

Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, June 7, 2018
5:30pm
Bridges Conference Room

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

1. **Call to Order:** Maria called meeting to order at 5:35pm.
2. **Minutes of May's Meeting:** previously emailed to Board. Discussion was that they were fine. Bill made motion to accept, Cathleen 2ndd, and all were in favor.
3. **Treasurer's Report:** Cathleen emailed reports and balances. General Account \$22,484.06. Chamber Check Acct \$5,237.67. Ben made motion to accept the report. Will 2ndd, and all were in favor.
4. **Executive Directors Report:**
 - a. 1 renewal for SORI, and 1 new member, Rumrunner Screen printing.
 - b. Sent 20-25 new homeowner postcards. Not many left. Board discussed that since a lot get kicked back or likely just thrown away, that we would do away with the postcards.
 - c. Monique met with Web Gurus a lot about the website. Emailed us a non-live version.
 - d. Filed the 2018 Annual Report to the State.
 - e. Booked the Wellness panel for October 11th with Lifespan at the Library in the big room.
 - f. Passed out maps to businesses that needed them – 2,500 left, should get us through this year.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Ben, Peggy, Maria, Kristen]
 1. Spring into Summer 2018 at Conanicut Yacht Club (6/2/18): Recap.
 - a. 69 people officially came. Board seemed to think it went really well. Food was great, and no reports of people not having fun.50/50 brought in \$340, so we made \$740 on the event. Maria voiced concerns that the DJ didn't play great music, so may go with another person next time.
 2. Weenie Roast (7/19/18 at 5:30 p.m.)(20/\$25): Continued Discussion.
 - a. Will put up for sale on EventBrite with an early bird discount for non-members at the \$20 price. On the day, non-members will be \$25.

Ernie mentioned he could maybe get the food at Restaurant Depot for cheaper, so we may get that route. Iain, Ben, and Bill will be in charge of getting the alcohol. Mark Swistak, Jr. and Maria have agreed to grill again.

3. Sunset Cruise/Ferry Charter (8/16/18 at 6:00 p.m.)(25/30):
 - a. Also will put on Eventbrite with the same early bird special for non-members. Max occupancy is 40, so hopefully goes quickly.
4. Tax Update (September)
 - a. Susan will reach out to Jeff Adams to try to come up with a time and date to have this.
5. Newport Hospital/Lifespan Wellness Panel/Community Discussion (10/11/18 at 6:30 p.m.): Continued Discussion. – Covered in ED’s report above.
6. **Tentative** Holiday Party/Fundraiser (December)
 - a. Maria is going to ask the CYC if they have availability for December 7th. Will let the Board know.

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

1. 2017-2018 Fiscal Year Town Monies (\$976.70) Available to promote members/community.
 - a. Used up this money, and we are at a 0 balance currently.
2. 2018-2019 Fiscal Year Town Monies Request (\$4,000.00) - pending following 3/28/19 Town Council Operating Budget Hearing
 - a. Monique reported that this was approved again for the \$4,000.
3. Welcome to Jamestown Signs
 - a. Maria met with Benson Signs. He had been approached in the past about making new ones. He is going to find that old invoice and give us a quote that would include maintenance for 2 years. Once we have the quote we will discuss asking the Town for some help with monies or labor.
4. Jamestown Farmers Market - Continued Discussion
 - a. Andy Wade from the Rec Dept had sent out a response to our inquiry, and it was very detailed. Seems that most businesses can benefit from having it in Town on a normally ‘off’ night. Should bring lots of people to Town – no food trucks. Board looking in to having a table at

the Market to have literature or coupons for people to grab. Monique will send out a constant contact asking for coupons or literature for the table.

5. Congressman Cicilline's Formation of Small Business Advisory Board for First Congressional District
 - a. Looking for a representative from the Board to attend meetings. Ernie volunteered to do it.

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

1. SO RI Magazine (June) –
 - a. Ad came out, agreed that it looks great. Close to the front. Might be one page in the future as ad sales person had trouble filling it.
2. Reusable Bag Distribution
 - a. Peggy was ordering more bags. She was not able to attend, so will update via email on when they might get here. Rest of bags still being passed out and will have at the Farmer's market table.
3. Web/IT Re-design Review
 - a. Board reviewed the non-live website and all agreed it looked great. Had some mis-information, but once live, Monique can tweak. ED asked if Board wanted logos for businesses on the directory or not, but with some having and some not, it was decided it would look better if none have them. Ernie made a motion to proceed to launching the new site. Cathleen 2ndd and all were in favor.
4. Jamestown Chamber of Commerce Window Stickers
 - a. Board looking into having 'Member' stickers with our logo and the year made up. Decided we would ask new member Rumrunner to see if they can make some up. Ben is going to ask Kerry.
5. ***Tabled to 2018-2019 Fiscal Year*** - Potential New Homeowner/Welcome to Jamestown Book

- a. Put on hold. Robert from the Press was behind it, and we haven't had much contact with him further on this. Postcards decided to be stopped as they're not worth the postage.

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

1. New 2018 Members – in ED's Report
2. 2018 Membership Invoices/Renewals – in ED's report.
3. By-laws Review
 - a. Board reviewed the By-Laws specific to length of terms Directors can be on the board for without taking a forced leave. It was agreed that we would tweak article 5.4 to remove the length of terms, but instead have it just read 'term is of a minimum of 3 years'. Monique will amend and give for the Board to review with 10 day's notice as per By-Laws before taking a vote.

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

1. Annual Budget – in Treasurer's report.
2. Eventbrite Review – Went well for our first time. Almost half of the people used it.
3. Request for Fireworks Donation – Ben made motion to make a donation as in years passed of \$100 to the Fireworks. Bill 2nd 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, July 5, 2018 at 5:30pm

Meeting was adjourned at 6:42pm.