

Jamestown Chamber of Commerce

Minutes of Board of Directors Meeting

Thursday April 7th, 2016

5:30pm

Bridges Conference Room

Present: Aileen Flath (Executive Director), Marilyn Munger, Maria Flood, Peggy Kopelcheck, Ben Thomas, Mark Swistak, Jr., Jeff Bush, Kim Medeiros, and Kristine Trocki

Introduction and brief presentation by John Riendeau of CommerceRI:

Came in to discuss the State's Business Navigation Center and the Business Incentives Initiative. The Navigation Center is designed to help small businesses with assistance – either starting up, getting loans, or bringing new ideas to share. They work with the Small Business Administration to help streamline the process. Business Incentives initiative is to help small businesses get loans, get businesses to work with Research Institutions to further Research & Development with State Assistance, and make available credits to further RI businesses and working capital in the Science, Technology, Engineering, and Math areas. All of which can be seen at www.commerceRI.com.

1. **Call to Order**- Marilyn Munger – call to order at 5:35pm.
2. **Minutes of March Meeting**- previously emailed. Motion to accept, 2ndd, and all in favor of accepting them.
3. **Treasurer's Report**- Cathleen emailed the budgets for February and March 2016, and she said we are in great shape and are all balanced. General \$18,793.78 Chamber Check \$6,896.80. Motion by Jeff to accept budget, 2ndd, and all were in favor.
4. **Executive Directors Report** –
 - Aileen reported that the New Homeowner packets now have 23 pieces of Chamber member information. 24 packets will be sent out next week (done quarterly).
 - She reached out to new restaurant at Bay Voyage (already joined) and Preppy Pig (still waiting to hear back from them).
 - ED sent out 8 emails to members who have yet to re-join – 'We Miss You' emails
 - Recommended the Chamber do something with the Bridges Charity Golf Tourney. Discussed and board decided to sponsor a hole for \$150. Motioned, 2ndd, and all in favor.
 - Still in contact with person who owns www.jamestownri.com, which comes up first in searches, but has a lot of out of date information. Discussions with them to update information or buy domain name. Ongoing talks.
 - Informed us that banners for Night At are \$80 apiece, and we would sell for \$144 to businesses wanting to sponsor the event.
 - Update on brochures with Jamestown Press, so far, 40 out of 60 ad spaces have been sold. Hoping to fill with just Chamber members, but will be opened up to anyone by 4/15.
 - Town Hall Budget Meeting is coming up and we will again ask for \$4,000.
 - Jamestown Fitness photo op on Friday at 4pm for a ribbon cutting.
 -

5. Nominating Committee Report- Ballot

- Nominating Committee gave their recommendations for board positions. Ballots were handed out. Unanimous vote that coincided with Nominating Committee recommendations.
- Marilyn Munger (President)
- Maria Flood (1st Vice President)
- Mark Swistak, Jr (2nd Vice President)
- Ben Thomas (Secretary)
- Cathleen Studley (Treasurer)

6. Old & New Business/ Committee Reports-

- a. **Membership- Renewal Status** –five new members (Isis Cakes, Bay Voyage Restaurant, Conanicut Island Associates, Windmist Farm, and Tollgate Orthodontics. Committee will call to follow up on new and not renewed members.
- b. **Breakfast Series-** April – Mike Swistak is reaching out to the person in charge of the Wind Turbines that are going in off the coast of Block Island. Will update.
- c. **Annual Meeting-** March 24 – All in all went well. Low attendance with a lot of people sick. Food was good, service was great, and the comedian was well received.
- d. **Chamber Expo** – Idea to instead of traditional Expo, Chamber rents 1 or 2 tables at the Farmer’s Market each week for member’s to use on rotation.
- e. **Events- Night At-Banners for Business** – Need to figure out beneficiary and get poster for ‘Save the Dates’.
- f. **Finance-** Discussed in Treasury Report.
- g. **Government Relations-**Fair Work Bill/Jtwn Budget Request – Aileen has letter that will go out showing how Bill would hurt small businesses. Will be emailed to Board for review.
- h. **Marketing/Public Relations-** Nothing new on where to set up Chamber base camp.
- i. **Kiosk Committee** – Jeff will have Kiosk in place by Memorial Day with an extended canopy for more shade. Schedule will be set up, workers will be paid minimum wage for a Friday, Saturday, Sunday, and holiday schedule. Jeff will reach out to Recreation Director to see if there are extra people we could hire.

Motion to adjourn at 6:47pm

Next Meeting- Thursday May 5th at 5:30pm