

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

Present: Ben Thomas, Monique Paquin (Executive Director), Bill Piva, Susan Hackman, Cathleen Studley, Maria Flood, Ernie Savastano, Iain Wilson, Claudine Charron, and Will Tuttle.

1. **Call to Order:** Maria called meeting to order at 5:33pm.
2. **Minutes of March's Meeting:** previously emailed. Discussed that they were good. Bill made motion to accept the minutes, Susan 2<sup>nd</sup>d, and all were in favor of accepting the minutes.
3. **Treasurer's Report:** Cathleen emailed the reports prior to the meeting. General Account balance \$26,478.40. Chamber Check account balance \$4,742.67. Treasurer feels like we're in good shape financially. Ben made motion to accept the report, Ernie 2<sup>nd</sup>d, all were in favor.
4. **Executive Directors Report:** Monique provided a list of companies who hadn't paid up. They had been sent a 3<sup>rd</sup> invoice with a survey of why they hadn't re-joined, and were removed from the website.
  - a. Reported we have 5 new members this year, 3 since last meeting: Claudine Charron, MT Lott, llc, and All Ashore outfitters.
  - b. ED along with Cathleen and Susan met with Web Gurus about new website.
  - c. ED went to Town Council meeting to again request \$4,000 from Town. Not official, but went well and would be fully decided in the budget.
  - d. No new homeowner packets sent, Town hadn't updated the new home sales yet.
  - e. Been speaking with SO RI ad manager Kristine Mangan who is trying to fill the ad spaces for the 2 pages we're subsidizing. Slow going, but still time before May 15 deadline to fill.
5. **Old & New Business/Committee Reports:**
  - i. **Events:**                   **[Committee: Ben, Peggy, Maria, Kristen]**
    1. Annual Meeting (3/22/18): - Board felt it went well. Mark spoke very well, and gave a good presentation and review. Dana Long was appreciative and moved for the award for David. Food was well received. Lower than expected attendance with 40-ish people.
    2. Discussion w/ Evan Smith, Discover Newport, re: Volvo Race/Local Business Involvement (4/12/18 at 5:30 p.m.) Bay Voyage
      - a. All set up. Evan will be offering a 'free drink' ticket. Monique will bring the raffle tickets to pass out for people for their drink. Evan is discussing with BV about have some light fare as well.



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

1. SO RI Magazine (June) – covered in ED’s report.
2. Reusable Bag Distribution – Conanicut Marine requested a box. Bill the bag man was going to get them one and have another for us to start passing out. Will bring some to Bay Voyage for Evan’s talk, and Will’s BAH event on 4/26. Board needs to start distributing.
3. Potential New Homeowner/Welcome to Jamestown Book
  - a. Nothing new here per ED. Robert at the Press had the idea, so waiting to hear more feedback from him.

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

1. New 2018 Members - in ED’s Report
2. 2018 Membership Invoices/Renewals – in ED’s Report
3. Nominating Committee re 2018-2018 Board Positions
  - a. Committee met and gave their recommendations for Board positions.
  - b. President: Maria Flood, VP: Iain Wilson, VP2: Peggy Kopelcheck, Secretary: Ben Thomas, and Treasurer: Cathleen Studley.
  - c. Board discussed. Susan made a motion to accept the recommendations as offered, Ernie 2<sup>nd</sup> d, and all were in favor.

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

1. Annual Budget – in Treasurer’s report
2. Complete Donation to Playground Fund
  - a. Board discussed what we wanted written on the brick. Decided to have ‘Jamestown Chamber of Commerce, Strengthen our Community’.
3. Credit Card Processing Options/Proposal
  - a. ED, Cathleen, and Susan met with Web Gurus. They gave an estimate and proposal for a new website. And discussed setting up an Eventbrite account for online purchasing of events. WG would be roughly \$1,500-2,500 for a whole new website re-design, which is much needed. Also, would manage the domain

for \$150 a year, and \$5 a month for new email accounts. Need to find out who owns our domain, so we can switch over. Maria made a motion to go forward with WebGurus on a new website with their estimate. Ernie 2<sup>nd</sup> d and all were in favor.

**f. Notes**

**g. Board Member Terms**

**1. 2016-2019**

- a. Ben (Second term)**
- b. Cathleen (Second term)**
- c. Maria (Second term)**
- d. Ernie Savastano (2017-2019 Completion of Marilyn's 2nd term, then eligible for (2) additional 3-year terms (2019-2022, 2022-2025))**

**2. 2017-2020**

- a. Susan (First term)**
- b. Kristen (First term)**
- c. Iain (First term)**
- d. Claudine Charron (2017-2020 Completion of Jeff's 2nd term, then eligible for (2) additional 3-year terms (2020-2023, 2023-2026))**

**3. 2018-2021**

- a. Peggy (Second term)**
- b. Bill (First term)**
- c. Will (First term)**

**Next Meeting: Thursday, May 3, 2018 at 5:30pm**

**Meeting adjourned at 6:41pm by Maria.**