

# Jamestown Chamber of Commerce

## Board of Directors Meeting Minutes

Thursday, January 7, 2016

5:30pm

Bridges Conference Room

Presentation by Elena McCarthy-Owner of Bomes Theatre Property

- Elena came in to discuss her property at 34 Narragansett Ave and try to get feedback and ideas of what to do with the building. She brought in a conceptual design of a courtyard and 3 retail spaces on the street side, then flexible office spaces in the back for shorter terms leases and sizes. Aileen offered to write a letter in support of a Grant they're seeking toward the flexible office space units. Also, it was offered we could email membership to see who may have interest. She may speak briefly before one of the breakfast series as well.

1. **Call to Order-** Jeff Bush call the meeting to order at 5:49pm

Present: Jeff Bush, Rusty Sallee, Petra Laurie, Kim Medeiros, Cathleen Studley, Peggy Kopelcheck, Ben Thomas, and Aileen Flath (ED)

2. **Minutes of December Meeting-** Minutes previously emailed. Motion to accept. All in favor.

3. **Treasurer's Report-** Cathleen gave the current balances – General Account \$20,413.12 (Prev. Year \$20,877) and Chamber Checks \$9,671.80 (Prev Yr \$9,500). She has been regenerating the date in Quickbooks that was lost, and should be all set by the next meeting.

4. **Executive Directors Report-**

- a. Aileen mailed out 15 'New Homeowner' Packets yesterday – asking members for more info to pass out. Question raised if we could monitor effectiveness of packets, but Aileen said it was not possible on her end.
- b. Ads for Holiday season were expected to be \$400 less than previous year due to no Teddy Bear Tea, and combining 2 ads.
- c. Aileen also reported she would be making a 2016 Plan for the future.
- d. New website is up and running and doing well. Still a learning curve on how to use.
- e. There are 10 New Members so far this year and 64 renewals thus far (collected \$9,725 in membership fees).
- f. Holiday Party seemed to have mostly good reviews. More intimate, not too crowded. May ask venue to spread out apps more since it was an open house and those who came late missed some of the food.
- g. Newport Chamber wants to hold a joint party in Jamestown. Jamestown Art Center is member of both and could hold enough people (Newport gets minimum 75 people attending). JAC is interested and just trying to figure out date – looking like July some

time. With that many people, Aileen offered idea of offering JAC some money to offset costs. Nothing decided on that.

- h. Aileen reported that the party who has reserved the Ft Getty Pavilion for the day after our 'Night At' party, has reached out to see about splitting cost of bathroom trailers, and Aileen will ask if they want to split table and chair rentals as well.

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

- a. Website Redesign- covered in ED's report.
- b. Membership – covered in ED's report.
- c. Holiday Party Review – covered in ED's report
- d. Chamber Check/Holiday Report – Aileen reported that \$3,857 of Checks were bought on the discounted weekend and a total of \$4,622 for the month of December. \$400 savings on ads as covered in ED Report.

#### **6. Events-**

- a. Winter Breakfast Series – Mike Swistak is working on this as he has in the past. He has been speaking with the Narragansett Café about hosting again and availability. Looking like some day during the week of January 18<sup>th</sup> at this point. Will update as he confirms.
- b. Annual Meeting – Needing a venue with enough size, it was decided to ask Newport Grand again for a menu and pricing. Jeff would find out about doing another comedian. Waiting for date once we get more information.

At the end of the meeting, Jeff brought up that the Summer Farmer's Market at Fort Getty on Mondays is now being run by Alex Kent. She plans to expand the amount of dates and the time of each of event, bring in more food trucks, and try to make it more of a night out for families to stay and enjoy. He wanted us to think of ideas to help her spread the word better, and whether or not the Chamber could host a movie night on those nights down there to help bring more people. She may be asked to come speak before the breakfast series as well for more ideas and to spread the word.

**Motion to Adjourn** – There was a motion to adjourn at 6:12pm.

**Next Meeting- Thursday, February 4th at 5:30pm**