

**Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, October 3, 2019
5:30pm
Sydney Wright Room - Jamestown Library**

Present: Will Tuttle (Sec.), Monique Paquin (Executive Director), Claudine Charron (Pres.), Jamie Munger, Susan Hackman (VP1), Cathleen Studley (Treas.) Charlotte McGregor, Jason Hatch, Ernie Savastano, and Bill Piva

1. **Call to Order:** Claudine called the meeting to order at 5:32pm.
2. **Minutes of September's Meeting:** Previously emailed by Will. Cathleen made a motion to accept, Jamie seconded. All were in favor.
3. **Treasurer's Report:** Cathleen sent the September reconciliation reports previously. Jamie made a motion to accept, Susan seconded. All were in favor.
4. **Executive Directors Report:**
 - a. Liz Tanner of the Dept. of Business Regulation will be speaking tonight after the Board Meeting.
 - b. Monique rec'd an email noting that there seem to be a lot of calls to advertise.
 - c. Monique is stepping down as ED 11/15. The position will be posted in The Press and via email. Job description distributed. Interviewers will be Jamie, Susan, Claudine, and Monique.
5. **Old & New Business/Committee Reports:**
 - a. **Events: [Ben, Jamie, Jason, Charlotte]**
 - i. BAH at Jamestown Art Center: continued discussion.
 - ii. BAH at Out of the Box studios, poss. Nov. Jamie will reach out.
 - iii. 2019 Holiday Stroll is 12/7. May include a decoration competition.
 - iv. Holiday Party 12/12/19 at Chopmist. Bill will ask Ben about his dad playing that night.
 - b. **Government Relations: [Bill, Will, Rebecca]**
 - i. 2019-2020 Fiscal Year Town Monies: \$4,000 is available. \$1,750 approved to spend on Welcome Guide. Potentially \$250 for design for Press insert (½ by Town), and \$515 for copies of the insert.

- ii. Welcome to Jamestown Signs: Signs are ready for pickup.
- iii. 2019 Parking Study & Survey: Awaiting results.
- c. **Marketing/Public Relations: [Ben, Iain, Claudine, Jamie, Charlotte, Dan]**
 - i. Holiday Party and Stroll ad to be discussed in October, full page vs. insert (~5300 copies would be \$660).
 - ii. Welcome Guide: another email will be going out highlighting benefits to small businesses.
- d. **Membership: [Bill]**
 - i. 2019 Membership Update – in ED’s report. Bay Voyage has joined.
 - ii. 2019 Membership Drive: Jamie and Ben will work on a FB post. Monique sent a list of non-renewals.
- e. **Finance: [Cathleen, Susan, Dan]**
 - i. No new items.

6. **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)**

7. **Next Meeting:** Thursday, Nov. 7, 2019, 5:30pm, at the Library.

8. **Meeting adjourned at 6:16pm.** Will made the motion, Ernie seconded.