

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

Present: Maria Flood, Ben Thomas, Peggy Kopelcheck, Bill Piva, Kristen Petrarca, Susan Hackman,
Iain Wilson, Mark Swistak, Jr.

1. **Call to Order:** Maria called meeting to order at 5:32pm.
2. **Minutes of September Meeting:** previously emailed. Mark made motion to accept. Iain 2nd, and all were in favor of accepting the minutes.
3. **Treasurer's Report of September:** Cathleen was not able to attend, but sent the account balances. General Account: \$19,908.92. Chamber Check Account: \$5,518.80. Bank reports were not out yet to reconcile.
4. **Executive Directors Report:** Monique emailed the report
 1. Sent Save the Date for 12/9/17 Holiday Party/Fundraiser.
 2. Submitted Raffle Application to Chief Mello to sign off on and submit to State Police.
 3. Sent notice to membership of 9/18/17 Town Council Meeting Agenda re Public Hearing on potential Plastic Bag Ban.
 4. Distributed another 500 maps to Newport and 500 to Beavertail Lighthouse.(Approximately 4,000 maps left for supply.)
 5. Emailed new Tax Assessor to request spreadsheet for July/Aug property property sales as it was still not uploaded to Town website - obtained the same and sent postcards for July and August property sales. Will send September postcards after Columbus Day weekend.
 6. *We need to decide how to do this year's membership drive (electronic?) and complete this in October! See my notes on Agenda itself.
 1. Board discussed and we determined we would save some money and just voted to email out the renewals and requests for new members ship rather than send mailers.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Mark, Ben, Peggy, Maria, Kristen & Donna DeFusco]
 1. Potential Rhode Island Bridge & Turnpike Authority Discussion/Meeting for members: Maria is still waiting to talk with RIBTA. Discussed having as a Winter Breakfast Series for updates on progress of Bridge work.

2. Potential Joint SRI Chamber Event: 9/26 Networking at Noon Recap;
 - a. Iain and Ben attended the event. We were co-hosts and they gave us a chance to talk about ourselves before. It was a great event and something our members could benefit from. J22 is a joint member of both, so we were going to reach out to her to maybe host one in the future.
3. Holiday Party/Fundraiser (12/9/17):
 - a. Confirm menu/music – Mark brought the sample menu. Board discussed pricing of menu and what to charge. Determined that we would charge \$50 a ticket with a maximum of 80 dinner tickets. Could open up to others for dessert and drinks after 7:30 for \$20 per person. Determined music would be the DJ from May party. Maria would reach out to him to come from 6-10pm.
 - b. Collect donations for basket raffles – really need to focus on getting donations now for raffle baskets. Potentially ask Playground committee to help since it will be benefitting the playground. Will also do 50/50 raffle. Will meet with Frank to determine set up of buffet and raffle.
 - c. Let ED know if we are doing e-mail RSVPs or selling tickets – Kristen is going to work on getting some tickets made up for a maximum of 80 for dinner and another 40 or 50 just for dessert and drinks. She will send a draft for Board to review.
4. Potential Fireworks Participation (2018): Continued Discussion
 - a. Going to bet back to Bob to tell us the next steps of how we can help best. Maybe after New Year.

b. Government Relations: [Committee: Jeff, Bill]

1. 2017-2018 Fiscal Year Town Monies (\$4,000.00) Available to promote members/community.
 - a. Potential Uses: Holiday Stroll/Events Ad; Reusable Bags w/ad spaces
 - i. Reusable bags were voted in effect. We will work with Peggy to come up with a design we can use some monies for along with ads on back. Sell them in stores to help with the new town ordinance.

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

1. Holiday Stroll Map & Ad

- a. Determined we would ask Monique to speak with Robert at the Press to determine what we did in the past, and then vote on what we should do this year.

d. Membership [Committee: Maria, Jeff, Bill]

1. No new members for months of August or September 2017
2. **2017 MEMBERSHIP DRIVE (October): Discussion re most efficient/economical options.**
 - a. (ED Note: Last year we discussed that very few new members (~1-3) originated from the hard-copy/mail membership drive. Perhaps we should consider doing the membership drive electronically this year to minimize expenses? My idea is to send a mass constant contact email to a long list of non-member businesses with an invitation to join and the application linked within the email itself and then send a follow-up email/application reminder as well. This would save the costs of postcards, copies of letters, copies of applications, and over 200+ stamps which we purchased last year for only 1-3 new members. Suggestions welcome, but we need to get moving on this in October because regular invoices are sent and collected in Nov/Dec! Perhaps someone could come up with a list of email addresses for non-members to email and I can send the first constant contact ASAP?

e. Finance [Committee: Cathleen, Susan]

1. Annual Budget – Susan reported we are in great shape compared to year to year.

f. Notes

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. Ernie Savastano (2017-2019 Completion of Marilyn's 2nd term, then eligible for (2) additional 3-year terms (2019-2022, 2022-2025))**
- 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)**

MEETING ADJOURNED AT 6:15pm.

Next Meeting: Thursday, November 2, 2017 at 5:30pm