

**Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Tuesday, January 9, 2018
5:30pm
Lila Delman Real Estate Conference Room**

Present: Ben Thomas, Bill Piva, Maria Flood, Monique Paquin, Peggy Kopelcheck, Kristen Petrarca, Cathleen Studley, Ernie Savastano, and Susan Hackman

1. **Call to Order:** Maria called meeting to order at 5:32pm.
2. **Minutes of December's Meeting:** previously emailed by Ben. Bill motioned to accept previous minutes, Ernie 2ndd, All were in favor.
3. **Treasurer's Report:** Cathleen emailed account balances. General Account \$25,559.29 and Chamber Check account \$5,859.67. Best balance we have had this time of year. Ben motioned to accept the report, Ernie 2ndd, all were in favor.
4. **Executive Directors Report:** Monique reported that 59 renewals were in already. 2 stated they would not be renewing this year, and 52 from previous year are still outstanding. Monique will send reminder after Feb 1. No new members from the membership drive email. ED targeted over 100 potential businesses via email to possibly join. ED putting together application to request Town monies from restaurant tax as previous years.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Mark, Ben, Peggy, Maria, Kristen & Donna DeFusco]
 1. Holiday Party/Fundraiser (12/9/17):
 - a. Cathleen emailed that we made over \$1,100 from the party. Chamber discussed that we would donate \$1,000 to Playground Fund. Ben suggested we buy a stone with our name on it with those funds. Bill made motion, Cathleen 2ndd, all were in favor of donating \$1,000 in the form of a stone with Jamestown Chamber of Commerce on it.
 - b. As an aside, Board discussed looking in to a way to pay for events earlier online. Maria and Ernie were going to reach out to Mike Andersen at Onsite Techs for ideas and if he could assist.
 2. Potential Fireworks Participation (2018):
 - a. Decided we would invite Bob Bailey back for the Feb meeting to discuss how we can assist this year in the fireworks prep and fundraising. Bill will coordinate.
 3. Winter Breakfast Series:

- a. Buddy from RI Bridge Authority gave Maria dates in February, the 14th or 15th for a breakfast discussion. Board decided on 15th at 7:30am for breakfast, then discussion at 8am until 9am. Cost is \$10 to members, \$15 to non-members. (after the meeting, Ben spoke with owner of Bay Voyage, and he is willing to have it on the 15th).

4. Potential New Member Meeting/Social:

- a. Reaching out to Bay Voyage for a Member Forum to discuss what we do, what we could do, and how we could improve as a Chamber and Board. Informal meeting at 5:30 on January 25th for an hour to brainstorm ideas. Constant Contact to go out to alert members. (Side note: Ben spoke with Bay Voyage owner and he is willing to give up either the large dining area or the area around the bar for our meeting. Ben's father is playing at 6:30, so people are encouraged to stick around).

5. Annual Meeting (mid-March):

- a. Peggy will reach out to John Recca at the Narragansett Café about hosting the event if he is willing to join back up. Could do a buffet, discussion, and then a potential comedian as in the past. If not able to do there, then we will go back to Newport Grand. Looking at March 22nd as the date for the meeting.

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

1. 2017-2018 Fiscal Year Town Monies (\$3,370.00)

- a. Potential Uses: Reusable Bags w/ad spaces
 - i. Board discussed re-usable bags. Decided that Peggy will price out making 1,000 of them with the Jamestown Chamber logo on one side, and the website on the other. We would use Town funds to pay for them, if more needed we would order again. Hopefully done in time to pass out at Annual meeting. Rest of funds will be used for Ads for events (breakfast series, annual meeting, May event).

2. 2018-2018 Fiscal Year Town Monies Request

- a. Discuss goals – Monique will go to Town with request for the restaurant tax monies to go towards more maps for the coming year as they have been very popular.

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

1. Potential Spring 2018 Projects w/the Press
 - a. Monique was reached out to by Robert from the Press. He was asking if we were doing any Spring projects as in the past, i.e. Business Card directory, a Welcome Book. She will try to set up a time to meet with him to discuss further.

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

1. 2017 Membership Drive/New Members
 - a. Maria brought in a new member , Rebecca Schiff. Try to get new members via the January Q&A at the Bay Voyage.
2. 2018 Membership Invoices/Renewals
 - a. Covered in ED report.

e. Finance [Committee: Cathleen, Susan]

1. Annual Budget
 - a. Cathleen and Susan will get together to put a budget together to present to the board shortly.

f. Notes

1. Bill brought up a past topic of the Ambulance barn and what the Town is going to do with it. His response from Andy Nota that the Town hasn't decided the course yet, but hopes to discuss all options this Spring.

Meeting Adjourned by Maria at 6:43pm

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)**

Next Meeting: Thursday, February 1, 2018 at 5:30pm