

Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, May 2, 2019
5:00pm
Conanicut Brewing

Present: Ben Thomas, Will Tuttle, Monique Paquin (Executive Director), Cathleen Studley, Claudine Charron, Jamie Munger, Susan Hackman, Ernie Savastano, Iain Wilson, Dan Dwyer, Charlotte McGregor, Rebecca Drzal, and Bill Piva

Guests: Erin Donovan-Boyle (Newport County Chamber), Police Chief Ed Mello, Bill Munger (member)

1. **Call to Order:** Claudine called the meeting to order at 5:06pm.
2. **Guest:** Erin Donovan-Boyle gave a presentation on recent happenings with the Newport County Chamber of Commerce, their new facility, and the potential to collaborate on a joint shared-workspace project at 24 Narragansett Ave. The Board feels this could be a future agenda item depending on membership interest.
3. **Guest:** Police Chief Mello gave a presentation on the proposed changes to the parking ordinances. Maps and a hard copy of the marked-up regulations were provided. Signage needs to improved for current lots, consistency, and a balance between high-turnover and all-day parking needs to be established. There was clarification on current monitoring and potential future methods to be used in the downtown area. Bill Munger expressed concerns about maintaining sufficient longer-term parking for boaters, workers, and others who come to enjoy Jamestown and the harbor area for the day.
4. **Bylaws Amendment:** The bylaws were amended to change the size of the Board. Claudine made a motion to accept, Jamie seconded. All were in favor. The new members of the Board (Rebecca, Charlotte, and Dan) were welcomed.
5. **Minutes of April's Meeting:** Previously emailed, in a timely manner, by Ben. A general motion was made to accept. Bill, naturally, seconded. Iain was a distant third. All were in immediate and vociferous favor.
6. **Treasurer's Report:** Cathleen emailed a summary, and will provide the reconciliation report shortly.
 - a. General Account: \$23,815.52
 - b. Chamber Checking Account: \$4,291.67
 - c. Claudine made a motion to accept the summary, Ernie seconded. All were in favor.
7. **Executive Directors Report:** Monique reported that we are at 91 members currently, including 6 new members for 2019. there remain 11 outstanding from last year. The Board will reach out to them. Updated on the map ads, Robert said there are 3 spaces left. Maps will most likely be available

in early June. She also gave an update on the response to the Greater Newport Business Walk on May 7th.

8. Old & New Business/Committee Reports:

a. Events: [Ben, Jamie, Jason, Charlotte]

i. Connect Greater Newport Business Walk (Tues. 5/7/19 8:00 a.m. - 12:00 p.m.)

1. Need volunteers for walkers to visit businesses. Board members offered to help and will sign up for the event.

ii. Spring Into Summer (Sat. 6/8/19 5:30 p.m. - 10:00 p.m.): Pricing has been set at \$60 per ticket, which includes 1 drink voucher. Cathleen will provide themed tickets for the drinks. Adding a 2nd drink voucher was voted down.

1. Will do a 50/50 raffle, to benefit the Fireworks Fund.
2. Advertising: Monique reported that a 1/8 page color ad for the event would be \$137.50. It was proposed to run 2 ads in advance of the 6/5 cutoff. Also, \$25 would be allocated to Facebook advertising undertaken by Ben. Will made a motion to accept. Susan 2nd, all voted in favor.

iii. Jamestown Day (Sun 10/6, Pats @ Washington 1:00): [Sub-committee: Will, Jamie, Jason]

1. The Day is a go, based on input from the the Police and Fire Chiefs. Sunday, October 6th. The sub-committee will be reaching out to businesses and organizations to participate. Andy Wade of Parks & Rec will begin seeking permits. Bands, vendors, food, kids activities!

iv. Weenie Roast – July 25th. At Dutch Harbor, 5:30p. Prices: \$20/\$25 (non-members) Maria and Mark will grill.

v. Ferry Charter (Aug/Sept) - Tabled.

b. Government Relations: [Bill, Will]

i. 2018-2019 Fiscal Year Town Monies (\$2,971.15) available to promote members/community. (*To Be Billed: \$2,500.00 for Map*). Remaining funds for advertising on Facebook and Press for Spring event.

ii. 2019-2020 Fiscal Year Request to Town

1. Should be granted again, per Claudine.

iii. Welcome to Jamestown Signs

1. Bill provided maps on proposed locations for refreshed signage. The Town may not be able to finish the project until late summer, but it is in their queue. RITBA has blessed the locations. Ernie made a motion to accept the proposed locations, and Claudine seconded. All were in favor.

iv. Newport Bridge 50th Anniversary Update [**RITBA Committee Liaison: Bill**]

1. Bill reported that RITBA is looking for the Chamber to seek sponsors and to spread awareness. There is also an opportunity for the Chamber to secure sponsorship/ advertising for \$250. Claudine made a motion to approve funding. Ben seconded, and all were in favor.

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

- i. 2019 Jamestown Map Update - In ED's report.
- ii. Potential Partnership w/Newport County Chamber of Commerce re: 24 Narragansett Avenue – Tonight's guest. Further consideration was tabled.
- iii. JAC 2020 Outdoor Art Project: There will be 10 installations spread throughout town and throughout the year. They are seeking member sponsorships and promotion. TABLED.

d. **Membership: [Bill]**

- i. 2019 Membership Update – in ED's report.

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

- i. Tax Filing: Susan presented the annual Form 990 filing to the IRS for the Chamber. Will made a motion to accept the report; Dan seconded, and all were in favor.

9. **Board Member Terms:**

a. **2017-2020**

- i. **Susan Hackman (First term)**
- ii. **Iain Wilson (First term)**

b. **2018-2021**

- i. **Bill Piva (First term)**
- ii. **Ernie Savastano (First term)**
- iii. **Will Tuttle (First term)**

iv. Claudine Charron (First term)

c. 2019-2022

i. Ben Thomas (Third term)

ii. Cathleen Studley (Third term)

iii. Jamie Munger (First term)

iv. Jason Hatch (First term)

v. Dan Dwyer (First term)

vi. Rebecca Drzal (First term)

vii. Charlotte McGregor (First term)

10. Next Meeting: Thursday, June 6, 2018, 5:30pm, Conanicut Brewing

11. Meeting adjourned at 6:49pm