

**Jamestown Chamber of Commerce**  
**Minutes of Board of Directors Meeting**  
**Thursday, June 1, 2017**  
**5:30pm**  
**Bridges Conference Room**

**Present: Ben Thomas, Maria Flood, Monique Paquin (Executive Director), Cathleen Studley, Susan Hackman, and Mark Swistak, Jr. (Did not have enough for a quorum).**

1. **Call to Order:** Maria called meeting to order at 5:36pm.
2. **Guest:** Bill Munger (5:30 p.m.) to discuss East Ferry Vendor License & Low Speed Vehicles. Here is what his discussion was:
  - vendor carts in village ...There is no apparent need. Alert JTC to Cease renewals and discontinue the recent initiative for RFPs for vender carts in the village.*
  - Low speed vehicles....encourage the JTC to initiate RI legislation to permit low speed vehicles on Town roads where speed limits are less than 35 mph. ( Bob Bailey can provide sample legislation)*
  - village Parking redo... Request the planning board to have a public work shop inviting all village stake holders including lobsterman accessing Bay at Town pier and village businesses to provide input to the three schemes currently on the table. (I can provide a list of stake holders).*
    - a. Board appreciated his taking the time and filling us in on what is going on with these. Was decided we would discuss further when more of board was there in order to vote. Also, ED would email Membership when next meeting is and urge those concerned to attend and express their worries.
3. **Minutes of May Meeting:** previously emailed. Board in attendance thought they were fine, but not enough to vote. Will email vote.
4. **Treasurer's Report:** Cathleen reported balances as of May 2. General Account \$27,724.34 Chamber Check Account \$6,348.80. Not enough members to vote. Will do via email.
5. **Executive Directors Report:** Monique
  - a. 4 new members: Ace's Pizza, Coastline Business Services, Dyer Insurance, and Kitchens Direct. 15 new members for year – 17 didn't renew – so we have 11 members currently.
  - b. ED filed the CYC 50/50 raffle report. We made \$250 on it.
  - c. Maps are in and being circulated. Lots of good feedback so far.
  - d. Will get maps to Newport Visitors Center when she is able to get there.

- e. Summer events ad was in the Press with upcoming dates.
- f. Will do new homeowner postcards as soon as she is able to.

**6. Old & New Business/Committee Reports:**

**i. Events: [Committee: Mark, Ben, Peggy & Maria]**

1. Recap/Feedback - Spring into Summer: an Evening at the CYC.
  - a. Great feedback. Well attended. Food was great. Waiting for final bill to know how much we made on the event.
2. Potential Rhode Island Bridge & Turnpike Authority Discussion/Meeting for members.
  - a. Director of RIBTA wants to set up a talk with Members and public potentially at the Library to discuss what is happening with the Bridge construction. Maria to find out date, ED will circulate and set up with the Library.
3. Ferry Charter (06/22/17 - 6:00 p.m. - 8:00 p.m. \$30pp - 48 MAX):
  - a. 25 RSVPs so far. Maria will get sandwiches from McQuades and light fare. ED will send more emails to boost attendance. Should fill up.
4. Weenie Roast (7/20/17 - 5:30 p.m.): Continued Discussion –
  - a. All scheduled. Mark will bring grills. Maria and Jeff to assist with grilling. Ben, Iain, and Bill will help assemble and tend the bar.
5. Potential Joint SRI Chamber Event: Continued Discussion.
  - a. Iain and Ben met with their ED earlier in May. Discussed a joint event. Just need to pick which one to invite them to. Weenie roast we may not be able to accommodate, but maybe the September party with a larger venue we could invite them. Continued discussion.
6. Potential End of Summer Party/Fundraiser: Continued Discussion - dates
  - a. Most likely will be September 23<sup>rd</sup>. Venue prefers that to avoid Boat Show weekend. Asking venue for menu with a \$25 per head price tag. Will do silent auction, 50/50, and have DJ.
7. Potential Golf Tournament: Continued Discussion.
  - a. Ben will discuss with Jon at the course about a Glow-ball night even in early October.

8. Potential Fireworks: Continued Discussion.
  - a. Discussed taking this on. Consensus was that it was just too much work for us to take on. Decided we would table it until we could actually vote.
9. Maria included several other ideas. Sponsoring a Tailgate at a Newport Polo event. And getting more involved with the Fool's Rules Regatta this year as it's their 40<sup>th</sup>. Discussed putting in a team to participate, asking vendors to set up more of a Town event, or sponsoring the DJ/music.

**b. Government Relations: [Committee: Jeff, Bill]**

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

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

1. 2017 Jamestown Map - Status & Distribution - Covered in ED's report.

**d. Membership [Committee: Maria, Jeff, Bill]**

1. Membership – Update in ED's report.
2. Fulfillment of Vacant Board Member position
  - a. Ali Watson from East Fery Deli, Donna Defusco, and Ernie Savastano have all expressed interest in the open Board position. Was decided we would invite them to the next meeting to give a quick talk about themselves and to see who is still interested.

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

1. Annual Budget
2. Pre-Payment of Event Ticketing/Registration Options
  - a. Todd Hampson suggested Woo Commerce to handle this. There is a test mode on the website. Gateway is the same as the Square we use at events.
  - b. Would need Certificate for secured transactions at a cost, and 4-6 hours of his time to set up.
  - c. Finance committee expressed concern over cancelled or refunded funds, and how that was handled. They advised against pursuing it as

it was much more work and potential hazards than how we've been doing it prior. Idea was tabled since we couldn't actually vote.

**f. Notes**

**Meeting was adjourned at 6:45pm.**

**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. VACANT—[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, July 6, 2017 at 5:30pm**