

# JAMESTOWN CHAMBER OF COMMERCE

## BOARD MEETING MINUTES

November 5, 2015

Bridges Conference Room

**PRESENT:** Marilyn Munger , Jeff Bush, Maria Flood, Peggy Kopelcheck, Cathleen Studley, Kristine Trocki and Aileen Flath

President Marilyn Munger called the meeting to order at 6:00 p.m.

Minutes of October 1st Meeting were previously sent via email and a motion was made by Kristine Trocki to accept as submitted and this motion was seconded by Marilyn Munger. All agreed.

**Treasurer's Report-** Cathleen reported that the General Account has a balance of \$16,282.99 and the Chamber Check Account has a balance of \$6,314.80. Cathleen stated that her laptop has been compromised and the current budget numbers are unavailable. She reiterated, however, that we have approximately \$3,000.00 more in accounts than at this same time last year. It was suggested that Cathleen reach out to Chamber members who may be able to help her retrieve the Quicken Budgets Reports from her laptop before trying to recreate the records. A motion was made to accept the Treasurer's report, seconded and unanimously accepted.

**Executive Directors Report** –Aileen reported that:

- Our new website is ready to go, however, Todd Hampson has been unable to schedule training on site as he has had a personal emergency. Site should be up by mid-November.
- Renewal Letters and Statements have been mailed to all current 2015 members.
- The New Member Drive has brought us 4 new members ( Nardolillo Funeral Home, Rawlings Floor Covering, Archer & Foppert Law Firm, Donna Grincus) and inquiries from others. Mark Swistak Sr. has offered to make calls to those who received a card and the list was forwarded to him. Cards were distributed to members present at the meeting to consider mailing to those businesses that may have been missed.
- New Homeowner Packets will go out mid-month. The response for inserts more than doubled this last time.
- The October Seminar on Social Media Marketing had 15 attendees and was well received.
- The Town has reimbursed the Chamber for the cost of the kiosk (\$1,500)
- Aileen reported that a meeting with the Newport Chamber of Commerce Government Affairs Division was held on October 27<sup>th</sup> and Kristine Trocki and Andy Nota were also in attendance. Good discussion on how the two chambers may work together on projects in the future.
- Aileen stated that she will try to arrange coffee for those veterans who participate in the Veterans Day Flag Rising on November 11<sup>th</sup>.

- Brass Attack has forwarded their contract with a slight increase of \$250 for Next year's "Night At event to be held on August 20<sup>th</sup>. A motion was made and seconded to pay the deposit and book Brass Attack for the event. Motion passed unanimously.
- Aileen reported that she has two prospective speakers for seminars. John Riendeau from Commerce RI and Kristen Zhivago a Jamestowner with an IT business. The Board asked that Aileen reach out to Mike Swistak to again run our Winter Breakfast Series and forward him the information. It was discussed that there be no survey meeting in January.
- Aileen asked about ad for Small Business Saturday—no ad ran last year and it was decided to focus on the Holiday Weekend December 5<sup>th</sup> and 6<sup>th</sup>.
- Aileen will reach out to Charlie Petit to see if there will be a Teddy Bear Tea, and will also check with those businesses who had special offerings to see if they will repeat this year.
- There was lengthy discussion on how best to advertise these events and an email proposal will be sent to all board members for a vote during November.
- Aileen will meet with businesses who sell Chamber Checks to supply them for the upcoming Holiday Stroll Weekend.

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

- Website redesign-covered in ED report
- Membership Renewals-covered in ED report
- Education/Seminars-covered in ED reports

#### **Events –**

**Columbus Day Rotary Race-** the Jamestown Town Council heard from businesses and Chamber on the race at their meeting held on November 2<sup>nd</sup>. All agreed that this dialogue between the Town, the businesses and the Rotary should help to improve conditions caused by the race.

**Small Business Saturday-** there will be no ad; however, any businesses running a special will be promoted through the Chambers social media sites

**Holiday Party-** J22 and Newport Grand have submitted proposals. Some concern over the capacity at J22 and potential overflow. Maria will inquire with the JAC about using their space and getting food from member organizations, etc. More information will be sent to Board Members via email.

There being no further business, meeting adjourned at 6:50pm.

Respectfully submitted,

Aileen Flath

**Next Meeting- Thursday December 3rd at 5:30pm**

