

**Jamestown Chamber of Commerce  
Board of Directors Meeting Minutes  
Tuesday, March 6, 2018  
5:30pm  
Lila Delman Conference Room**

Present: Mark Swistak, Jr., Ben Thomas, Susan Hackman, Cathleen Studley, Monique Paquin (Executive Director), Bill Piva, Peggy Kopelcheck, and Kristen Petrarca

1. **Call to Order:** Mark called meeting to order at 5:35pm
2. **Guests:**
  - a. **5:30 p.m. Claudine Charron** - Interview for Board Position (*VP, Credit Officer II for Santander Bank/Resident of Jamestown —joining Chamber as individual member*)
    - i. Works with small businesses for her job for lending, previously on board for Northern RI Chamber, helped with their events and her work's events, worked at RI Economic Development previously, lives on the island.
  - b. **5:50 p.m. Will Tuttle** - Interview for Board Position (*Owner of Conanicut Brewing/Resident of Jamestown - 2017 joined Chamber*)
    - i. New business owner in Town, previously worked in Finance, wants to be a part of the community and help in some way. Eager to get involved, previously worked with Boy Scouts committees.
3. **Minutes of February's Meeting:** previously emailed. Cathleen motioned to approve, Bill 2<sup>nd</sup>, all in favor. Minutes were accepted.
4. **Treasurer's Report:** Cathleen emailed figures previously. General account \$27,605.33 balance, Chamber Checks \$ 4,724.67. Chamber checks a little lower than normal, may have been a large redemption for a business. Still a lot in there.
5. **Executive Directors Report:** Monique reported that 91 members have renewed, 3 new ones, 3 have decided not to renew. Still waiting on 21 to respond. 2<sup>nd</sup> notice has gone out. Decided that a 3<sup>rd</sup> notice will go out early April, and businesses not renewing yet will be removed from the website.
  - a. Sent out email for Annual Meeting. Few responses so far, but that's typical.
  - b. Monique, Susan and Cathleen are meeting with Web Gurus regarding website, but was pushed off until next week due to Thursday's storm.
  - c. Reported we are on the agenda for Town Council for end of March to ask for the \$4,000.
  - d. Sent 20 new owner postcards for Jan and February.
  - e. Attended Chamber dinner at David Cicilline's office with Maria, networked with other Chambers.

## 6. Old & New Business/Committee Reports:

### i. Events: [Committee: Mark, Ben, Peggy, Maria, Kristen & Donna DeFusco]

1. Winter Breakfast Series (2/15/18): - Recap
  - a. 24 attendees. Board felt it went well. Food was good.
2. Annual Meeting (3/22/18 - 5:30 p.m.):
  - a. All lined up except Maria felt we should have entertainment. Ben said he would ask his father to see if he could play again at \$150.
3. **Tentative** Discussion w/Discover Newport re “Embrace the [Volvo] Race”
  - a. Rusty reached out to see if we wanted him to try to set up a person from Newport Chamber coming to talk with us about what we can do to take advantage of the Volvo Race. Board thought it was a great idea. Monique to ask Rusty if he could find availability and we would help line it up.
4. **TABLED** - Business After Hours (~~4/12/18~~ Summer?): Newport Hospital/Jamestown Family Practice – They want to wait for warmer weather.
5. Business After Hours (4/26/18): Conanicut Brewing: Continued Discussion
  - a. While Will was there, and from Iain’s email update, we are confirmed for April 26<sup>th</sup> from 5:30-7:30pm for an open house.
6. **Tentative** Spring into Summer 2018 (6/2/18): Conanicut Yacht Club
  - a. They have availability for June 2<sup>nd</sup>, so Maria will reach out to line this up.
7. **Tentative** Ferry Charter (June?)
  - a. Maria will check with Marilyn. Since we have the Spring event now likely in June, and Polo was likely not happening in August, was thought we could do the Ferry ride in August. To ask Conanicut Marine for availability.
8. Weenie Roast (7/19/18) - Confirmed Dutch Harbor for the space and for the usual ferry rides.
9. **Tentative** Newport Polo (8/18/18)
  - a. Maria passed along info of how much for 2 tent areas, would need to give \$785 to hold the spaces now, then could sell tickets for August 18<sup>th</sup> for US vs. Jamaica. Board tried to gauge interest, and discussed

how this really helped our mission of bringing attention and business to Jamestown. Board decided not to pursue, but Kristen mentioned that the Newport Y has an event we might be able to be a part of in August.

10. **Tentative** Annual Fundraiser (September or October 2018 or Holiday Party?):  
Conanicut Yacht Club

- a. Board discussed having a Holiday party there as 2 parties too close to each other at the same place might not bring about as much interest. Will ask Maria to see their availability in December.

11. **TABLED** - Tax Update (September)

12. **Tentative** Holiday Party (December) – Covered in #10 above.

13. **TABLED** - Potential Fireworks Participation (Summer 2018)

- a. Ben reported that Bob Bailey had reported they were taking the year off from the Fireworks and would assess in the future. So, helping out this year is a moot point.

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

1. 2017-2018 Fiscal Year Town Monies (\$3,170.00) Available to promote members/community.

- a. Reusable Bags Order Status- Peg reported pricing for different amounts and colors. Board decided to order 1,000 bags and have them ready for the 3/22 Annual meeting to pass some out to members. Cost \$1,000 for 1,000 bags roughly.
- b. Remaining balance and how to use it before end of June. (see below Marketing/Public Relations for options)

2. 2018-2018 Fiscal Year Town Monies Request

- a. Status – on the Town Council agenda for end of March to request future funds for 2018.

c. **Marketing/Public Relations:** Ideas for use of the Town monies [Committee: Ben, Peggy, Iain]

- 1. Potential Plunge Ad –
- 2. Potential New Homeowner/Welcome to Jamestown Book – with help from Robert at the Jamestown Press
- 3. Potential SO RI Off-Island Advertising

Board discussed these 3 ideas, and it was decided that to benefit the members best, Chamber would subsidize the SO RI ads, to get hopefully 2 full pages of ads for Jamestown – 18 potential spots. Chamber would subsidize \$1,000, and SO RI ad manager would sell ads for a lower place to first come first serve. Monique will email members. Rest of the Town monies will be for ads in the Jamestown Press for Spring and early Summer events.

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

1. 2017 Membership Drive/New Members
  - a. In ED report above.
2. 2018 Membership Invoices/Renewals
  - a. In ED report above.
3. Discuss Fulfillment of (2) Open Board Positions
  - a. Board discussed the two applicants. With 2 positions available and two very qualified persons, Mark made a motion to offer both of them a position – Claudine for Jeff’s empty spot, and Will for Mark’s termed out spot.
4. Nominating Committee re 2018-2018 Board Positions
  - a. Ben, Bill, and Cathleen will meet to discuss positions for the Board. Will give their recommendations at the April meeting after the Annual meeting.

**e. Finance [Committee: Cathleen, Susan]**

1. Annual Budget
2. Complete Donation to Playground Fund
  - a. Board needed to pick what our brick will say. Decided on ‘Jamestown Chamber of Commerce. Strengthen our Community’.
3. **TABLED** - Credit Card Processing Options/Proposal

**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)**

**Mark adjourned the meeting at 7:12pm**

**Next Meeting: Thursday, April 5, 2018 at 5:30pm**