

# **Jamestown Chamber of Commerce**

## **Board of Directors Meeting Minutes**

**Thursday February 4, 2016**

**5:30pm**

**Bridges Conference Room**

**In Attendance: Maria Flood, Aileen Flath (Executive Director), Marilyn Munger, Mark Swistak, Jr, Rusty Saleen, Cathleen Studley, Kim Medeiros, Kristine Trocki, and Petra Laurie.**

1. **Call to Order-** Marilyn called the meeting to order at 5:35pm
2. **Minutes of January Meeting-** small recap discussion about Bomes Theater and that Aileen followed up with an email in support for their grant. Minutes were accepted.
3. **Treasurer's Report-** Cathleen reported all tax returns tie in and are reconciled. Asked for a vote to send to the accountant. Motion by Rusty to send, Mark seconded, and all were in favor.
4. **Executive Directors Report**
  - Aileen reported she sent a letter endorsing the Bomes Theater grant for flexible office space in their current location on Narragansett Ave.
  - Aileen sent out new homeowner packets and would be doing that on a monthly basis.
  - First Breakfast series is set for February 11<sup>th</sup> at 7:30am at the Narragansett Café.
  - Aileen brought up that we need a new honoree for the Annual meeting, discussed and decided we would table the idea until next meeting.
  - ED discussed the Business Expo for April, and suggested potentially coming up with a new name for it to get more non-business owners to attend. Idea to have at the JAC potentially if available.
  - ED met with Jamestown Press to discuss the Summer Guide re: our involvement and presence in it. Will continue to be involved.
  - Gave idea to have another Chamber Check drive, to have as a bi-annual event. Board to discuss further.
5. **Old & New Business/ Committee Reports-**
  - a. Membership -Membership Drive/Renewals – \$11,965 received so far for renewals. ED passed out list of 25 members who haven't renewed, Board will assist in reaching out to them. Goal for membership is \$14,000, so we are on track.
  - b. Term for Board Members/Possible Candidates- Board members up for their terms – Maria, Marilyn, Ben, and Cathleen. Marilyn, Cathleen, and Ben said they would stay

for another term if desired by Board. Maria would as well, but may have extended leave this year. Board discussing whether to keep her or look for replacement.

- c. Review Board Committees – ED read off current committees and would follow up with an email on which committees there are and who would want to be in what. Also, ED will send email to general members to see if they want to participate. Marilyn discussed adding a Kiosk and Night At committee. She also stressed meeting more often than currently.

## 6. Events-

Winter Breakfast Series – Mike Swistak handling planning and guests. All set for February but on the search for March and April.

Annual Meeting – Will be held at Newport Grand again. March 24<sup>th</sup> from 6-10pm. New menu, so we will choose once they give to us. Free for members, but cash bar. They're looking for another comedian.

ALICE Police Presentation – Chief Mello has booked a room at the Library to hold event. We will advertise to help boost presence for a time later in February.

Commerce RI – Person from this organization wants to do a business related meeting with our members.

Business Expo – discussed in ED's report above.

July BAH with Newport Chamber/JAC – Set for July 28<sup>th</sup> with a 5pm start.

Night At – Set for August 20<sup>th</sup> at Fort Getty. Night At committee will meet to get head start on preparations.

Additional discussion about Jamestown Press as headquarters for Chamber. Cathleen motioned to end our location there as of March 1st, Marilyn seconded, and all were in favor. Currently on search to find alternative location. Discussion centered on their hours, not being open on the weekends, and the \$100 a month fee we pay them as reasons for discontinuing. Search will center on a place with more hours and open on the weekends when we need it most.

Motion to adjourn at 6:35pm

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