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, Cahtleen 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 2nd'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 2nd'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 3rd 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.

- 3. Business After Hours (4/26/18 at 5:30 p.m.): Conanicut Brewing:
 - a. Will asked to start it at 6pm instead. Will have some light fare and beer/wine. Open house for everyone and he will discuss what he does. Ribbon cutting picture at 6pm.
- 4. Spring into Summer 2018 (6/2/18): Conanicut Yacht Club:
 - a. All confirmed with CYC. \$30 cost for the food. DJ for 3 hours. June 2nd from 5:30 10pm. 50/50 raffle, and we may be able to do online ticketing. Board discussed cost, Cathleen made motion to charge \$50 per person, Susan 2nd'd, all were in favor.
- 5. Weenie Roast (7/19/18 at 5:30 p.m.) Confirmed with Dutch Harbor.
 - a. Will be \$20 for members, and \$25 for non-members.
- 6. *Tentative* Ferry Charter (August?)
 - a. Maria has call out to Conanicut Marine to try to book a date. Waiting to hear back.
- 7. *Tabled* Tax Update (September) waiting for tax season to end, so Susan and Jeff can discuss, but likely in September.
- 8. *Tentative* Holiday Party/Fundraiser (December) tabled for now.

b. Government Relations: [Committee: Bill]

- 1. 2017-2018 Fiscal Year Town Monies (\$1,124.70.) Available to promote members/community.
 - a. Remaining balance discussed using some funds to fix up the 2 signs owned by the Chamber entering the Town. Need paint and fixing. Town has offered some assistance. Ben will reach out to John MacCauley to see if he remembers who originally built them.
 - i. Also, use some of the funds for advertising the Spring into Summer event and other events.
- 2. 2018-2019 Fiscal Year Town Monies Request (\$4,000.00) Covered in ED report.
- 3. Ambulance Barn/Lot Future Use
 - a. Bill Munger reached out to see if the Chamber could put forth a position of wanting the building razed with a small comfort station, and the rest parking to ease parking issues in Town. Board discussed options, and decided we would continue to monitor the situation and not put forth a definitive position at this time.

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

- 1. SO RI Magazine (June) covered in ED's report.
- 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 2nd'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 redesign, 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 2nd'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.