

**Jamestown Chamber of Commerce
Minutes of Board of Directors Meeting
Thursday, January 3, 2018
5:30pm
Conanicut Brewing**

Present: Will Tuttle, Susan Hackman, Ben Thomas, Iain Wilson, Jason Hatch, Jamie Munger, Bill Piva, Ernie Savastano, and Claudine Charron.

1. **Call to Order:** Iain called meeting to order at 5:35pm.
2. **Guest (5:30 p.m.):** Susan Jameson: re Logo Design:
 - a. Discussion about new logo ensued. Consensus was: simpler design, lose the 'butterfly' effect, lose 'Strengthen our Community'. Include 'Chamber of Commerce' fully with RI included to separate from other Jamestown's. Hoping to have in time for 'Welcome Guide'; Monique to find out what deadline is for that. Susan Hackman will head up committee to communicate with Susan Jameson on samples; committee includes Jason, Jamie, and Claudine.
3. **Minutes of December's Meeting:** previously emailed.
 - a. Minutes from previous meeting were discussed. Jamie made a motion to accept, Ernie 2ndd, all in favor.
4. **Treasurer's Report:**
 - a. Cathleen was unable to attend, but sent along the current figures. General Account \$22,441.58 and Chamber Check Account \$ 6,271.67. In line with previous years. Ben made a motion to accept the Treasurer's Report, Will 2ndd, all were in favor.
5. **Executive Directors Report:**
 - a. Monique was unable to attend meeting due to illness. She passed along her ED report. It is attached as the last page of the minutes.
 - i. Regarding Item #5, Board felt we should wait to see about a Jamestown article as a whole since there will be a page already for Jamestown.
 - ii. Regarding Item #6, Board loved the idea. Also, potentially a decorating contest for members with a prize. Discussed having the 'Stroll' on a different day than the tree lighting and Santa as well since there is just too much going on that one day.
6. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Ben, Maria, Jamie, Jason]

1. Holiday Party (12/15/18): Recap.
 - a. Holiday party made \$950. All on the board agreed it was well attended (roughly 80 people), food was great, and the night was a lot of fun. Some feedback after was that \$50 was steep for just the dinner and cash bar. Discussion to possibly have a higher price, but beer and wine included like JEF did in the Summer.
2. Jamestown Outdoors/Island Animal Business After Hours (12/20/18): Recap.
 - a. Jason reported that it went well, good support, and a fun evening.
3. Tentative Conanicut Brewing Business After Hours (January?)
 - a. Will couldn't do January for BAH, so he preferred a February date of 2/7. Coincides with the next Board meeting, so Board felt we could do a 5pm meeting at Conanicut Brewing again, then have the BAH from 6 to 8 after the meeting. For January, Board asks Monique to see if Exquisite Skin Care wants to do one along with a 'Ribbon Cutting'.
4. Annual Meeting (March): Potential Date/Venue/Etc.
 - a. Discussion ensued. Running out of viable members with space and places to have it. Discussed not having at a traditional restaurant, but doing at Conanicut Brewing with Chopmist catering some small bites, i.e. clam cakes, chowder, etc... We provide the beer and wine, and someone from Chopmist serves it. Big enough space, cheaper, and both members of Chamber. Board picked March 28th as the date with a 5:30 to 8pm time frame.
5. Tentative - Jamestown Day Participation (Fall 2019) (**Committee:** Will, Jamie, Jason): Update
 - a. Jason and Will are going to meet with Andy Wade of Town Rec department again soon to discuss further what is needed from us and how we can get the ball really rolling.
6. Winter/Spring 2019 Events: - Ideas/Planning
 - a. Have BAH in Feb, Annual meeting in March, Spring into Summer in May, will let Bob Bailey know we can assist in the March 'Splash' event which is replacing the Annual 1st Day Plunge.

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

1. 2018-2019 Fiscal Year Town Monies (\$2,971.15) Available to promote members/community. (To Be Billed: \$2,500.00 for Welcome Book)

- a. Board discussed keeping the extra \$471.15 and earmarking it for advertisements going forward and if extra is needed for the new logo.

2. Welcome to Jamestown Signs – Update

- a. Signs are being taken out by the Town, then will be assessed. Bill had forwarded an update from Andy Nota that we can discuss options once we know the state of the signs. Possible to move location, what our budget is, etc...

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

1. Redesign of Logo – Discussed above. Susan Jameson making samples of ideas, Committee will discuss, then bring to full Board for approval.

2. TABLED - Jamestown Chamber of Commerce Window Stickers

- a. Waiting for new logo.

3. Jamestown Welcome Book – Update

- a. Covered in ED's Report attached.

4. SO RI/Bay Advertising Opportunities (June or August 2019)

- a. Covered in ED's Report attached.

d. Membership [Committee: Maria, Bill]

1. 2019 Membership – Update

- a. Covered in ED's Report

e. Finance [Committee: Cathleen, Susan]

1. TABLED - Annual Budget

- a. Cathleen not able to attend to discuss.

f. Notes

1. **Board decided to hold meetings at Conanicut Brewing when Will is available.**

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, February 7, 2018 at 5:00pm at Conanicut Brewing. BAH starting at 6pm right after for Conanicut Brewing.

Iain motioned to adjourn the meeting at 6:52pm.

Executive Director's Report

January 2019

1. We have 2 new members this month (Exquisite Skin Care & Corliss Diesel). I have sent them both welcome letters. Angela from Exquisite Skin Care is interested in a ribbon cutting photo and I am waiting to hear back from her with days/times that may work for her. Once I have options, I will email the board so we can coordinate the photo.
2. With respect to membership renewals, 45 members have paid their 2019 dues thus far. 1 has notified me that they will not renew this year (Newport County YMCA) and 60 others are outstanding. I will send 2nd invoices ~February 1st.
3. This morning a constant contact e-mail went out announcing the 2019 Jamestown Welcome Guide. The Press has a list of current members and I will update them as renewals come in. They will encourage other businesses that participate in the Guide to join the Chamber/our members to renew in order to receive the member pricing (non-members will pay \$100.00 more than the listed ad price for all ad sizes). I will send additional constant contact emails re the Guide, as needed. Robert is planning to have 4,000 copies printed and at least 1,500 copies disbursed before Memorial Day weekend.
4. I spoke further with Kristine Managan re potential Jamestown advertising pages for June or August in any of/combinations of the Providence Media publications. Since our last meeting and my meeting with Kristine, SO RI has now announced their own 6 month commitment deal for Jamestown advertising pages in SO RI. I thought this was now a bit duplicative and would make our pages less attractive for those already locked into the 6 month commitment. Kristine said our prices would be less than the prices for their 6 month commitment and our page(s) likely not effected. I also asked her about the possibility of us submitting our own article re Jamestown/our members as a whole instead of a page(s) of advertisements. Kristine has submitted this inquiry to her editorial department for pricing/options and I am waiting to hear back from her with more information. (Or, we can continue to hold off entirely until later in the year, but I will provide the information either way once received so we know for the future.)
5. I am in the process of finding out the dates/deadlines for when we need to submit our annual request to the Town for the \$4,000.00 for the upcoming fiscal year.
6. Bill Munger requested that we put on the Board's October Agenda the "appointment of a chamber chairperson to organize a committee in getting Xmas lights on the trees in the village." I will plan to add this to our October Agenda for further discussion at that time.