

# Jamestown Chamber of Commerce

## Board of Directors Meeting Minutes

Thursday, May 5th, 2016

5:30pm

Bridges Conference Room

**Present: Aileen Flath (Executive Director), Marilyn Munger, Maria Flood, Mark Swistak, Jr., Jeff Bush, Kim Medeiros, Kristine Trocki, Rusty Sallee, Petra Laurie**

1. **Call to Order-** Marilyn Munger call to order at 5:30pm.
2. **Minutes of April Meeting-** previously emailed. Motion to accept. 2<sup>nd</sup>, and all in favor of accepting them.
3. **Treasurer's Report-** Cathleen emailed reconciliations and bank account balances. There is \$18,822.06 in the General Account and \$6,896.80 in the Chamber Check Account. Aileen offered a copy of the 2015 tax return for review and requested that the Board vote to accept the return for submission. A motion made to accept Treasurers Report and proceed with submission of 2015 tax return, 2<sup>nd</sup> and all were in favor.
4. **Executive Directors Report-**
  - Aileen reported that over 20 new homeowner packets were hand delivered in the early part of April.
  - The Chamber request was made to the Town Council for the sum of \$4,000 to continue to work with promoting local business. This request was granted and monies will be in 2016-2017 proposed budget.
  - The request for fee waiver for use of Fort Getty for the Annual Night At was also granted by the Town Council.
  - The Brochure being done with the Jamestown Press is nearing completion with over 100 spots sold. Almost all of these spots were taken buy Chamber members. Non-chamber members did not receive the discounted rate. A copy of the cover with the Chamber Logo was reviewed by all present
  - ED discussed the potential hiring of Jamestown Ambassadors for the kiosk. She has been approached by the Director of the Senior Center and ED will coordinate with Senior Center and Parks Department for potential candidates. Kiosk to be manned Friday thru Sunday from 10am - 2pm and holidays.
  - ED asked about Memorial Day celebrations. No truck available for candy distribution but ED to see if Fire Department having Newport Pipes & Drums. Contribution to be voted on if band to be contracted.ED will also organize coffee for those veterans putting up flags on Memorial Day.

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

- a. **Membership**- currently there has been \$14,085 collected for memberships this year. The following businesses have not renewed their memberships: Narragansett Café/Fish, Seaview Medical, South Shore Capital, Fair Trade Winds, Balance Fitness, and Peoples Credit Union. Each of these businesses has been approached multiple times regarding renewal. A motion was made and 2<sup>nd</sup> that these businesses be taken from website and off our membership social media and roles at this time.

The Samaritans of RI are new members and Kimberly spoke with their Executive Director about promoting their organization and states Samaritans is looking to become an active participant in our Chamber.

- b. **Events**- Night At- ad to be placed in Press by ED asking for charities to request donation from evenings proceeds. A meeting will be held Wednesday May 11<sup>th</sup> at 5:30 at J22 for the committee to work on coordinating ticket price, menu etc. Aileen to work on Banners for Business sponsorships. Mark asked if events committee has authority to finalize decisions for the event without returning to the Board. Rusty made a motion that was 2<sup>nd</sup> and approved that the events committee could proceed with necessary arrangements for the event.

Discussion on BAH in July and Weenie Roast tabled to next month.

ED to inquire about Chamber having table at Jamestown Farmers Market.

- c. **Government Relations**- Reviewed in ED report. Budget monies approved.
- d. **Marketing/Public Relations**- as no business has come forward to offer a home for the Chamber's rack and shingle, the possibility of asking Conanciu Marine Store to be the new home was discussed. The stores hours and location make it a good fit. Marilyn Munger recused herself from this discussion. It was decided that the ED would email Bill Munger and ask if they might be interested and under what parameters.
- e. **Kiosk**- manning reviewed in ED report. Jeff Bush proposed a shade made of sail cloth to be placed over kiosk. A motion was made, 2<sup>nd</sup> and approved that Jeff get and place a sunbrella shade over kiosk at its installation for a cost of approximately \$275.

The meeting then went to Executive Session to discuss the resignation of the ED.

**Motion to Adjourn** – There was a motion to adjourn at 6:25pm.

**Next Meeting- Thursday, June 2nd at 5:30pm**

