

**Jamestown Chamber of Commerce
Board of Directors Meeting Minutes
Thursday, November 7, 2019
5:30 p.m.
Sydney Wright Room - Jamestown Library**

Present: Ben Thomas, Claudine Charron, Cathleen Studley, Ernie Savastano, Charlotte McGregor, Dan Dwyer, Bill Piva, Susan Hackman, Jamie Munger. Monique Paquin (departing Executive Director), Liz Sandler (incoming Executive Director)

1. **Call to Order:** Claudine called meeting at 5:34pm.
2. **Guest: Robert Berczuk (5:30 p.m.) re: Potential Business Fair & Welcome Guide Update**
 - a. Robert spoke about the Central Baptist and Press wanting to do a Business Fair. Shooting for late Feb/early March. No cost to participants to get a table. Want us to assist in getting information out to our members if they want to participate. Ben made a motion to do that and to have a table for the Chamber as a presence, Ernie 2nd'd, All in favor.
 - b. He also said that the Welcome Guide should be done by next week. They were waiting on a few ads to get filled up. Should be ready before Thanksgiving.
3. **Minutes of October's Meeting:** Bill made a motion to accept the Minutes, Cathleen 2nd'd, all were in favor.
4. **Treasurer's Report:** Cathleen emailed the balances, and said we were in line with previous years. Jamie made a motion to accept the Report, Susan 2nd'd, all were in favor.
5. **Executive Directors Report:** Monique introduced our incoming Executive Director, Liz Sandler. Reported that there were no new members. She said we should have the Parking Plan study from Lisa Bryer soon, and will ask Lisa to email them to Board members. Monique filed for the 50/50 raffle for the Holiday Party. She is finalizing the invoices for 2020 membership with Liz in preparation to send those out. Also, working with Liz on the Holiday Stroll ad stuff. Liz has been going around to businesses about this and getting to know the members.
6. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Ben, Jamie, Jason, Charlotte, Rebecca]
 1. Liz Tanner, Department of Business Regulation Discussion
 - a. Some confusion on what room the discussion was. No one came anyway but ED and one Board member. Decision not to reschedule.
 2. Business After Hours at Out of the Box Studio (Thur. 11/21/19)
 - a. All set with Out of the Box for this event.

3. Business After Hours at Jamestown Art Center (TBD - January or February?)
 - a. Still in discussion. Possibly push back to the February month.
4. Holiday Stroll, Tentative Holiday Storefront Decorating Contest, and Tentative Chamber Set-Up During Stroll (12/7/19)
 - a. Board wants to have a presense on the day of Holiday Stroll. We are going to ask Will at Governor's Crossing if we can have a table there. Hand out stickers and have a contest for best decorations where people can vote on their favorite. Winner wins a gift basket and a free year's membership in the Chamber. Ben and Jamie will look for donations for the basket.
5. Holiday Party (12/12/19 at Chopmist): Continued Discussion re Menu, Music Raffle, Price & Tickets.
 - a. Confirmed with Chuck, food stations, cash bar, James Thomas will sing for 3 hours from 6 to 9pm. Tickets will be \$40 prior and \$50 at the door (decided via email). Susan to set up EventBrite, and Ben and Jamie will make an FB event and promote on there as well.
6. Tentative Holiday Evening Event/Stroll in Town (Friday 12/13/19)
 - a. Decided there was too much going on this month to add to it. Will look to do something in January and February instead during the slower times.

b. Government Relations: [Committee: Bill, Will, Rebecca]

1. 2019-2020 Fiscal Year Town Monies (\$4,000.00) Available to promote members/community.
 - a. *[Upcoming expenses: \$1,750.00 for Welcome Guide; \$660.00 Holiday Stroll Ad]*
 - i. *These will be paid once the invoices come in from the Press*
2. Welcome to Jamestown Signs - Update.
 - a. Bill said the Town has the signs – they look great- he even said he 'pet' them. Bill went with Town and Bridge Authority to discuss locations. All in agreement and Town will place them soon. Board discussed an unveiling ceremony once they're in for a photo op in front of one of them.
3. 2019 Downtown Parking Plan Study & Survey - Update.
 - a. In ED's report, still waiting to get it from Lisa Bryer.

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

1. Jamestown Press Ad re Holiday Stroll
 - a. Add will go in 12/5 Press. Once we have the ad, discussed putting on Newport's Calendar as well as reaching out to What's Up Newport to help push on social media.
2. Potential Jamestown Press Ad re Holiday Party and tentative Holiday Storefront Decorating Contest (12/7/19) and/or tentative Holiday Evening Event/Stroll in Town (12/13/19)
 - a. Have a Press ad, but also discussion of getting laminated posters for sandwich boards that could be generic, so we can add to them as needed. Charlotte was going to look into pricing on the posters.
3. Jamestown Welcome Guide (Jamestown Press): Update
 - a. Robert updated that it's getting close.

c. Membership [Committee: Bill]

1. 2019 Membership - Update. – in ED's report.
2. 2019 Membership Drive - Update. Facebook and Social Media campaign to drum up interest. Ben and Jamie will work on this.
3. 2020 Membership Billing - Update. – in ED's report.

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

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. Dan Dwyer (First term)

f. Rebecca Drzal (First Term)

g. Charlotte McGregor (First Term)

Meeting adjourned at 6:22pm.

Next Meeting: Thursday, December 5, 2019 at 5:30 p.m.