

**Jamestown Chamber of Commerce  
Minutes for Board of Directors Meeting  
Thursday, February 7, 2018  
5:00pm  
Conanicut Brewing**

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

1. **Call to Order:** Maria called meeting to order at 4:57pm.
2. **Minutes of January's Meeting:** previously emailed the minutes. Cathleen made motion to accept, Will 2<sup>nd</sup> d, and all were in favor.
3. **Treasurer's Report:** Cathleen reported General Acct balance of \$22,684.67 and Chamber Check balance of \$5,336.67. Down a little from previous years due to one-time expense of new website. Susan and Cathleen then presented the 2019 Budget with their best estimates and we could stand to make \$940. Budget attached to this document.
4. **Executive Directors Report:** Monique reported that we have 65 members paid up, with 42 outstanding. 2<sup>nd</sup> invoice was sent out. A 3<sup>rd</sup> will go out on 3/1. If not paid by 3/31, members will be taken off of the website. Robert at the Jamestown Press is still working on the 'Welcome Guide'. Has been selling ads. Needs our new logo by mid-April at the latest to get in. Monique also made the request for the \$4,000 grant monies from the Town. We are on the April 2<sup>nd</sup> agenda for approval of that again.
5. **Old & New Business/Committee Reports:**
  - i. **Events:**                      **[Committee: Ben, Maria, Jamie, Jason]**
    1. Conanicut Brewing Business After Hours (Thur. 2/7/19 - 6:00 p.m. - 8:00 p.m.) - *TONIGHT AFTER BOARD MEETING!*
    2. Annual Meeting (Thur. 3/28/19 5:30 p.m. - 8:00 p.m.):
      - a. Bill has been speaking with Chopmist. They said they can do clam cakes, chowder, and salad for \$12 per person, plus \$100 for bartender and \$100 for a server. We then buy the beer and wine; they serve. Bill made a motion to go ahead with Chopmist, Ernie 2<sup>nd</sup> d, and all were in favor. Will be held at Conanicut Brewing with some tables and chairs set up. Board to show up at 5pm to help set up.

3. Tentative - St. Patrick's Day Splash Participation (Sun. 3/17/19):
  - a. They're looking for charities to donate to, Board will think of ideas and send to Bill. Also, will let Bob Bailey know we are available to help on the day with any set up or whatever needed.
4. Tentative - Spring into Summer (May?): Continued Discussion.
  - a. Talk of doing Conanicut Yacht Club again. Maria will see if June 8<sup>th</sup> is available for the date. Time would be 5:30 to 10pm. She will also see if DJ Kandi is available again. Will report back.
5. Tentative - Jamestown Day Participation (Fall 2019) (**Committee:** Will, Jamie, Jason): Update.
  - a. Committee reported that they've met with Andy Wade, still in preliminary stage of picking a date in September or early October. They're set to meet with Chief Mello once they have a date to see what he thinks is do-able. Andy putting proposal forward to the Town. Nothing needed from Chamber right now.

**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. Have left over money to spend on advertising events.
2. 2019-2020 Fiscal Year Request to Town - Update.
  - a. In ED's report above.
3. Welcome to Jamestown Signs - Update.
  - a. Bill reported they have taken down the signs and will be assessing soon. Andy wants to know if we want to have them in different places or keep same. Town will likely be helping out with the money and work to fix them back up.

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

1. Redesign of Logo - Update (**Committee:** Susan, Jason, Jamie, Claudine): Update.
  - a. Board discussed the four options. It was decided to see if she can tweak options B & C and then Board can vote via email.
2. TABLED - Jamestown Chamber of Commerce Window Stickers.
  - a. Will get once we have the new logo.
3. Jamestown Welcome Book - Update. – in ED's report above.

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

1. 2019 Membership - Update.
  - a. Mostly in ED's report. Monique did add that SORI was looking to barter some ad money instead of them paying their dues. Board felt it was best to just get the dues money.

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

1. TABLED - Annual Budget. – 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. 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, March 7, 2018 at 5:30pm**

**Meeting adjourned at 5:54pm.**

Jamestown Chamber of Commerce

	2018		2019 Budget	Notes
	Actual	Budget		
Revenues				
Membership	13,437.50	13,000.00	14,000.00	
Holiday Party	3,980.00	4,500.00	4,200.00	
CYC Event	3,810.00	3,000.00	4,000.00	
Ferry	905.00	1,000.00	1,000.00	
Weenie Roast	1,362.90	700.00	1,400.00	
Breakfast Series	445.00	200.00	450.00	
Annual Meeting Income	60.00			
Adjustments	135.00			
Constant Contact Reimbursenr	168.00			
Town Grant	1,045.30		1,000.00	
Subtotal	25,348.70	22,400.00	26,050.00	
Expenses				
Community Awards	100.53		100.00	
Constant Contact	154.00	336.00	160.00	
D&O Insurance	749.00	900.00	800.00	
Exec Dir	8,400.00	8,400.00	8,400.00	paid December in Jan 2019
Ferry Ride	1,209.00	1,000.00	1,250.00	
Liability Insurance	1,307.00	1,350.00	1,350.00	
Grocery Bags	1,045.30	-	-	
Holiday Entertainment	400.00		400.00	
Holiday Tix Reimbursement	150.00			
Holiday Lights	-	400.00	400.00	we spoke last meeting about getting involved more with lights this year.
Post Office Box	96.00	90.00	100.00	
Postage	110.00	200.00	150.00	
Seminar Food	365.00	400.00	400.00	
State Filing Fee	22.00	50.00	50.00	
Tax Prep	450.00	450.00	450.00	
Telephone Expense	753.37	700.00	800.00	
Web Site	3,771.98	600.00	600.00	normal expense since we redid website
Weenie Roast	841.28	850.00	850.00	
Everything Else	80.15	250.00	250.00	Office, supplies, raffle permit
Annual Meeting	2,146.80	1,500.00	1,000.00	Hopefully we can bring this cost down this year
CYC Expense	3,050.00	2,900.00	3,100.00	
Holiday Party	2,475.00	3,200.00	3,200.00	paid in January 2019
Donations	1,225.00	1,500.00	1,000.00	Playground in 2018
Ads	130.00	300.00	300.00	
Subtotal	29,031.41	25,376.00	25,110.00	
Net Loss	(3,682.71)	(2,976.00)	940.00	