

Jamestown Chamber of Commerce

Minutes of Board of Directors Meeting

Thursday March 4th, 2016

Bridges Conference Room

Present: Aileen Flath (Executive Director), Ben Thomas, Maria Flood, Jeff Bush, Marilyn Munger, Kristine Trocki, Peggy Kopelcheck, Cathleen Studley & Kim Medeiros.

Introduction and presentation by Robert Berczuk, Publisher Jamestown Press -

- Very excited about taking it on. Asked for any questions from us. Has an editorial background, will try to make some changes with new sections. More niche publications. Anything they can do to get more info out, more interactive. Idea of a business card directory (maybe coupons) pamphlet for any chamber businesses could be in for tourists and residents. Space would be paid for as an ad. He could help with the printing and collecting of ads. He can find out what the costs would be, and what the minimum ads would be, to help figure out how many we need to make it worthwhile. Potentially have map in there. Have some at the annual meeting for people to see and think about. Decide where we would put it to let people know. Well received by the board. He will gather more information so we can pass on to Members for pricing.

1. **Call to Order-** Marilyn Munger called the meeting to order at 5:50pm.
2. **Minutes of February Meeting-** previously emailed. Aileen had one change. New member packets go out quarterly. Motion by Cathleen to add the committee list as done at February meeting to the February minutes. Kristine 2nd. All in favor.
3. **Treasurer's Report-** Cathleen brought in 2016 proposed budget. Need to approve the 2016 budget. Cathleen went through the categories that were flexible and fluid, i.e. Night At, Hosting fee. Banner sponsorships for Night At will be difficult to judge how much will come in from this. After Hours a little higher than last year due to July event with Newport County Chamber will be bigger than normal. Asking for \$4,000 again from the Town as with last year. Aileen will draft letter to explain what we used it for and what we plan to use it for this year. Kristine motioned to approve, Marilyn 2nd, all in favor to approve the 2016 budget.
4. **Executive Directors Report-** Aileen mailed out 13 new cards to new homeowners. Commented on February breakfast. The talk was good and Aileen gave him a left over hat as a thanks. Night At had a meeting to discuss new ideas. ALICE program was good, but poorly attended unfortunately. Commerce RI continues to contact ED, asking to do a program for us. May not be fitting for the full breakfast, but will send someone to speak before April breakfast meeting to give us a clearer picture of what they offer. Idea to have a Chamber Check drive for summer months. Chamber check balance \$7,001. General Account is \$20,889.82. Kiosk meeting to occur. July After Hours with Newport Chamber at JAC, dual members. ED asked that with a big event like this to offer some assistance. July 28th 5 or 5:30pm. Potentially ask restaurants to showcase their food.
5. **Nominating Committee Report -** Kristine, Maria, and Ben met. Today we vote for who board members are. Ballot will be after the annual meeting. Motion to recommend re-upping Maria as board member knowing she has a leave of absence for next year by Cathleen. Kristine 2nd, all in

favor. Nominating committee suggested all board members ending 3 year terms will stay on. Cathleen makes the motion. Jeff 2nds, all in favor.

6. Old & New Business/ Committee Reports-

- a. Membership -Membership Renewals –currently have collected \$12,480. 2 not renewing. 16 still outstanding. New member - Tollgate Orthodontics. Jeff brought up Isis Cakes wanting to join. Membership Committee to follow up with a call to new members as a welcome and for questions. Potential of Swipe for Cause looking to join.
- b. Breakfast Series- February - Aileen talked to Mike Swistak. He's trying to reach the people who are doing the wind turbine construction to discuss impact. Might be for April.
- c. Annual Meeting- March 24 - Last year we charged \$25 for non-members, motion to have same price for non-members, free for members and employees. Marilyn motioned, Cathleen 2nd, all in favor. 63 attendees last year. Find out what the capacity is. RSVP required. They're booking the comedian.
- d. Chamber Expo - Committee to discuss. Marilyn brought idea of having a Summer Opening in April or May, similar to the Holiday Stroll in lieu of Expo in Rec Center. Maybe have members without stores use Bomes Theater if amenable by owners or down where the Vegetable Stand does their Saturday tent. Discussion over which weekend to pick, and where. Expo Committee volunteers Jeff, Peggy, and Aileen.
- e. Events- Night At- review of meeting held February 24. Talked about sponsorship banners. Maybe \$200 per banner, they keep the banner. Jeff and Aileen to check Ft Getty to see how many we can fit, sizes, etc... Lowering the ticket cost to \$40-50. Potential Cash Bar. Potential Taste of Jamestown with different businesses, no dinner, but heavy hors d'ouvres. Permit application is in. Band is booked. Raffle was successful, discussion of live vs. silent auction. 50/50 raffle potentially to offset anything. Send out Save the Date cards. Need to come up with the Theme.
- f. Finance- Budget Review above.
- g. Government Relations - Town is working on town and school budgets. Agenda to include what's going on at Ft Getty next week.
- h. Marketing/Public Relations - Come up with an idea with a Chamber display that we moved from Jamestown Press. Where to put it, do we pay? Aileen to send out to membership to find anyone interested. Facebook post for members who want to have join committees.

Motion to adjourn at 6:42pm.

Next Meeting- Thursday, April 7th at 5:30pm