

Jamestown Chamber of Commerce
Board of Directors Meeting Minutes
Thursday, March 2, 2017
5:30pm
Bridges Conference Room

Present: Monique Paquin (Executive Director), Marilyn Munger, Maria Flood, Peggy Kopelcheck, Kim Medeiros, Bill Piva, Jeff Bush, Ben Thomas, and Susan Hackman.

Kristen Petrarca from the Newport YMCA, a new Member to the Chamber, came in before the meeting to express her interest in being a part of the Board or at the least getting involved on committees and being active. Her previous work with Warwick and NK Chambers was discussed and events she helped work on. After she left Board discussed later in the meeting.

Nicole Contino from Beavertail Lighthouse Museum Association, came in to discuss their current "Matching Gift Challenge" for this calendar year. A local Islander is willing to match up to \$500,000 of monies earned, which would be put into an endowment and used for needed repairs. She came with different fundraising ideas that Chamber could partner with. After discussion, it seemed an interest to do something smaller up at the Lighthouse for Members and public with light fare and drinks with a suggested donation to the Challenge.

1. **Call to Order:** Marilyn Munger called the meeting to order at 5:36pm.
2. **Minutes of February Meeting:** previously emailed. Jeff made motion to accept minutes, Ben 2nd, All were in favor.
3. **Treasurer's Report:** Cathleen [on vacation - emailed account balances on 2/24/17: General Account \$27,781.27; Chamber Check Account \$6,750.80.]
4. **Executive Directors Report:**
 - a. Monique met with Robert from Jamestown Press to discuss maps – discussed later in Marketing section.
 - b. ED reported 3 new members, Plum Pt Bistro, Newport YMCA, and Ayurveda Massage.
 - c. ED sent letter to the Town for budget request of the \$4,000 as in the past. Meeting is March 23rd.
 - d. ED spoke with Deb Ruggiero about doing a talk in regards to the Small Business Loan opportunities out there. See below in Events.
 - e. ED spoke with Jeff Adam about his Breakfast talk. Discussed a yearly talk, but he recommended in the Fall with new policies. Board brought up maybe having several people talk who are members and could provide different insights. Give everyone opportunity.
5. **Old & New Business/Committee Reports:**
 - i. **Events:** [Committee: Mark, Ben, Peggy & Maria]

1. Annual Meeting (03/15/17 - 5:30 p.m. - 8:00 p.m.):
 - a. Marilyn met with Newport Grand and went over the set up and solidified the meal choices. So far 17 RSVPs, but ED will send another constant contact to remind members. Community Award discussed. Jeff made a motion to honor Kathy Brownell for all of the behind the scenes work for so many in the community. Kim 2nd, and all were in favor. Maria was going to work on getting a plaque engraved. Mark has been tasked with helping get Kathy to come. Monique will work on putting cards out for Members to see the Board names and a list of what we accomplished last year.
2. Potential presentation to membership by Representative Deb Ruggerio re: her work at the State House/House Committee on Small Business Committee re: available loans and state assistance to small businesses/commerce.
 - a. Discussed briefly in ED Report. Board felt it was a great idea, and possibly Library would be a good venue. Monique was going to talk with Deb about what time would work for her, and then find availability for Library.
3. Potential Speed-Networking Event/Joint Chamber Event (April/5pm):
 - a. Ben was going to reach out to the South County Chamber on this. With our Chamber not having done one before, the idea of promoting their next event to our members was discussed, and we could see the response and then think about doing our own.
4. Potential Golf Tournament (May):
 - a. No new information from Golf Course as they're closed in regards to dates and times. Jeff said he discussed with Mark, as they've both been involved in Charity tournaments before, and both felt we should know that it's a lot of work. Not a quick easy money maker, but would require lots of time and effort from the whole board. Comments were considered, and since we can't confirm with course anyway, the idea was put off for another meeting.
5. Ferry Charter (06/22/17 - 6:00 p.m. - 8:00 p.m.): 48 people/\$30pp
 - a. Dates, times and price have all been confirmed. Limited space, so will be first come, first serve.
6. Potential Lighthouse Event and/or Weenie Roast (Summer):
 - a. Lighthouse event discussed above. Discussion of combining Weenie Roast at the Lighthouse, but logistics might not be as easy. Likely to do separate events. Weenie Roast determined to be third Thursday in

July, the 20th this year. Potential to do Lighthouse event in August at agreeable time.

