

Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, September 6, 2018
5:30pm
Bridges Conference Room

Present: Maria Flood, Ben Thomas, Bill Piva, Cathleen Studley, Susan Hackman, Claudine Charron, and Will Tuttle.

1. **Call to Order:** Maria called meeting to order at 5:39pm.
2. **Minutes of July's Meeting:** previously emailed. Cathleen made motion to accept, Bill 2ndd, all were in favor.
3. **Treasurer's Report:** Cathleen emailed the balances. Had an issue with QuickBooks, so couldn't provide the previous balances. Is correcting. General account \$18,135.74. Chamber Check account \$3,467.67. Ben made motion to accept, Bill 2ndd, all were in favor.
4. **Executive Directors Report:** Monique emailed her report, and it is attached at the end of the minutes.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** **[Committee: Ben, Peggy, Maria, Kristen]**
 1. Weenie Roast - Recap. Made \$400, a lot more than normal. Very well attended, all felt it was a great event.
 2. Sunset Cruise/Ferry Charter – Cathleen will email the numbers of how we fared. Maria said it was a lot of fun. 27 people came, but more had paid and didn't come.
 3. *Tentative* - Tick Presentation/Discussion by Julie Janson (9/20/18 or 9/27/18 at Library?): Board decided to assist the presenter. Thought a 9/27 date at the Library would be best. Reach out to Julie and Library for times. We will send mass email, maybe ad in the paper, and social media attention.
 4. Newport Hospital/Lifespan Wellness Panel/Community Discussion (10/11/18 at 6:30 p.m. at Library): Covered in the ED's report. All seems lined up.
 5. *Tentative* - Southern RI Chamber Network at Noon (10/30/18 at Bay Voyage): Decision re co-hosting.
 - a. Iain or Monique will hopefully be able to connect with SoRI director. Decided we would like to co-host and find out what that entails.
 6. Tax Update (November): Continued Discussion re Date/Venue.
 - a. Susan will reach out to Jeff Adams, and they will pick a time and date that works for them. Then we will advertise it.

7. Holiday Party/Fundraiser (12/6/18, 12/7/18, 12/15/18?): Continued Discussion re Date/Venue/Music.

- a. Decided Saturday would be best, so Board decided to try to 12/15 at the CYC. Maria is asking them if that works. Potential to look for a band for live music.

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

- 1. 2018-2019 Fiscal Year Town Monies (\$3,601.15) Available to promote members/community.
- 2. Welcome to Jamestown Signs – Bill followed up with Andy Nota, and he said that in late Fall, the Town workers will take down the signs, and assess if fixing them is possible or if we need new ones. Town working with us on this.

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

- 1. Jamestown Chamber of Commerce Window Stickers
 - a. Logo we have is too low resolution to print. Ben spoke with past members and no one knows who made it or would have it. Susan to reach out to Susan Froberg to see if she can re-make it.
- 2. Online Monthly Newsletter
 - a. Covered in ED's report. Try to get more participation, so she has material to put out the newsletter.

d. Membership [Committee: Maria, Bill]

- 1. 2018 Membership Update – covered in ED's report.
- 2. 2018 Membership Drive Ideas (Fall 2018)
 - a. Maria is meeting with Robert at the Jamestown Press to go over some of his ideas he has for a membership drive. Will offered hosting an Open House where potential members can come hear our pitch.

e. Finance [Committee: Cathleen, Susan]

- 1. Annual Budget
 - a. Covered in Treasurer's Report.

f. Notes

g. Confirm Below Changes Given New Bylaws: 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))~~ **Ernie came on board in 2017 and finished the 2017-2018 in Marilyn's position—move Ernie to 2018-2021 (First Term)?**

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))~~ **Move Claudine to 2018-2021 (First Term) because she started in March after Annual Meeting?**

3. 2018-2021

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

*******All these changes above were confirmed by the Board*******

Next Meeting: Thursday, October 4, 2018 at 5:30pm

Meeting adjourned at 6:20pm

Executive Directors Report

September 2018

1. We received 1 new member in August (Friends of Jamestown Seniors, Inc.). Thus, we currently have 105 members for 2018.
2. With respect to the upcoming 10/11/18 Newport Hospital/Lifespan Physician Wellness Panel, I have been working with Jennifer Winpenny, Community & Provider Liaison, this month to discuss the logistics/marketing for the event. She requested 5 wireless microphones, but I spoke with the library and we've collectively determined that will not be necessary. Newport Hospital will want to set up 5 chairs at the front of the room for 5 physicians and then have rows of chairs. This will be able to be set up by us when we arrive that evening. Jennifer is confirming the names of the physicians who plan to participate and will provide a flyer for us to distribute to invite members and the community to come to the event. The event will be in the Great Hall which accommodates 75+ people. Newport Hospital also plans to advertise the event on their radio show, etc.
3. Julie Janson reached out to me offering to host a discussion regarding ticks/tick borne illnesses at some point in the near future. Potential dates could be Thursday, September 20th or 27th, but we would need to confirm Julie's schedule and get the word out ASAP. (I will not have access to Constant Contact ~September 16th, but could give someone else the log in information to get this started.) We could also do this later in October or simply send an email to the membership with her information and materials for those interested. I am not sure what the turn out would be, particularly given our other health-related event above. Unfortunately, I do not think they could be presented jointly, unless we advertised the tick discussion separately an hour before or after the Newport Hospital panel which is scheduled 6:30-7:30 p.m.
4. I did receive a voicemail and played phone tag with the Executive Director from the Southern RI Chamber regarding her inquiry if we wanted to co-host the Network at Noon scheduled for 10/30 at Bay Voyage, but I have not received further details as to what would be required of us to co-host.
5. Pem reported that she received no submissions for a September electronic newsletter so this is the first month since January that we have not sent one. I did sent prior notice that if there was a continued lack of interest, we would have to stop the monthly newsletter....
6. We need to begin brainstorming creative ideas for a "Membership Drive" for this Fall. The past couple of years' haven't been very successful (regular postcard mailings to potential members and emails to potential members). An annual Membership Drive of some sort is required per the bylaws.

