

Jamestown Chamber of Commerce
Board of Directors Meeting
Thursday, November 3, 2016
5:30pm
Bridges Conference Room

Present: Monique Paquin (Executive Director), Marilyn Munger, Ben Thomas, Mark Swistak Jr., Jeff Bush, Kim Medeiros, Peggy Kopelcheck, Cathleen Studley, and Kristine Trocki.

1. **Call to Order:** Marilyn Munger calls meeting to order at 5:32pm.
2. **Minutes of October Meeting:** previously emailed by Monique. Cathleen motioned to accept, Jeff 2nd d, and all were in favor of accepting the minutes.
3. **Treasurer's Report:** Cathleen reported that the statements for October were not out yet, but she will forward on the figures once they come in via email to the board.
4. **Executive Directors Report:** Monique said that she mailed out 100 New Member drive postcards to potential businesses who might like to join. She will follow up with a letter and an application at the beginning of December. She will be sending out 115 invoices for our current members to continue on for 2017, and will also follow up with them if they don't send in. 2 New Homeowner packets were sent out. She also sent out a constant contact for the Holiday Party, and there will be another one closer to the event. Island Heron reached out and would be interested in doing a Business After Hours in January if possible to showcase their new location. We will also be doing a Ribbon Cutting for them on Tuesday, November 8th at 11am for any board members who want to be in the photo.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Mark, Ben, Kristine, Petra, Peggy & Maria]
 1. Holiday Events
 - a. **Chamber Holiday Party** (Thur. 12/15/16 at Bay Voyage \$25pp) – The committee met and hashed out the menu and the price. There will be a buffet and passed appetizers, music, and a cash bar.
 - b. Holiday Stroll
 - i. **Holiday Stroll Map/Ad Updates for Press** – ED brought up that we need to decide on the Stroll Map and ads for the Press coming up. Stroll is December 3rd, and board members split up who would talk to who on last year's map and see if they want to do the same or make a change. Also, decided to just run the Stroll Map and not the other ad with the Town events on it because Press would already be doing that.
 - c. **Mark brought up the Breakfast series and where we could have it now that the Narragansett Café is no longer a member.** Was

discussed that maybe the Bay Voyage could host. Mark will follow up. Members will be asked to come up with ideas or topics they might like to hear. Jeff brought up Adam Financial, and whether a talk on finances relating to business might be a good topic.

b. Government Relations: [Committee: Rusty, Jeff, Kristine]

1. 2016-2017 Fiscal Year Town Monies (\$3,100.00) Available to promote members/community [\$460.00 October Membership Thank You Ad to be billed]
2. Rusty sent word to Marilyn since he couldn't attend that he has reached out to Evan Smith with Newport Chamber, and we're waiting for information from their staff regarding the previously discussed electronic kiosks discussed in the previous board meeting.

c. Marketing/Public Relations: [Committee: Ben, Peggy, Kim, Kristine]

1. Kiosk: Electronic Kiosk Discussion/Options [**Rusty; Committee: Petra, Jeff**]

Discussed above in regards to Rusty waiting for more information regarding the electronic kiosks.

d. Membership [Committee: Rusty, Kim]

1. Membership Drive
 - a. Follow-up Letters/Applications to be mailed 12/1/16
2. Annual Dues Invoices
 - a. Follow-up Member Dues Invoices to be mailed 12/1/16

e. Finance [Committee: Cathleen, Rusty]

1. Nothing new to report on the Finance committee

f. Notes

1. E-Mail Board Votes:
 - a. Half-page color ad for \$460.00 for Membership Thank You ad in October Press

- b. Thursday, December 15th Holiday Party, \$25pp, passed appetizers and buffet dinner, live music

2. ED will be out December 1 Board Meeting and Holiday Party (vacation December 9-16)

g. Board Member Terms

1. 2014-2017

- a. **Kim (First full term, 4th year)**
- b. **Jeff (First full term)**
- c. **Petra (First full term)**
- d. **Kristine (Second Full Term)**

2. 2015-2018

- a. **Peggy (First term)**
- b. **Rusty (Second term)**
- c. **Mark (Second term)**

3. 2016-2019

- a. **Ben (Second term)**
- b. **Marilyn (Second term)**
- c. **Cathleen (Second term)**
- d. **Maria (Second term)**

Motion to adjourn at 5:55pm.

Next Meeting: Thursday, December 1 at 5:30pm