

Jamestown Chamber of Commerce

Minutes for Board of Directors Meeting

Thursday, August 4, 2016

Bridges Conference Room

Present: Mark Swistak, Jr., Marilyn Munger, Ben Thomas, Monique Paquin (Executive Director), Rusty Sallee, Maria Flood, and Kim Medeiros.

- 1) **Call to Order:** Marilyn Munger called meeting to order at 5:35pm.
- 2) **Minutes of July Meeting:** Monique emailed previous Minutes. Motion to accept the Minutes. Seconded, and all in favor of accepting Minutes.
- 3) **Treasurer's Report:** Cathleen not present. On vacation.
- 4) **Executive Director's Report:**
 - a) ED passed out posters, flyers, and tickets, and they are all up around Town.
 - b) ED confirmed with Brass Attack on time and place. All set.
 - c) For Night At, 10 Banners have been sold so far. Hopeful for more last minute.
 - d) Taylor Rental has been reserved for Night At for tables, chairs, and linens.
 - e) Sent letters for Donation items for the Raffle. 30 or 40 so far.
 - f) ED sent out 15 New Homeowner packets to new residents in Town.
 - g) ED expressed issues with email. Not functioning properly with new Fat Cow server system. She's been going back and forth with Todd Hampson, but not fixed yet. Board thought we might reach out to Bill Leonard for further assistance with the issue. Motion was given, 2ndd, and all were in favor of calling Bill as well for additional help.

5) Old & New Business/ Committee Reports

a) Events:

i) Night At:

(1) Set up:

- (a) Vote was held for what Chicken Dish and Rice we should serve. Chicken Marsala and Wild Rice were the winners.
- (b) Cathleen reached out to our Member, Isis Cakes, and she gave us a quote for some desserts. At \$.65 per treat, the Board voted to order 200 of them.
- (c) ED will check to see if there is an event the night before and day after, in case we might be able to set up early and break down later.
- (d) Reviewed Taylor Rental order now that we're doing buffet. Added more round tables and high tops with chairs for more seating.

(2) Donations to Report

- (a) ED to send another email of what donations came in last year. Need to have Board push for more. Donations to be in hand by 8/15.

(3) Ticketing/Marketing

- (a) Date(s) of Jamestown Press Ad(s)- Several options to run 1 week or 2 weeks and what size. Press offered to run bigger ad for less if we give them 2 tickets to event. Motion to go with larger ad for 2 weeks and give Press 2 free tickets, 2nd'd, all were in favor. Also, voted on to give Will Wilson a free ticket for his amazing work on the Poster and Tickets.

- (4) **Misc. Task** - Maria was going to bring big jugs for water. **Decided that there will be one last Events meeting on Tuesday 8/16 at 6:30pm at the Bay Voyage for final details.**

b) Government Relations

- i) 2016-2017 Fiscal Year Town Monies at \$3,550.00 remaining of the \$4,000.00 from Town to promote Members and Community. Just an update on what's left.

c) Marketing/Public Relations

- i) SO RI/the Bay Jamestown advertising page opportunity in October, November, December (September 1 deadline to commit)
 - (1) Kristine Mangan asked if we're interested again in doing a Full page ad for Jamestown. The cost per full page is \$1,169, which is \$97 per ad if 12 members pay for the 3 months.
 - (2) Question arose as to what we chipped in last year to see if we should subsidize again.
 - (3) Board decided to email Kristine to see if we could just do 2 months, and then we would vote via email to decide by the September 1 deadline.

- 6) **Motion to adjourn the meeting at 6:28pm.**

Next Meeting: Thursday, September 1, 2016 at 5:30pm