

JAMESTOWN CHAMBER OF COMMERCE

BOARD MEETING MINUTES

July 2nd, 2015

Bridges Conference Room

PRESENT:, Jeff Bush, Aileen Flath , Maria Flood, Kimberly Gregorzek, Marilyn Munger, Rusty Sallee, Cathleen Studley, and Mark Swistak, and Kristine Trocki.

President Marilyn Munger called the meeting to order at 5:35 p.m.

Minutes of June 4th Meeting were previously sent via email and were accepted.

Treasurer's Report- Cathleen was not able to present bank reconciliations as they are not yet available for the month. She reported that the checking account has a balance of \$8,152.09 and the general account has a balance of \$14,461.82. Cathleen states that our finances are on track for the year. The Chamber Check account is steady, and in the last two years, we have had \$10,000 in sales. It was suggested that there be more of a "push" to promote Chamber Checks as it benefits the Chamber as a whole. Marilyn suggested placing a blurb with Stephanie of Island Chatter.

Executive Directors Report –Aileen reported that:

- a "Thank you" note was sent to Nick Robertson for work done on Narragansett Avenue;
- the "Friends of the Jamestown Seniors" will be the recipients of the Chamber's "Night At" donation;
- Todd Hampson is working on the new website;
- The Chamber now has a "Welcome" postcard for new homeowners and renters. This card has been sent to new 2015 homeowners and blank cards given to rental agents on the island;
- An email has been sent to all chamber members requesting literature, coupons etc. for new homeowner packets and kiosk handouts;
- Aileen met with Jamestown Business Collaborative and answered Chamber and property tax questions posed by them;
- Approval of raffles for both the Weenie Roast and The Night At Event have been received;
- The town council will decide fee waiver for Fort Getty at July 6th meeting;
- Business After Hours at Fair Trade was lovely but poorly attended due to retirement party of Fred Brown;
- Invoices sent for June SORI magazine ads;
- The letter proposed in June for members to take health insurance (the Chamber receives rebates for this) has been tabled as other members in the insurance industry offer the same health insurance opportunities;
- It has been brought to our attention that an older Jamestown website is still online and appears whenever someone searches for " info on Jamestown". The owner of the site, Mr. D. Butler of Pennsylvania has been contacted but no response as of yet.
- J22, a new restaurant on Narragansett Avenue has joined the Chamber;
- Aileen recommended offering "ribbon Cutting" ceremonies to new businesses and those that might be moving to new headquarters. There will be three on Narragansett avenue in July and August. The cost to the Chamber is minimal. Chamber members will be notified of the event. Ribbon will be

provided and a photo sent to the Jamestown Press and other local publications on behalf of the business. A motion was made and approved by all present to offer Ribbon Cutting ceremonies to member businesses.

- Email was sent to Board members to set up policy on kiosk. Maria and Rusty and Jeff have offered to assist. It was suggested that Andy Nota be included in this policy process.
- Aileen suggested a discussion and review of the possibility of the Town Hall and Rec Center being host properties –eliminating hosting fee. Need to outline possibility with Town Administrator and review further.

Old & New Business/ Committee Reports-

- Website Redesign- outlined in ED report
- Membership- Taylor Rental still not renewed; Jamestown Outdoors sending renewal
- Government-”Fate of Jamestown Business District” –this will be tabled for now
- Marketing- New Homeowner- packets being sent, postcards and SORI advertising all in good standing
- Kiosk- under construction, policy being formulated.

Events - “Weenie Roast”-meeting to be held after Board Meeting; date set, committee in place.

“**Night At**”- Marilyn reported that she spoke with Jennifer Walsh who is holding event the night before and we can piggy back use of bathroom facilities and our cost would be \$1,100.00/ a significant savings from last year. She will consult Bill Piva on placement of facilities. Still looking for raffle, and live and silent auction items. A motion was made to offer Will of Grapes and Gourmet a free ticket for his extraordinary work both last year and this year on our posters etc. Motion was made, seconded and carried.

There was discussion regarding a signature drink and using Uber driver for party—legalities to be reviewed with Town by Kristine Trocki.

Business Expo- will be set for September.

Friday Night Downtown- Aileen outlined idea given to her by Reva of Fair Trade about a n evening stroll, with music and open houses at various businesses. Idea discussed and will be followed up on at upcoming meetings.

There being no further business, meeting adjourned at 6:25pm.

Respectfully submitted,

Aileen Flath

6. Events- Business After Hours-

“Night At Fort Getty”- August 15th, Band Confirmed, Caterer, Beneficiaries, Theme

- Events meeting was productive. Finalized the luau theme. Going with Chopmist and Mark will finalize the menu with Chuck. He had a copy of it and all in attendance approved.
- Will Wilson will do the logo again.
- Beneficiary requests was put in the paper looking for interested parties.
- Going to do raffle items in bins for under \$75 items, silent auction will be for \$75-500, and if we get any over \$500 we will do live auction. Need to file for permission for the raffle. Aileen will follow up.

July Weenie Roast-Dutch Harbor-July 16th – Confirmed with Dutch Harbor. Need a food and beverage committee to help organize and get everything before. Mark will head, but needs help with coordination and pick-ups.

Motion to adjourn at 6:15pm

Next Meeting- Thursday July 2rd at 5:30pm