

JAMESTOWN CHAMBER OF COMMERCE

BOARD MEETING MINUTES

July 11, 2013

Meeting called to order by President Bob Horne at 5:35 PM

PRESENT: Bob Horne, Mark Swistak, Kim Gregorzek, Maria Flood, Rusty Sallee, Marilyn Munger, Cathleen Studley, John McCauley, Kristine Trocki, Sonya Morton-Ranney

ABSENT: Linda Faria

Guest Bill Munger presented concepts for protecting the marina. They settled on concept D, a T-Form which will protect the marina from the east where there is currently no protection. Concept D can accommodate 61 boats. The marina's permit allows for 64 boats. The idea is that the additional boats will pay for the construction of the new protection. Bill also discussed the parking issue in town. He feels that employees of the downtown businesses should park at the boatyard and be shuttled in to work. This would provide more parking on Narragansett Avenue for visitors which will result in more business for the downtown businesses. Bill also said that he is in favor of us putting the minutes of our board meetings on our web site and sending them out via email blast.

The minutes of June 6, 2013 sent via email were presented by secretary Cathleen Studley.

Treasurer's report – none was available.

Executive Director, John McCauley, reported the following: The Chamber's phone line has been changed to an "information line" that directs callers to our web site or to John's email. John presented a D&O insurance policy that offers \$1 million coverage with an annual premium of \$792.00. The board voted to accept the policy.

Old & new business and committee reports:

- Nominating – Board seat was made available with the resignation of Lowell Thomas. Several candidates were discussed. Mark Swistak motioned that we offer the seat to Ben Thomas of Lila Delman Realty. Kristine Trocki seconded the motion and all were in favor.
- Finance – The committee met on 7/9/13; attendees were Cathleen Studley and John McCauley. Cathleen presented a budget that detailed the final numbers for 2012 and a projection for 2013. The board was in favor of the proposed budget. Cathleen was asked to revise the format to portrait with the income, expense and net profit/loss of each line item detailed next to each other rather than once section for all income items and another section for all expense items with the net profit at the bottom. Cathleen will provide this by October's board meeting.
- Events – Marilyn reported that all focus is on "The Night At" and that all efforts are progressing as scheduled.
- Membership – Sonya reported that the following businesses may join the Chamber: Crabby Lion, New Fair Trade Store and Christina Baron, DDS.
- Public Relations & Marketing – A future meeting will be planned to discuss advertising and PR. There was discussion about our bulletin board in front of the Community Center. We need to clean it up and keep it updated. Deb Goyette said that she would paint or put fabric on the back round as long as we pay for the materials.

- Government – Bob presented the town’s preliminary plan for Fort Getty. Several options are being reviewed by the town. Plans are in the very beginning stages. We received a thank you letter from the town for our \$1,500.00 donation. The plaque is ready but location is to be determined.

June Business After Hours Recap – Jamestown Designs – this was a very successful event! Thank you to Mark and all who helped make it a success!

Sunset BBQ at Dutch Harbor Boat Yard – Sponsors will be: Dutch Harbor Boat Yard, Latitude Yacht Brokerage, Olmec, Spanish Translations and Faria Court Reporting. Food & refreshments will be provided by Tallulah’s and the board. Mark and Maria offered to be the “grill masters”. Cathleen & Sonya offered to man the check-in.

2013 Night At – Jamestown Chamber of Commerce Bermuda Bash 8/17/13

- Decorating Committee – Marilyn and Maria reported that the tables and tablecloths are all set. The centerpieces for guest tables are all set. Sails and flags will be hung from the rafters. A glow-in-the-dark Bermuda Triangle will be placed on the dance floor. The committee will contact David at The Secret Garden for a donation of floral centerpieces for the bar and silent auction table.
- Clean Up – all board members are expected to help with clean up. Bob will call Bill Piva about trash clean up from the wedding the night before as well as our event. Total cost shouldn’t exceed \$100.00.
- Posters & Ticket Sales – John and Sonya will drop off posters at local businesses. Board members are expected to sell 10 tickets each. Tickets will also be given to local businesses to sell.
- Food & Refreshments – John reported that the beer & wine is all set. A \$1 million liability policy will cost \$300.00. Chuck Masso of Chopmist Charlie’s provided a menu that will cost \$28.00 a head. Chuck will provide 2 tip certified bar tenders.
- Status of Donations – hat raffle is all set. Silent auction items are trickling in and more will follow. The live auction is still up in the air. Letters were sent to all members requesting donations. We have received a donation from Newport Grand for 5 \$50.00 gift certificates plus \$100 cash donations from Bob Horne & Elaine Buchanan and Evan Corp. (Dave & Trish Evangelista) so far.

Next Meeting – Thursday, August 1th at 5:30 PM

Respectfully submitted by Cathleen Studley, secretary