

**Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, October 4, 2018
5:30pm
Bridges Conference Room**

Present: Ben Thomas, Monique Paquin (Executive Director), Cathleen Studley, Claudine Charron, Susan Hackman, and Will Tuttle.

We did not have a quorum, votes were taken after the meeting via email

1. **Call to Order:** Cathleen called meeting to order at 5:42pm.
2. **Minutes of September's Meeting:** previously emailed. Cathleen motioned to accept, Susan 2ndd, all were in favor.
3. **Treasurer's Report:** Cathleen reported General Account has \$17,901.74, Chamber Check Account has \$3,467.67. Right where we usually are. Ben motioned to accept, Susan 2ndd, all were in favor.
4. **Executive Directors Report:** Monique reported no new members; at 105 total, roughly 10 below last year. She has been talking with Hospital about Wellness discussion. Hospital is marketing and it's set for Oct 11th at the Library at 6:30pm. Only 2 RSVPs so far. Got a note from Cynthia Long about potentially coming in to talk with us about what she can do to help Jamestown business – she is running for Town Council.
5. **Old & New Business/Committee Reports:**

i. **Events:** [Committee: Ben, Peggy, Maria, Kristen]

1. Newport Hospital/Lifespan Wellness Panel/Community Discussion (10/11/18 at 6:30 p.m. at Library): Spread the word!
 - a. Covered in ED's report above.
2. *Tentative* - Tick Presentation/Discussion by Julie Janson: Continued Discussed re Date.
 - a. Monique followed up but the date on the 27th doesn't work. Haven't picked another date, board thought maybe moving to March of next year would be good.
3. *Tentative* - Southern RI Chamber Network at Noon (10/30/18 at Bay Voyage): Continued Discussion re Logistics to Co-Host.
 - a. Waiting for word from Iain if he has been in touch. It's happening, the question is if we are co-hosting, and what they need from us.

Hopefully Iain can check in with her and report back via email since it's before next meeting.

4. Tax Update (November): Continued Discussion re Date/Venue.
 - a. Susan is still working it out with Jeff. Thought maybe a breakfast would be good, and also to bring on more of a panel of people, like financial advisors, etc... Will report back.
5. Holiday Party/Fundraiser (12/15/18?): Continued Discussion re Date/Venue/Music.
 - a. Maria had given the menu, attached to this email. \$35 per person. Maria also to confirm we are set for the date.
 - b. Ben's Dad is available for cocktail hour singing again if wanted. Maria to talk to DJ.
 - c. Cathleen motioned to accept the menu and have Maria continue locking in the date, Susan 2nd, all were in favor.
6. Holiday Stroll (12/1/18?): Discussion re Holiday Stroll Advertising/Map
 - a. Board discussed doing same as last year and members will help Monique in finding out if anyone wants anything changed. Same for Press ads.

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

1. 2018-2019 Fiscal Year Town Monies (\$3,601.15) Available to promote members/community.
 - a. Potentially use some of these funds for the Welcome Guide below.
2. TABLED to Late Fall - Welcome to Jamestown Signs
 - a. Bill reported last meeting that signs are being taken down, assessed by Town's Carpenter to see if could be fixed. If not, then discussion with Town to continue about replacement with their help.

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

1. Jamestown Chamber of Commerce Window Stickers – Status
 - a. Susan to follow up with Susan Froberg if she can recreate the logo, so that it's higher resolution and usable.
2. Online Monthly Newsletter – Status

- a. Pem did not receive any updates, so is not doing the Newsletter this month again for the 2nd month. Probably will discontinue if interest does not improve.
- 3. Jamestown Welcome Guide/Jamestown Press
 - a. See attached letter from Robert at the Jamestown Press. Would be good to pass out and to have for membership drive. Potentially use funds from Town to offset ads for members or increase circulation amount. Monique will ask Robert for time frame and what he needs from us.
 - b. Ben motioned to have Monique pursue this with Robert and find out the timeline, what he needs from us, Cathleen 2nd d, all were in favor.

d. Membership [Committee: Maria, Bill]

- 1. 2018 Membership Update
 - a. Potentially use the welcome guide to interest people to join Chamber.
- 2. 2018 Membership Drive Ideas (Fall 2018)
 - a. See above.

e. Finance [Committee: Cathleen, Susan]

- 1. Annual Budget – covered in Treasurer’s report

f. Notes

g. Board Member Terms

- 1. **2016-2019**
 - a. **Ben (Second term)**
 - b. **Cathleen (Second term)**
 - c. **Maria (Second term)**
- 2. **2017-2020**
 - a. **Susan (First term)**
 - b. **Kristen (First term)**

c. Iain (First term)

3. 2018-2021

a. Peggy (Second term)

b. Bill (First term)

c. Ernie Savastano (First term)

d. Will (First term)

e. Claudine (First term)

Next Meeting: Thursday, November 1, 2018 at 5:30pm

Cathleen adjourned the meeting at 6:18pm.