

Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, February 1, 2018
5:30pm
Bridges Conference Room

Present: Maria Flood, Iain Wilson, Ernie Savastano, Cathleen Studley, Susan Hackman, Ben Thomas, and
Monique Paquin (Executive Director)

1. **Call to Order:** Maria calls meeting to order at 5:36pm.
2. **Minutes of January's Meeting:** previously emailed. All looked good. Cathleen motioned to accept, Susan 2ndd, All in favor of accepting.
3. **Treasurer's Report:** Cathleen emailed figures. \$27,026.48 for General Account balance, \$4,914.67 Chamber Check account balance. She reported it was the healthiest balances we've had since she was treasurer. Ben motioned to accept the report, Iain 2ndd, all were in favor.
4. **Executive Directors Report:**
 - a. Monique reported that 74 members had renewed so far, 3 not renewing, and 38 outstanding.
 - b. 8 RSVPs for the February Breakfast so far. More to come after constant contacts.
 - c. Maria referred Monique to RI Web Gurus from Michael Andersen at Fast Tek in regards to website help. Web Gurus sent over a proposal for work with estimated costs. Their assessment was we need a new 'Theme' on Wordpress, new email system, and to use Eventbrite for charging for events, etc... Estimated cost \$1,500-2,500 to switch Theme, \$200 for email, and \$125-150 per hour for other work). Board discussed keeping website as is but investigating adding Eventbrite. Cathleen and Monique would see how much that would cost with Web Gurus. Ben will research if we could just use Eventbrite without added costs.
 - d. Monique submitted the letter to the Town to again get the grant money from the restaurant tax. Will be on the March agenda.
 - e. ED still needs Kristen, Iain, and Ernie's contact information for records.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** **[Committee: Mark, Ben, Peggy, Maria, Kristen & Donna DeFusco]**
 1. Chamber Membership Forum (1/25/18) - Recap & Discuss Feedback
 - a. Deemed to have been a success. Roughly 15 people attended with a lot of comments and questions.
 - b. Monique received a letter from Newport Hospital (new owners of Jamestown Family Practice) about a Business After Hours to meet the

new Dr. and to potentially have a talk at the Library regarding pertinent Seasonal issues, i.e. Ticks, flu, etc... Will reach out and find out dates that work for them. Maybe 2nd Thursday in April for BAH.

- c. Newport Chamber attended and offered maybe doing a Joint BAH with us, so we will continue that dialogue.
2. Winter Breakfast Series #1 (2/15/18 - 7:30 a.m.): Buddy Croft/RITBA re Bridge Construction at Bay Voyage
 - a. Set for 2/15 with Bay Voyage and Buddy Croft. 8 RSVPs so far. Mark will talk with BV to finalize menu and timing.
 3. Annual Meeting (3/22/18): Continued Discussion
 - a. Decided via email from last meeting to inquire about doing it at the Bay Voyage. They agreed for 3/22 Thursday. Mark will talk with BV to finalize times, menu, pricing. Told BV it was \$30 all in (including tax and tip) per person. Members free, guests \$30. Start at 5:30, talk at 6:30, then dinner with hopefully music after.
 - b. Discussed Community Award. Maria recommended David Long with a posthumous award. Discussion followed, Iain made a motion to give him the award, Ernie 2nd, all were in favor. Maria to work on a plaque and gift.
 4. Tentative Winter Breakfast Series #2 (March?): Discuss potential presenters/dates
 - a. Discussed and Susan and Jeff Adams felt they were too busy for a talk, would do a Tax Talk in September instead. No March breakfast.
 5. Tentative Business After Hours (March or April?): Conanicut Brewing
 - a. Monique has been in touch about doing one. Iain will also reach out and see about the 4th Thursday in April to host a BAH. Also to help him with any connections he may need.
 6. Tentative Spring into Summer 2018 (May?): Conanicut Yacht Club
 - a. Maria to reach out to CYC about a May 19th Saturday date for the event. She has a DJ lined up. Will do 50/50. Roughly \$30 per person for food again.
- 6.5 East Ferry Ferry Ride
- a. Maria will reach out to Conanicut Marine about what dates and times would work for a ride in June. Will get back to us. Same as before, charge \$30-35 and get some light apps from McQuades.

7. Tentative Newport Polo (Summer 2018)

- a. Schedule has not been posted. Maria will keep an eye on it. Will look for an August date on a Saturday. Will look to get 1 – 2 tent areas (15 people per area), then sell tickets. BYOB and everyone bring a pot luck appetizers.

7.5 Weenie Roast

- a. A July event typically, so Monique was going to ask Dutch Harbor about doing it on July 19th. Start around 530 or 6, and charge \$20 for members and \$25 for non-members.

8. Tentative Night At/Annual Fundraiser (Summer, Fall, Holiday Party?)

- a. Maria brought up maybe a September party. Ernie liked the idea of a band again. Maria will ask CYC about doing a later September event, a little more expensive with a band, 9/15 or 9/22. Have a theme and decorate. Will get back to us with dates and options.

9. Tentative Tax Update (September)

- a. Susan and Jeff will discuss times and figure out a place and date.

10. Potential Fireworks Participation (Summer 2018): Continued Discussion

- a. Board still willing to help out in some capacity, but not fully take on at this time. Determined we would wait and see how we can help with whatever unfolds.

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

1. 2017-2018 Fiscal Year Town Monies (\$3,370.00) Available to promote members/community. [^Have not been billed for January events ad yet]

a. Reusable Bags Order Status

- i. Peggy was away, so we're still waiting for an estimate for work and timing for bags from her.

b. Remaining balance for Winter/Spring 2018 Press Ads

2. 2018-2018 Fiscal Year Town Monies Request

a. Status

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

1. Potential Spring 2018 Projects w/the Press

- a. Monique spoke with Robert, and he's still interested in doing some sort of Welcome Book for newcomers to the Island. She will reach out and see what his thoughts are.

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

1. 2017 Membership Drive/New Members – Covered in ED's report.
2. 2018 Membership Invoices/Renewals – Covered in ED's report
3. Discuss Fulfillment of Open Board Position
 - a. Monique will send out a constant contact to members to see who is interested. Board members will ask around and think of replacements for Mark at least. Monique will also send out an email to Board members to see who is coming back. Need to have for Annual Meeting.

e. Finance [Committee: Cathleen, Susan]

1. Annual Budget – Susan and Cathleen brought print out. Showed proposed budget for 2017 and then actual reconciliation for 2017. Had budgeted we would lose \$3,200 roughly, but we only lost \$116. Budget proposal for 2018 was a loss of \$2,976, a conservative estimate. Ernie made a motion to accept the budget proposal, Iain 2nd, and all were in favor.
2. Complete Donation to Playground Fund
3. Credit Card Processing Options/Proposal
 - a. Ben will research Eventbrite option, and Monique will inquire further with RI Web Gurus for their help.

f. Notes

1. Susan brought up making a new to Town packet for new business members, a resource list and help for how to run your business and who in the Chamber could assist with various needs. Resource list is online as well, but was determined with every new member who comes on, a Board member will be assigned as a liaison to assist them in whatever way they can.

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, March 1, 2018 at 5:30pm

Meeting adjourned at 6:53pm.