

**Jamestown Chamber of Commerce  
Minutes for Board of Directors Meeting  
Thursday, April 4, 2019  
5:30pm  
Conanicut Brewing**

Present: Ben Thomas, Will Tuttle, Monique Paquin (Executive Director), Cathleen Studley, Claudine Charron, Jamie Munger, Ernie Savastano, Jay Hatch, and Bill Piva

1. **Call to Order:** Cathleen called meeting to order at 5:33pm

2. **Board Member Position Interviews:**

- a. **5:30 p.m.** Rebecca Drzal (East Bay B&B): Has been on other boards, events/fundraising. Previously an attorney, wants to get out and meet more people, network
- b. **5:45 p.m.** Dan Dwyer (Dwyer Insurance): put in office in Jamestown, originally from Newport, has been on boards as well helping events/fundraising. Likes smaller board, wants to get more involved.
- c. **6:00 p.m.** Charlotte McGregor (Island Realty): New to the island, wants to get more involved. Help chamber reach out to Military families. Event planning background.

**Board discussed all the interviewees.** Was decided to amend the by-laws so that we can accept all of them. For time being, Monique will tell Dan he is in, and the others will come on once the by-laws have been changed.

3. **Minutes of March's Meeting:** previously emailed. Cathleen made a motion to accept. Bill 2<sup>nd</sup>d, and all were in favor.

**Treasurer's Report:** Cathleen emailed the report. General Account = \$23,455.87. Chamber Check Account = \$5,216.67. In line with where we have been. Bill made motion to accept the report, Ernie 2<sup>nd</sup>d, all were in favor.

4. **Executive Directors Report:** Monique reported that we are at 93 members currently. 3<sup>rd</sup> invoices were sent out. 14 outstanding from last year. Board will reach out to them. Updated on the map ads, Robert said we are in good shape and should be ready by the May deadline. Reported that Newport Chamber is interested in possibly partnering with using the space at 24 Narragansett. Board asked if Monique could invite someone to come to next meeting to discuss what it would entail.

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

- i. **Events:** [Committee: Ben, Jamie, Jason; Charlotte McGregor]

1. Annual Meeting: Recap.
  - a. Seemed to go well. Food good, good event, but poorly attended. Possibly due to other events happening same night. A little over budget, but less than last year.
2. Connect Greater Newport Business Walk (5/7/19 8:00 a.m. - 12:00 p.m.)
  - a. Need volunteers for walkers to visit businesses. Board members offered to help. Effort to get to know what we can do to help businesses needs.
3. Spring into Summer (Sat. 6/8/19 5:30 p.m. - 10:00 p.m.): Continued Discussion re Price/Menu/Beneficiary.
  - a. Waiting to hear back from Maria about the pricing, so we can set ticket prices. Will do 50/50 raffle. Decided to benefit the Fireworks Fund.
4. Tentative - Jamestown Day Participation (Fall 2019): Update [**Committee**: Will, Jamie, Jason]
  - a. Committee is meeting with Police Chief and Rec Director this coming week to keep talks going.
5. Summer 2019 Events
  - a. Picked day for Weenie Roast – July 25<sup>th</sup>. Discussed doing or not doing the Ferry cruise as it didn't sell out last year and we lost some money on it.

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 Map*).

- a. Will use some of the funds to advertise on Facebook and Press for our Spring event.
- 2. 2019-2020 Fiscal Year Request to Town - Update.
  - a. Claudine went. Budget will be voted on on April 15<sup>th</sup>, but seemed like it went well and would be granted again.
- 3. Welcome to Jamestown Signs - Update.
  - a. Bill reported that the signs are down and in the hands of the artist who will draw them. Wood was in good shape. Town will put in new posts and install. Bill talking with RITBA director to discuss possible different location once ready.
- 4. Newport Bridge 50th Anniversary: Update [**RITBA Committee: Bill**]
  - a. Bill reported that there is going to be a big event at Fort Adams on June 28<sup>th</sup>. Looking for sponsors and to spread awareness.

**ii. Marketing/Public Relations: [Committee: Ben, Iain, Claudine, Jamie; Charlotte McGregor]**

- 1. 2019 Jamestown Map - Update. In ED's report.
- 2. Potential Partnership w/Newport County Chamber of Commerce re: 24 Narragansett Avenue – in ED's report.
- 3. Banners for Members
  - a. Was asked if we could make some banners for members. Too costly, but we're going to ask Peggy about a bulk price if some members wanted to buy them.

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

- 1. 2019 Membership - Update. – in ED's report.
- 2. Nominating Committee - 2019/2020 Officers
  - a. Ben reported that he and Maria were recommending Claudine for President, Susan for VP, Iain for VP2, Will for Secretary, and Cathleen for Treasurer. Ernie made a motion to accept the recommendation. Bill 2<sup>nd</sup>d, and all were in favor.

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

1. TABLED - Annual Budget.

**e. Notes**

**f. Board Member Terms**

**1. 2017-2020**

- a. Susan (First term)
- b. Iain (First term)

**2. 2018-2021**

- a. Bill (First term)
- b. Ernie Savastano (First term)
- c. Will (First term)
- d. Claudine (First term)

**3. 2019-2022**

- a. Ben (Third term)
- b. Cathleen (Third term)
- c. Jamie Munger (First term)
- d. Jason Hatch (First term)
- e. \_\_\_\_\_ (First term)

**Next Meeting: Thursday, May 2, 2018 at 5:30pm**

**Meeting adjourned at 7:11pm**