

**Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, November 1, 2018
5:30pm
Bridges Conference Room**

Present: Monique Paquin (Executive Director), Cathleen Studley, Ben Thomas, Maria Flood, Iain Wilson, Bill Piva, and Susan Hackman.

1. **Call to Order:** Maria called meeting to order at 5:35pm.
2. **Board Member Position Interviews**
 - i. **5:35 p.m.** Jason Hatch – owner of Jamestown Outdoors, wants to get more involved, help drive people to Town more in the off season, some ideas for Facebook promotions.
 - ii. **5:45 p.m.** Jaime Munger – member of Conanicut Marine. Also, wants to get more involved. Was an Ambassador for EG Chamber in the past. Liased with new and old members.
 - iii. **5:55 p.m.** Ilesh Patel – not looking to be on the Board, but wants to help out more.
 - iv. **6:05 p.m.** Dan Dwyer – unfortunately couldn't make the meeting, but sent a letter. New business in Town, wants to be more involved. Wanted to meet with a smaller group if possible.
3. **Minutes of October's Meeting:** previously emailed. Bill made motion to accept, Cathleen 2nd'd, all were in favor.

Treasurer's Report: Cathleen reported balances General account \$16,872.82 and Chamber Check account \$3,502.67. In line with the past years. Ben motioned to accept, Iain 2nd'd, all were in favor.

4. **Executive Directors Report:** Monique report 1 new member, Onsite Techs, so we're up to 106 members. Stroll map deadline is November 19th, so she is finding out what people want to do for their shops. Ad will be \$630 from the Town monies.
5. **Old & New Business/Committee Reports:**

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

1. Newport Hospital/Lifespan Wellness Panel/Community Discussion (10/11/18): Recap.
 - a. Monique went. There were 4 doctors and 3 assistants. Low attendance, but everyone thought it went well and was very informative. Hospital would like to do another some time soon.
2. Joint Network at Noon w/Southern RI Chamber (10/30/18): Recap.

- a. Maria, Susan, and Iain went. About 35 attendees and all agreed it went very well. Had a nice day and people were excited about the venue.
- 3. Business After Hours (11/15/18 at 5:30 p.m. - 7:30 p.m.): Fuller Gallery.
 - a. Monique will send out a constant contact for this.
- 4. Business After Hours (11/20/18 at _____ (?): Jamestown Wine & Spirits.
 - a. Ilesh wanted to do a before Thanksgiving BAH. Will be 5:30 to 7:30pm and he will work on the wording for the constant contact and get to Monique.
- 5. *Tentative* - Tick Presentation/Discussion by Julie Janson: Continued Discussed re Date.
 - a. Really wants to do the presentation sooner than later. Could possibly be a February Breakfast talk.
- 6. Tax Update (November): Continued Discussion re Date/Venue.
 - a. Susan going to pick a day and then see if Jeff is available. Ben is checking with BV about a breakfast series for November 29th. Tentatively owner said yes, but have to hammer out the details.
- 7. Holiday Party/Fundraiser (12/15/18 at 6:00 p.m.): Continued Discussion re Music/Ticket Price/Fundraiser Beneficiary/Raffles, Etc.
 - a. All set with venue. James Thomas will play from 5:30-7, around when dinner is served, and then a DJ that Maria is lining up until 10pm. Menu is set. Price was determined to be \$50 before online, \$60 at the door to encourage pre-registration. Will do the 50/50 raffle.
- 8. Holiday Stroll (12/1/18): 2018 Updates re Holiday Stroll Map & Chamber Check Sale.
 - a. Monique working on the map and what stores want as well as making sure Chamber checks are spread out accordingly and enough are out.

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 – Update

- a. Bill reported that they're working on the signs. Plan the same just takes time to take signs down and assess.

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

1. Jamestown Chamber of Commerce Window Stickers - Status
 - a. Susan emailed Susan Froberg, waiting for her response.
2. Jamestown Welcome Guide/Jamestown Press
 - a. Monique met with Robert. He said earliest is April. Hoping to run 4,000-5,000. He will distribute, get ads, and will be similar to Summer guide. Chamber members get discounted ad space. 32-48 pages potentially. Asked for \$2,500 from Chamber to offset the costs. Ben made a motion to go forward with that money from the Town for this cost. Cathleen 2nd'd, all were in favor.

d. Membership [Committee: Maria, Bill]

1. 2018 Membership Update
 - a. Covered in ED's report above.
2. 2018 Membership Drive Ideas (Fall 2018)
 - a. Ben will work on a Facebook ad or post to try to boost the membership and make more awareness.
3. 2019 Membership Dues
 - a. Keep the same as previous years.
4. Vote on (2) Open Board Member Positions
 - a. Board decided we needed to fill the 2 spots asap. So, Iain made a motion to offer the 2 open spots to Jay Hatch and Jaime Munger. Ben 2nd'd and all were in favor. Will consider other candidates at another opening potentially in the Spring.
5. Nominating Committee re: 2nd Vice President Position
 - a. Board discussed. Iain made motion to nominate Susan Hackman to replace Peggy as the 2nd VP. Ben 2nd'd, and all were in favor.

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. VACANT—Kristen (First term)**
- c. Iain (First term)**

3. 2018-2021

- a. VACANT—Peggy (Second term)**
- b. Bill (First term)**
- c. Ernie Savastano (First term)**
- d. Will (First term)**
- e. Claudine (First term)**

Next Meeting: Thursday, December 6, 2018 at 5:30pm

Meeting adjourned at 6:35pm.