

**Jamestown Chamber of Commerce  
Minutes of Board of Directors Meeting  
Thursday, May 3, 2018  
5:30pm  
Bridges Conference Room**

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

1. **Call to Order:** Maria called meeting to order at 5:37pm.
2. **Minutes of April's Meeting:** previously emailed by Ben. All looked good. Peg motioned to accept, Susan 2<sup>nd</sup>d, all were in favor.
3. **Treasurer's Report:** Cathleen emailed the balances. General Account \$24,126.68 and Chamber Check Report \$5,422.67. Ernie made motion to accept TR's report, Ben 2<sup>nd</sup>d, all were in favor.
4. **Executive Directors Report:**
  - a. Monique report we are up to 100 members, with 4 recent renewals. Down 18 from last year. 3<sup>rd</sup> invoice was sent out with survey for why leaving. None returned yet.
  - b. Retained RI WebGurus to start on website. Hopefully a proof within a few weeks.
  - c. Sent picture of Ribbon Cutting to Press, they used a different picture. Will try to get that in another edition or figure out why it didn't make it.
  - d. Newport Hospital expressed interest in a panel discussion with various doctors focused on Family Wellness. They're looking at October, will pick a date. Possibly do at the Library.
  - e. East Bay B&B expressed interest for ribbon cutting with new owners. Doing ribbon cutting at BAH on May 17<sup>th</sup> at 6pm.
  - f. SO RI has sold 16 of the 24 spots for the June issue. Ad manager will continue to try to sell them. Board decided to by 2 spots at \$74 apiece to put the logo and 'Sponsored by' in the space.
  - g. Volvo Ocean Race promo items for the Decorate your Storefront contest were passed out. 5 participating in Town. Board will pick the winner.
5. **Old & New Business/Committee Reports:**
  - i. **Events:** [Committee: Ben, Peggy, Maria, Kristen]
    1. Ribbon Cutting & Business After Hours (5/17/18 at 6:00 p.m.): East Bay Bed & Breakfast - Discussed in ED's report. Board asked to attend if possible.

2. Spring into Summer 2018 at Conanicut Yacht Club (6/2/18):
    - a. Cost per person finalized - \$35 per person. DJ is \$125 per hour. Board had picked a \$50 price previously. Susan will work on a poster and flyers, board will help pass out. She will also set up Eventbrite so we can charge in advance. RSVP to Monique by Mat 25<sup>th</sup>.
  3. Weenie Roast (7/19/18 at 5:30 p.m.: Continued Discussion.
    - a. All set. Mark Swistak, Jr. said he would help grill as in the past.
  4. **Tentative** Ferry Charter
    - a. Maria got dates and prices from Conanicut Marine. Smaller boat with up to 34 persons is \$770 for 2 hours. Bigger boat for up to 48 people is \$975. Open Thursdays in August are the 16<sup>th</sup> and 23<sup>rd</sup>. Board discussed and thought 16<sup>th</sup> on the bigger boat was best. Charge \$25 for member, \$30 non-member.
  5. **Tabled** - Tax Update
    - a. Susan to speak with Jeff Adams about dates.
  6. **Tentative** - Newport Hospital/Lifespan Wellness Panel/Community Discussion (October)
    - a. They will get back to us with a date, possibly have at Library.
  7. **Tentative** Holiday Party/Fundraiser (December)
    - a. Tabled until we get closer.
- b. **Government Relations:**                      **[Committee: Bill]**
1. 2017-2018 Fiscal Year Town Monies (\$1,124.70) Available to promote members/community.
    - a. Remaining balance
      - i. Will use for Press ads for events, posters, and flyers.
    - b. Welcome to Jamestown Signs
      - i. Bill will determine how many we have left. If need more can use leftover funds to purchase more.
  2. 2018-2019 Fiscal Year Town Monies Request (\$4,000.00) - pending following 3/28/19 Town Council Operating Budget Hearing

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

1. SO RI Magazine (June) – in ED’s Report
2. Reusable Bag Distribution - Need to get more out. Give a lot to Farmer’s market as Ernie suggested. Bill the Bag Man will see how many left.
3. Volvo Ocean Race Store Front Competition (5/6/18-5/21/18) - in ED’s Report
4. Web/IT Re-design - in ED’s Report
5. *Tabled to 2018-2019 Fiscal Year* - Potential New Homeowner/Welcome to Jamestown Book
  - a. Monique will talk to Robert at the Press when she’s finding out about the ribbon cutting photo and see where he stands.

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

1. New 2018 Members - in ED’s Report
2. 2018 Membership Invoices/Renewals - in ED’s Report
3. Review of Sub-Committees
  - a. New members can decide which committees to join and let Monique know.

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

1. Annual Budget - in Treasurer’s Report. In good shape.
2. *Tabled* - Credit Card Online Processing
  - a. Susan to look into setting up an Eventbrite account.

**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, June 7, 2018 at 5:30pm**

**Meeting adjourned by Maria at 6:52pm.**