

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

Present: Cathleen Studley, Maria Flood, Monique Paquin (Executive Director), Ben Thomas, Iain Wilson, Susan Hackman, Bill Piva, Jay Hatch, Jamie Munger, and Will Tuttle.

1. **Call to Order:** Maria called meeting to order at 5:31pm.
2. **Guest: 5:30 p.m. - Andy Wade re Jamestown Day (Fall 2019)**
  - a. Came in to discuss the potential for re-introducing 'Jamestown Day'. With the thought of moving it downtown and shutting down some streets. End of Sept/early October potentially. Needs a private entity to be the face of the project, but Rec Dept would handle a lot of the logistics. Looking to get all churches, societies, clubs, associations involved to help minimize impact on one group and get whole community involved. Would be art, food, music, etc... up and down the avenue and in the East Ferry area. Still in the idea phase, but would like Chamber's support to spearhead this, and have a few members be on the committee to fine tune it.
  - b. Positive feedback from board members. Will, Jay, and Jamie offered to be on the committee, and board wants to move forward with the idea.

**Minutes of October's Meeting:** previously emailed. All looked good to those that were there. Iain made motion to accept the minutes, Cathleen 2<sup>nd</sup>, all were in favor.

**Treasurer's Report:** Cathleen reported General Account \$15,386.93, Chamber Check Account \$3,242.67. In line with where we normally are, but maybe a little lower. Time of year where dues start coming in. Ben made motion to accept the report, Iain 2<sup>nd</sup>, all were in favor.

3. **Executive Directors Report:** Monique reported that invoices for dues went out on 12/1. A follow up would go out if not paid on 2/1, and then a final invoice on 3/1. There was a vote via email to put an ad in the Press for the holiday party, which she facilitated. So far roughly 37 RSVPs, likely to end up around 60. She attached the ads format and pricing for the Jamestown Welcome Book that the Press is helping us with. This will be sent out at the beginning of the year for members to decide on if they want to take part. Chamber checks sold out of several locations during the Stroll, which was good. Also, Kristine from SORI reached out about Summer ads again, but Board decided to wait on deciding what to do.

4. **Old & New Business/Committee Reports:**

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

1. Fuller Gallery Business After Hours (11/15/18): Recap.
  - a. Snowed that evening, but pretty well attended. They were very happy with the event considering.

2. Jamestown Wine & Spirits Business After Hours (11/20/18): Recap.
  - a. A little disappointing in the attendance, but seemed to have good sales from it. Maybe tough with timing so close to the Holiday, but Maria stressed the importance of board members to make every attempt to make these events.
3. Breakfast Series: Tax Update (11/29/18): Recap.
  - a. Went very well. About 25 people came, we made \$100, and those in attendance had positive feedback. Food from Bay Voyage was well received.
4. Holiday Stroll (12/1/18): Recap.
  - a. Went great. Sold out of chamber checks at 2 locations. One negative was the disappoint from 2 members who were not contacted about putting something in for the Stroll. Ken's Barbershop and Latitude Custom Apparel were upset, and Monique spoke with them and will make sure to include them in future Stroll ads if they want.
5. *Tentative* - Jamestown Outdoors Business After Hours (December?): Continued Discussion.
  - a. Jay said he could do 12/20 from 5:30-7:30. He will also ask Island Animal if they want to co-host. He will let Monique know so she can include them in the constant contact.
6. Holiday Party (12/15/18 at 5:30 p.m.): Continued Discussion.
  - a. Discussed RSVPs in ED's report. All set with everything. Jay recommended we ask Rec Dept if they could do an email blast to boost attendance since they have 3,000 roughly email contacts. Ben will put in a sponsored ad on Facebook as well with the details.
7. *Tentative* - Tick Presentation/Discussion by Julie Janson: Continued Discussed re Date/Venue.
  - a. Board discussed. Keeps coming up and she wants to do it with Chamber, but since our last discussion with Hospital was poorly attended, and this didn't really have much to do with business, board decided to not be a part of it.
8. *Tentative* - Jamestown Day Participation (Fall 2019).
  - a. Discussed above. Board wants to pursue and make it happen.

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

1. 2018-2019 Fiscal Year Town Monies (\$3,601.15) Available to promote members/community. (To Be Billed: \$630.00 for Holiday Stroll Map; \$2,500.00 for Welcome Book)
2. Welcome to Jamestown Signs – Update
  - a. Bill updated that Andy Nota reported as of 11/19 that signs would be coming down soon and evaluated by Town Carpenter to determine if they can be saved or if we need new ones.

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

1. Re-creation or Redesign of Logo
  - a. Susan still in talks with Susan Froberg. Jay said he would try to recreate it if he had time, but since new board members hadn't been a part of the emails, it was decided that Susan would send the email from Susan F. again and then we can do an email vote.
2. TABLED - Jamestown Chamber of Commerce Window Stickers
3. Jamestown Welcome Book
  - a. In ED's report.
4. SORI/Bay Advertising Opportunities.
  - a. Covered in ED's report. Jay mentioned getting them to put in a Town write-up. Iain could potentially write for them, and possibly in reference to Jamestown Day.

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

1. 2019 Membership Dues – Update
  - a. Jamie added to Marketing/Public Relations and Events.
  - b. Jason added to Events

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

1. TABLED - Annual Budget

**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. Jaime Munger (to fulfill role of Kristen Petrarca (First Term) through March 2019 - then eligible to begin new 3 year term (2019-2022))
- c. Iain (First term)

**3. 2018-2021**

- a. Jason Hatch (to fulfill role of Peggy Kopelcheck (Second Term) through March 2019 - then eligible to begin new 3 year term (2019-2022))
- b. Bill (First term)
- c. Ernie Savastano (First term)
- d. Will (First term)
- e. Claudine (First term)

**Next Meeting: Thursday, January 3, 2018 at 5:30pm**

**Adjourned at 6:37pm.**