

**Jamestown Chamber of Commerce**  
**Board of Directors Meeting Minutes**  
**Thursday, December 1, 2016**  
**5:30pm**  
**Bridges Conference Room**

Present: Ben Thomas, Marilyn Munger, Maria Flood, Mark Swistak, Jr, Rusty Sallee, Jeff Bush, Peggy Kopelcheck, Kim Medeiros, Kristine Trocki, and Cathleen Studley

1. **Call to Order:** Marilyn Munger, President, called the meeting to order at 5:35pm.
2. **Minutes of November Meeting:** previously emailed, Cathleen motioned to accept, Jeff 2<sup>nd</sup>, and all were in favor of accepting the previous minutes.
3. **Treasurer's Report:** Cathleen reported the current balances – General Acct \$18,697.03, Chamber Check \$5,581.80. Also, showed new spreadsheet with additional income for Night At totals. Jeff motioned to accept the report, Mark 2<sup>nd</sup>, and all were in favor of accepting report.
4. **Executive Directors Report:** Monique *[provided via e-mail]*

- 100 Follow-up Letters with Applications were mailed today (11/30/16) to all 100 businesses that I sent New Member Drive postcards to back in late October.

- There remains a steady flow of current Members' dues payments coming in so I intend to wait until mid/late December to send 2nd reminders/invoices to those outstanding at that time.

- A full update on 2017 Membership (renewals/new members) will be provided in January once both of the above are received by businesses' this coming month.

- The Holiday Stroll ad will be in tomorrow's (12/1/16) Jamestown Press. All listings were updated or confirmed to remain the same. Multiple rounds of revisions and updates were made with Kim at the Press. Thank you to those who assisted in checking in with the various businesses!

- Robert did provide (at no-charge) a lengthy, multi-page, detailed & informative write-up about the Stroll listing all participating members in the the Press' Holiday Guide/Island Christmas in the Thanksgiving issue of the Press. I have thanked him for this curtesy.

- Large packets of Chamber Checks have been provided to all 4 retailers selling them in preparation of the Stroll/10% off Sale.

- I have scheduled 3 additional Constant Contact Holiday Party invitations, as well as detailed information posted on the website's homepage (November & December monthly posts) to encourage people to RSVP. As a reminder, Maria is collecting all RSVPs.

~ 6 New Homeowner postcards were mailed today (11/30/16).

- The ribbon cutting photo for Island Heron's new space occurred in early November and was in an earlier Press. Kristine, Ben and I attended along with Heidi from Island Heron.

- An email was sent to the Membership earlier in November upon request of Mary Lou Sanborn on behalf of the Library Board of Trustees for Chamber members to join the Capital Campaign Committee.

- Finally, I received an irate voicemail two weeks ago from a man who informed me that because of toll fees, he was NOT visiting Jamestown. Although I did promptly return his call with detailed information regarding the Bridge, tolls, and distinctions between Jamestown itself and the Newport Bridge tolls I did not have a follow-up call to determine any further details. Just an FYI.

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

### i. Events: [Committee: Mark, Ben, Kristine, Petra, Peggy & Maria]

#### 1. Holiday Events

##### a. Chamber Holiday Party (Thur. 12/15/16 at Bay Voyage \$25pp)

- Maria reported that there are 58 RSVP's so far for the party. Estimate 80 showing up. Maria will bring necklaces to pass out, M&M's in a jar contest will be brought, boxes for food and toy drive, and Cathleen will bring Square for credit cards.

##### b. Holiday Stroll (12/3/16)

- i. Ad in the Press looked good. Chamber Checks have been dropped off to businesses so they have enough. We look in good shape for Saturday.

#### 2. 2017 Winter Breakfast Series –

- a. We have confirmed with having it at the Bay Voyage now. Waiting on when and how many people to confirm price with restaurant.
- b. Jeff reached out to Adam Financial to speak first, and he has interest, but waiting to get more details. Put out to try for Friday, January 20<sup>th</sup>, 2017 at 7:30am. Mark is asking about the date and time, then determine cost.

3. 2017 Night At –

- Discussion to determine if we want to keep the venue at Fort Getty. New place may bring in more interest. Discussion of if it's getting stale there.
- Cathleen is asking Brass Attack to set aside the date (3<sup>rd</sup> Saturday in August). Monique will set up with Town to reserve that date with the Rec Dept for use of Fort Getty.
- Live Auction was discussed and likely won't happen again. Other auctions and banners raised more money. Didn't have big enough items to draw much.
- Other venues were discussed, Windmill, Dutch Harbor, etc... but logistics are more difficult which makes costs go way up for other places. Was left that board would think about new ideas for next meeting.

**b. Government Relations:** [Committee: Rusty, Jeff, Kristine]

1. 2016-2017 Fiscal Year Town Monies (\$2,640.00) Available to promote members/community [Holiday Stroll Ad to be billed]
2. Kristine mentioned that Monday the Town Council would be discussing the Golf Course and the Solar Array at the Newport Bridge. All encouraged to attend and voice their opinions.

**c. Marketing/Public Relations:** [Committee: Ben, Peggy, Kim, Kristine]

1. Kiosk: Electronic Kiosk Discussion/Options & Information from Discover Newport [Rusty; Committee: Petra, Jeff]

**d. Membership** [Committee: Rusty, Kim]

1. Membership Drive
  - a. Covered in ED's email.
2. Annual Dues Invoices
  - a. Covered in ED's email

**e. Finance** [Committee: Cathleen, Rusty]

- 1) Rusty updated us that he had spoken with Evan Smith from Discover Newport. They're doing a standing kiosk (not digital, as Evan encouraged not to go that route) in Bristol, and thought something similar would work here. Rusty had several images of different ideas for them. Waiting to see Bristol's kiosk and what it looks like, and to see if Discover Newport can help with the costs.

**f. Notes**

- a. Reminder - ED will be on vacation/out of country December 9-16
- b. Also, a reminder to Monique if she can get the Board name Badges before she leaves and get them to a board member for the party.

**g. Board Member Terms**

**1. 2014-2017**

- a. Kim (First full term, 4th year)
- b. Jeff (First full term)
- c. Petra (First full term)
- d. Kristine (Second Full Term)

**2. 2015-2018**

- a. Peggy (First term)
- b. Rusty (Second term)
- c. Mark (Second term)

**3. 2016-2019**

- a. Ben (Second term)
- b. Marilyn (Second term)
- c. Cathleen (Second term)
- d. Maria (Second term)

Meeting adjourned at 6:10pm.

**Next Meeting: Thursday, January 5<sup>th</sup> at 5:30pm**