

# JAMESTOWN CHAMBER OF COMMERCE

## BOARD MEETING MINUTES

February 6, 2014

Meeting called to order by President Bob Horne at 5:33 pm, at which point he submitted his letter of resignation effective as of the Annual Meeting in March 2014, one year short of completing his term.

**PRESENT:** Bob Horne, Maria Flood, Petra Laurie, John McCauley, Sonya Morton-Ranney, Marilyn Munger, Rusty Sallee, Cathleen Studley, Ben Thomas, Kristine Trocki

**ABSENT:** Kim Gregorzek, Mark Swistak

The minutes of January 2, 2014 meeting sent via email were accepted. Minutes are now posted on the Chamber website available to all members.

**Treasurer's report** – Cathleen Studley is taking over the Treasurer's position and has purchased "Quicken" to manage the Chamber income and expenditures. Accounts will continue to be held at BankNewport. She and John McCauley are working on a 2014 budget .

General account balance as of 2/6/14 \$17,986.28

Chamber Check account balance as of 2/6/2014 \$4,652.09.

John McCauley presented the final Profit and Loss Statement for 2013. It was noted that the "Night At" income from Square should be included in the total income for "Night At". The P & L will go to the Accountant for filing the tax return.

**Executive Director**, John McCauley, reported the following:

Website – John met with Todd Hampson re the website, they are investigating possibilities for converting and John will report back.

2014 Annual billings - 81/113 received so far, and a second billing will be going out.

John will be on vacation 2/24 to 3/16, available by phone and email.

SBA seminar held at the library was a success with about 30 people attending. Idea to do more seminars on planning, marketing, sales, finance, tech and success stories is being considered.

Per the request of Lisa Rafferty, index cards were distributed to Board members for anonymous individual ideas for use of the current Bridges building.

### **Old & New Business/Committee Reports:**

Nominating – Board welcomed Petra Laurie, new Board member replacing Linda Faria. For Annual meeting in March: absent board member Kim Gregorzek will be asked to renew. Kristine Trocki was asked at the meeting and agreed to renew. John McCauley will contact the Chamber membership to solicit interest and applications to fill the one open term created by retiring member Bob Horne.

Rusty Sallee is the new rep on the Newport Visitors Bureau. His position to be confirmed at the upcoming Town Council meeting.

January 28 Breakfast Planning Meeting – Open forum for Chamber Members to discuss Chamber. Sonya emailed around the notes, and those notes along with the email from Pem Attaway will be reviewed to initiate implementation of items.

**Events:**

Upcoming:

March Annual Meeting – date, venue and entertainment were discussed. Bob will contact Plantation at the Bay for estimates and possible dates. We will not engage outside entertainment for this event but provide our own music or use what the venue provides. The Annual Community Service Award recipients were voted on, and the presentation will be a surprise at the Annual Meeting.

“Night At...” – date is set for August 16, 2014, venue to be determined. A number of locations will be considered. Petra will investigate bands that would cost about \$1,000 or less. Beneficiary is still to be decided on.

Breakfast Series:

- \* February 25<sup>th</sup> – Evan Smith speaking. Rusty and Petra will manage as Bob and John will be away.
- \* March 25<sup>th</sup> – Chief of Police speaking.

Business After Hours – April through November locations are needed.

**Membership:**

No new members at this time. There is consideration of a membership campaign for new members.

The Home Business members will be offered the opportunity to join a networking/marketing/support group headed by Sonya that meets monthly.

**Other:**

The Conanicut Art Association has sent a letter asking to be the beneficiary of the “Night At...” event.

Meeting adjourned at 7:05 PM

**Next Meeting** - Thursday, March 6, 2014 5:30 PM

Respectfully submitted,

Sonya Morton-Ranney  
Secretary