

Jamestown Chamber of Commerce
Minutes for Board of Directors Meeting
Thursday, April 6, 2017
5:30pm
Bridges Conference Room

Present: Monique Paquin (Executive Director), Ben Thomas, Cathleen Studley, Iain Wilson, Mark Swistak, Jr., Bill Piva, Susan Hackman, Kristen Petrarca, Maria Flood, and Jeff Bush.

1. **Call to Order:** Marilyn Munger was absent so Maria Flood called meeting to order at 5:31pm.
2. **Minutes of March Meeting:** previously emailed to Board. Mark made motion to accept the minutes. Susan 2nd d, all were in favor of accepting the minutes.
3. **Treasurer's Report:** Cathleen previously emailed the Feb and March reconciliation reports and the current balances: General Operating \$25,740.21 and Chamber Check \$6,090.80. Year over year she said we are in good shape. Mark made motion to accept report, Iain 2nd d, all were in favor.
4. **Executive Directors Report:**
 - a. Monique reported she has been speaking with Robert at the Press about the maps. She reported that we are all sold out of the large and medium size ads, with only 20 smaller size ones left. Several businesses were interested in getting in and hopefully will re-up their dues in order to do so.
 - b. ED reported two new members, Mumford and Sons Services and Lisa Carlisle Architecture.
 - c. ED said no new homeowner postcards had been sent out due to the Town website not having updated the new homeowners yet. She will once they do.
 - d. Monique and Bill Piva attended the Town Council meeting and again asked the Town for monies from the restaurant tax for advertising. Again, we asked for \$4,000. Will be decided with budget in coming Town meetings.
5. **Nominating Committee for 2017-2018 Officers [Marilyn, Ben, Mark]**
 - a. Re-assignment of Board Members to Committees – Monique asked that Board members look at openings and different committees and decide which ones they would potentially like to be a part of.
 - b. Mark and Ben reported the Nominating Committee recommendations for new offices. They are as follows: Maria Flood for President, Jeff Bush for VP 1, Peggy Kopelcheck for VP 2, Ben Thomas for Secretary, and Cathleen Studley for Treasurer. Susan made a motion to accept the recommendation as given, Bill 2nd d and all were in favor.
6. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Mark, Ben, Peggy & Maria]

1. Presentation to membership by Representative Deb Ruggerio & Liz Tanner (Rhode Island Commerce Corporation) re: House Committee on Small Business Committee & available loans and state assistance to small businesses/commerce (April 10, 2017 5:30 p.m. @ Library)
 - a. Monique has set this up with the 2 guests and sent out a constant contact. Bill brought up that it coincided with a big Town meeting on the same day at 6pm regarding Target Shooting. Monique was going to ask the guests if they wanted to re-schedule since the large Town meeting might make it a low attendance. She will follow up with Board.
2. Potential Speed-Networking Event/Joint Chamber Event (April?):
 - a. Ben reported he reached out to their Chamber, but hadn't heard anything. Iain said he had some contacts there, and would reach out about a joint venture in the near future.
3. Potential Golf Tournament (May?):
 - a. Golf Course has been delayed being open, but Ben will follow up and see about Dates. Maria mentioned we could do an event at the CYC with heavy apps, which coincide with golf or be a separate event for May. She was going to research dates with the Club.
4. Ferry Charter (06/22/17 - 6:00 p.m. - 8:00 p.m.): 48 people/\$30pp
 - a. All set and confirmed. An email will be going out and space is limited. Maria will again get some sandwiches and cheese and cracker platters for it.
5. Potential Lighthouse Event and/or Weenie Roast (Summer):
 - a. Lighthouse party – Bill found out we could not do wine and beer on State Park property. If we had an event it would have to be inside, and likely not enough room. May still try to help spread word for the Museum about their fundraising matching goals.
 - b. Weenie Roast – Decided to do July 20th for the event. Monique will reach out to Dutch Harbor about using their space again. Maria said she could get the food ahead of time again, but asked for more help from the Board.
6. Potential Summer Equinox Event (Late September (22-24):
 - a. Waiting on confirming date with Bay Voyage, but potential for putting tent on lawn and incorporating more space. Do a silent auction like

Night At and have a DJ. Would keep our costs down from usual Night At and get it out of the busy Summer months.

b. Government Relations: [Committee: Jeff]

1. 2016-2017 Fiscal Year Town Monies (\$2,040.00) Available to promote members/community - to be billed by Jamestown Press for Chamber's contribution to Map - covered in ED report.
2. 2017-2018 Fiscal Year Town Monies Request Update
 - a. Covered in ED report

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

1. 2017 Jamestown Map – covered in ED report.

d. Membership [Committee: _____]

1. Membership – new members covered in ED report
2. Annual Dues Invoices - Monique to send out one final invoice notice to those businesses that haven't re-upped yet. We have 97 total currently, with 23 members not re-signing. She will include a survey to ask if they're not re-upping, why are they choosing not to, so that we have a sense of what people are looking for.

e. Finance [Committee: Cathleen]

1. Annual Budget – covered in Treasurer's report.

f. Notes

1. Susan will be attending a meeting of the JAAS, an arts group on the island, to discuss what we can do for them, and hopefully retain them as members. Jeff will also hopefully attend.

Meeting was adjourned at 6:28pm

g. Board Member Terms

1. **2015-2018**
 - a. **Peggy (First term)**
 - b. **Bill (2017-2018 Completion of Rusty's 2nd term, then eligible for (2) additional 3-year terms (2018-2021, 2021-2024))**
 - c. **Mark (Second term)**
2. **2016-2019**

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

3. 2017-2020

- a. **Jeff (Second term)**
- b. **Susan (First term)**
- c. **Kristen (First term)**
- d. **Iain (First term)**

Next Meeting: Thursday, May 4, 2017 at 5:30pm