7. Potential Late Summer Event (Late September):
 - a. Discussed ideas around this event. Similar to Night At, but not as large a production. Sometime in Late September with a buffet, cash bar, potential DJ, and some silent auction items.
8. Events Committee to meet and discuss all of the options and ideas again this month.

b. Government Relations: [Committee: Jeff]

1. 2016-2017 Fiscal Year Town Monies (\$2,040.00) Available to promote members/community
 - a. Need to spend this money in this Fiscal Year. Will use some of it to subsidize the map ads for our members.
2. 2017-2018 Fiscal Year Town Monies Request
(*Tentative Budget Hearing: 3/23/17*)
 - a. We will be again asking the Town for \$4,000 from the Restaurant Tax
3. Town Square Re-Design
 - a. Marilyn brought printouts of the current plan and discussed several of the businesses on the East Ferry's concerns about the plan's design and potential traffic complications. Board discussed and determined the best course for the Chamber would be to urge our members to make their voice heard on their opinions, rather than the Chamber taking a stand itself. Monique is going to discuss with Nota first to see where the plan approvals are at and when next meeting is regarding it.
4. Marilyn also brought up that Mike Ridge, the owner of Spinnakers, had passed along the Town's new Request for Bids for Vending Concessions. The bidding period had already passed, but he passed along to us to express his concerns over the process and potential parking issues therein.

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

1. 2017 Jamestown Map: Review of Options/Price & Decision
 - a. Monique met with Robert from the Press to discuss options. She brought examples of the options. There were 3 options for the front and 2 options for the back. Front had options of ad size ranging from

40, 54, and 72. Board discussed and felt the 40 size was best. Ads would be given to Chamber members first with one per business unless they can't all be filled. As for the back, the Map with the smaller street name portion that allowed for 10 more ads as chosen over the map with large street section and no ad space. Jeff made a motion to use \$1,000 of Chamber monies to subsidize Chamber member ads. Maria 2ndd, and all were in favor.

d. Membership [Committee: _____]

1. Membership Drive –
 - a. ED reported we had 8 new members this year so far.
2. Annual Dues Invoices –
 - a. ED reported that 23 old members had yet to re-new for this year. Monique gave printouts of who hadn't paid, and Board members were going to reach out to those members to see if they're still interested in being a part of the Chamber.
3. Nominating Committee for Officers [**Marilyn, Ben, Mark**]
 - a. Committee hadn't met yet to discuss the Officer positions because we had two new members join this month and two more to be decided. They will discuss once we have a full Board and before the next April meeting.
 - b. With two Board seats open, the Board had sent out emails and alerts to any members who were interested in joining. Several had expressed some interest, but not completely followed through. The Board discussed two who were interested in joining, and who the Board felt would be great contributors. Maria made a motion to invite Iain Wilson from Grapes & Gourmet, and Kristen Petrarca from the Newport YMCA, to join as Board members. Jeff 2ndd, and all were in favor.

e. Finance [Committee: Cathleen]

1. Annual Budget
 - a. With Cathleen on vacation, the discussion of the Budget was put off as we figure out the new events, etc...

f. Notes

1. Susan spoke before the meeting ended in regard to a conversation she had with several local artists about if they would join. The artists felt that the Chamber only helped the businesses on Narragansett avenue. Their involvement was discussed, and
2. Susan (and Jeff who volunteered) agreed to attend a meeting with the JAAS to discuss how we could help them and get them to be more involved.

g. Board Member Terms

1. 2014-2017

- a. **Kim (First full term, 4th year)**—will not renew for 2nd term
- b. **Jeff (First full term)**
- c. **Susan (1 month to complete Petra Laurie's First full term, then eligible for (2) additional 3-year terms (2017-2020, 2020-2023))**
- d. **Kristine (Second Full Term)**—termed out

2. 2015-2018

- a. **Peggy (First term)**
- b. **Bill (1 year, 1 month to complete Rusty's Second full term, then eligible for (2) additional 3-year terms (2018-2021, 2021-2024))**
- c. **Mark (Second term)**

3. 2016-2019

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

Meeting was adjourned at 7:05pm

Next Meeting: Thursday, April 6, 2017 at 5:30pm