

**Jamestown Chamber of Commerce**  
**Minutes for Board of Directors Meeting**  
**Thursday, March 7, 2018**  
**5:30pm**  
**Lila Delman's Conference Room**

Present: Maria Flood, Monique Paquin (Executive Director), Ben Thomas, Bill Piva, Susan Hackman, Claudine Charron, and Ernie Savastano.

1. **Call to Order:** Maria called meeting to order at 5:38pm.
2. **Minutes of February's Meeting:** previously emailed. Bill made motion to accept the minutes. Ernie 2<sup>nd</sup>d, and all were in favor.
3. **Treasurer's Report:** Cathleen was not able to attend, will email the report when she is able to complete for Board to see, and then vote on.
4. **Executive Directors Report:** Monique reported that 76 members have re-newed. Still waiting on 27 from last year, 3<sup>rd</sup> invoice has been sent. If not in by March 31<sup>st</sup>, will come off of the website. Monique was still waiting for more information from Robert on the Welcome Guide in regards to where they stand with ads. Monique also reported that Charlotte McGregor would like to be added to the events committee going forward.
5. **Old & New Business/Committee Reports:**
  - i. **Events:** [Committee: Ben, Maria, Jamie, Jason]
    1. Annual Meeting (Thur. 3/28/19 5:30 p.m. - 8:00 p.m.):

Bill will give Chopmist the numbers the week of, so they're prepared. So far, only 8 people have RSVP'd. They will provide a bartender to serve the drinks. Will get wine and beer from Grapes and Jamestown Wine & Spirits. If Iain accepts, was decided he could give a quick little speech, Monique will provide him with bullet point topics to touch on. Board discussed options for Community Award, but no one really stuck out. Missing board members could provide ideas if they so wish.
    2. Spring into Summer (Sat. 6/8/19 5:30 p.m. - 10:00 p.m.):
      - a. All booked and reserved. DJ booked for 4 hours. Maria will get the menu as we get closer to share in constant contacts and social media. Possible do to benefit fireworks. Waiting to see if they can do a little more limited food, with a beer and wine

included option from previous people's comments about the events recently. Maria will provide once she talks to them.

3. Tentative - Jamestown Day Participation (Fall 2019): Update  
[Committee: Will, Jamie, Jason]
  - a. None of the committee members were able to attend, so will have to wait for an update.

**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).
2. 2019-2020 Fiscal Year Request to Town - Update.
  - a. Town Council will hear our request on April 2<sup>nd</sup>. Monique unable to attend, but Claudine said she would go and give the bullet points for what we used last grant for and what we will use this one for. 6pm.
3. Welcome to Jamestown Signs - Continued Discussion.
  - a. Bill said Andy Nota was asking for a decision on what to have the RISD student who is re-touching the signs, have on them. Keep the sheep or something new. Board discussed having one sheep, one lighthouse, and one windmill for a variety. Discussion about locations was brought up and decided moving them to better spots could be discussed with Bridge Authority and Town for more visibility.

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

1. New Logo - Update & Next Steps. [Committee: Susan, Jason, Jamie, Claudine]
  - a. Susan had emailed. Everyone agreed upon design. Monique will send to web designers to add to website.
2. Jamestown Chamber of Commerce Window Stickers: Continued Discussion.
  - a. Susan to reach out to Kerry Sheehan for a quote to get 150 stickers. Hopefully have ready for annual meeting to pass out to

board members. Monique to reach out to Peggy Kopelcheck to see if she can do a new banner with the new logo.

3. Jamestown Welcome Book - Update.

a. In ED's report.

4. Single Use plastic issue

a. Board discussed this topic that was brought up and potentially could go before the Town Council. Board decided it best to wait to say anything until something was brought forward. Discussion mainly was that we would be opposed to it.

5. Business Walk

a. Bill reported that Andy Nota had told him about a Business Walk that was coming up in May, where business members, chamber board members, etc... would walk around Jamestown and ask pointed questions of businesses to better understand what their needs are. Board discussed and decided we should be involved and try to recruit businesses to take part. Would be 15 minutes at each business.

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

1. 2019 Membership - Update.

a. In ED's report.

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

1. TABLED - Annual Budget.

a. Cathleen not available to discuss.

**f. Notes**

**1. In a crushing turn of events, Maria informed the board at the end of the meeting that she has decided to not re-up for another year, and will be ending her run on the board effective after the Annual Meeting. Board members are asked to think of new people to fill in for her spot. Monique will also send out a constant contact to let people know if they're interested.**

**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, April 4, 2018 at 5:30pm**

**Meeting adjourned at 6:40pm.**