Check account balance is \$6,896.80. A Motion to accept the Treasurer's Report was made. 2nd, and all in favor. Cathleen is going to work on making a spreadsheet showing budget vs. actual to date.

5. **Executive Director's Report:**

- Monique reported that there was overwhelming good feedback for the Friday evening Weenie Roast decision, as well as a 45+ person attendance and small profit (per Cathleen).
- Monique continues to receive complaints with respect to the Chamber/Press Brochure Directory (Board already aware).
- All Member brochures and material given to Monique by Aileen was stocked at the brochure rack at CMS prior to 4th of July weekend
- Monique reached out to Bay Voyage offering a ribbon cutting to no definitive response
- May & June New Homeowner Postcards have been sent (~15)
- Monique attended the Kiosk manning/options meeting with Andy Nota and Kristine Trocki
- Class F License Application completed and Monique attended the June 27th Town Council meeting whereby the License was granted, as well as the waiver request of the \$15.00 application fee. License must be prominently on display at Night At.
- Monique worked with Tina Collins to seek Town reimbursement for past 2015-2016 Fiscal Year advertising expenses given that there was a remaining balance of \$1,500.00 just before the end of the Fiscal Year. We have now received the \$1,000.00 reimbursement for the Brochure and the remaining \$1,500.00 is forthcoming. \$4,000.00 is now available for 2016-2017 Fiscal Year, with the exception of the upcoming July and August Jamestown Press Ads (\$450.00 each) which will be submitted to the Town for reimbursement.

- Monique sent letters to the Garden Club and Jamestown Education Foundation regarding the Night At beneficiary decisions.
- Monique has been working with Taylor Rental to negotiate a quote, similar to last year's, for the addition of high top tables and colored linens that were previously discussed at the last Night At committee meeting
- Raffle Application for Night At was delivered to Chief Mello, after Chief Mello approves the application, he sends it to State Police
- Monique explained that Aileen is still handling the Night At banners and currently we have 8 confirmed banners and 2 maybes. Monique sent out another email to the entire membership on Tuesday reminding the membership of the banner opportunity.
- Monique filed the Annual Report and Change of Registered Agent forms with the Rhode Island Secretary of State
- Monique is working with Todd to solve IT/email issues primary caused by an abrupt change in email servers on June 13th.
- Monique has reached out to both the Newport Chamber and Jamestown Arts Center to better understand the expectations with respect to the upcoming joint BAH.
- Monique met with Christian Smith of the Jamestown Asks project on July 7th and will report back if and when Christian/Jamestown Asks would like to make a presentation to the Board or when the project is seeking specific Chamber support.

6. Old & New Business/Committee Reports:

- **Membership:** Cathleen reported that the new 2016 membership dues/income has been significant with keeping the annual budget on track.
- **Events:**
 - i. **July BAH:**
 - According to the Newport Chamber and per the signed Newport Chamber BAH Confirmation Agreement, the Newport Chamber is requiring that the

Jamestown Arts Center & Jamestown Chamber to provide hors d'oeuvres and beer/wine for the event.

- Maria to call Lisa to set up a meeting to discuss what JAC plans to provide for hors d'oeuvres and beer/wine. From there we will assess what we need to provide to fill the gap. If we are to provide wine, we should seek a case of wine donation. Maria to also explain that JAC needs to handle set up/break down of the event.
- Newport Chamber expects ~40 attendees.
- Monique to begin sending Constant Contact invites for the BAH.

ii. Night At:

- Lengthy discussion regarding setting the ticket price which began with an analysis and discussion of food cost and menu. Cathleen/Mark to speak with Chuck and request more value for \$35.00, given that in past a Lobster/Steak menu was provided for the same cost. Request by the Board for more appetizer foods to be added to the menu such as clam cakes, potstickers, veggie platter, cheese platter, etc.
- Cathleen to speak with Isis again to determine cost of cakes and whether this is something we can afford at this time given that the above food is set at \$35.00 and the Board is interested in lowering the ticket price.
- Consider other caterer options next year for a change of menu/caterer.
- Linen/Table rental options were also discussed. Quote began at \$1,465.97 (vs. \$578.25 last year). 2016 quote is now down to \$753.77 which includes tablecloth clips, variety of banquet, high tops and round tables, and color linens. Color was re-visited again and changed to light blue and yellow.
- A Motion to set ticket price to \$65.00 was made. 2nd, and all in favor.
- Banners were discussed. Chamber should target companies that do not necessarily have a product to donate, such as professional services.
- Monique to work with Will ASAP to finalize tickets/flyers/posters and image for Constant Contact Save the Date now that ticket price and other decisions have been made.

- Monique to send ~20 letters to past donors for request for donations.
- **Government Relations:** [Presentation notes by Andy Nota above. Town Budget monies spent and available noted above in ED report.]
- **Marketing/Public Relations:**
 - iii. **Map:** Need for an interactive, well designed map with opportunities for membership to advertise was discussed. Map project to be tabled until after Night At in preparation of 2017 summer season/kiosk (below).
 - iv. **Rec Department/On the Green Concerts Donation Request:** Marilyn received a request from the Rec Department for a donation (at various amounts/tiers as explained by the letter) for the concerts on the green. A Motion to donate \$100.00 to the Rec Center/On the Green Concerts was made. 2nd, and all in favor.
 - v. **Humane Society Calendar Donation Request:** Monique received a request from Robert at the Press/Humane Society for a donation of Chamber Checks in the amount of \$445.00 which would be provided to winners/voters of the pet contest and provide the Chamber with 10 weeks of online and print advertising, as well as a 3x3 ¾ ad in one month of the 2017 calendar. Monique also explained there was a \$250.00 Chamber Check donation option which would allow for the 10 weeks of advertising, but not a month in the calendar. Discussion regarding a combination of Chamber Check donation & a sale of Chamber Checks for the remaining balance. A Motion to donate \$250.00 in Chamber Checks in the Humane Society Calendar was made. 2nd, and all in favor. Marilyn and Maria recused themselves from the vote.
- **Kiosk:** Lengthy discussion following Andy Nota's presentation. Board agreed that we cannot handle or provide paid employees to man the kiosk, however, possibility we could provide volunteers for Mondays through Wednesday if the Town provided paid employees Thursday through Sunday. Discussion regarding whether we want to push to make this happen this summer of next given the fact that it is almost mid-July, we do not have an updated map or literature to pass out and that the East Ferry Parking Lot and landscaping will be complete next Spring. A Motion to table the Kiosk and have the Marketing and Kiosk committees focus marketing (map) was tabled for after Night At in preparation of Summer 2017. 2nd, and all in favor.

7. Email Votes:

- Board voted via email for Jamestown Press June 23rd Weenie Roast/Summer Events Ad to be reimbursed by Town with 2015-2016 Fiscal Year monies. Commitment for two (2) additional for July and August for the upcoming events (\$450.00 each).
- Board voted via email for \$100.00 donation to the Rocket Hogs for 4th of July Fireworks display
- Board voted via email for Quononoquott Garden Club to receive the \$1,500.00 Night At donation.
- Board voted via email for Monique to draft a letter in support of the Beavertail Lighthouse to receive a grant from the Rhode Island Historical Preservation.

Motion to Adjourn – There was a motion to adjourn at 6:50 p.m.

Next Meeting- Thursday, August 4th at 5:30 p.m.