

**Jamestown Chamber of Commerce  
Minutes for Board of Directors Meeting  
Thursday, August 3, 2017  
5:30pm  
Bridges Conference Room**

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

1. **Call to Order:** Maria called meeting to order at 5:30pm
2. **Minutes of July Meeting:** They were previously emailed. Mark motioned to accept, Bill 2<sup>nd</sup>'d, all in favor.
3. **Treasurer's Report of July:** Cathleen emailed reports. General Account balance \$21,831.05. Chamber Check Acct balance \$5,588.80. Ben motioned to accept report, Mark 2<sup>nd</sup>'d, all in favor. Showed we made \$95.28 from Weenie Roast, but still needed to pay Jamestown Wine & Spirits.
4. **Executive Directors Report:** Monique said we had 1 new member, Conanicut Brewing opening in the Bomes Theater soon. ED reported that the ribbon cutting and open house at Fuller Art Gallery was very well attended. Monique has been replenishing maps as needed around Town.
5. **Old & New Business/Committee Reports:**
  - i. **Events:** **[Committee: Mark, Ben, Peggy, Maria, Kristen & Donna DeFusco]**
    1. Recap/Feedback - Weenie Roast (07/20/17) – discussed above in Treasurer's report. Very well attended. Lots of favorable feedback. Discussed that our price is too low, and next year we should increase to potentially \$20 member/\$25 for non-member.
    2. Potential Rhode Island Bridge & Turnpike Authority Discussion/Meeting for members:

Maria was going to reach out to RIBTA again to firm up date. Have it at the Library and hopefully prior to work starting up again in mid-September.
    3. Potential End of Summer Party/Fundraiser OR December Holiday Party/Fundraiser:

Events committee met and decided that with a late Summer party, how much work the Weenie Roast has become, and then the Holiday Party, that was too much. Committee suggested we do a larger Holiday party fundraiser as a combined effort. Maria to speak with CYC, Mark to speak with Bay Voyage about December 9<sup>th</sup> for prices and availability. Would start at 5:30, do raffle auction items, 50/50 raffle, and DJ/music. Beneficiary to be the new Playground fund, enlist them to help sell tickets and get raffle items. Cathleen

made motion to not do Summer Party and have bigger Holiday Party. Mark 2<sup>nd</sup> d, all in favor.

4. Potential Newport Polo: Maria discussed options. She was going to follow up about availability and board would vote via email if it was of interest to Board to pursue.
5. Potential Joint SRI Chamber Event: Iain informed Board of previous meeting with SRI Chamber director. Most likely we would co-host an event they're having in the Fall, then if it goes well, we could invite them to join one of our events. Iain will reach out again.
6. Potential Golf Tournament: Golf course not interested in adding another Global event. No longer an option in Town.
7. Potential Fireworks Participation — Ben will reach out to Bob to see if he can join at one of the next meetings to discuss how we could help without actually taking it over fully.

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

1. 2017-2018 Fiscal Year Town Monies (\$4,000.00) Available to promote members/community. Discussed that this could potentially be used to help with re-usable bags if Town bans plastic. Could have our logo on it and support Jamestown. Maria also asked Monique to inform members of upcoming Town meetings regarding the bag ban.

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

1. Jamestown Press/Humane Society Pet Calendar Sponsorship
  - a. Board had previously donated Chamber checks totaling \$300 that are given out by the Press as awards for the photos. Ben made motion to donate \$300 as in the past, Mark 2<sup>nd</sup> d, all in favor.

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

1. Covered in ED's report above.

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

1. Annual Budget – covered in Treasurer's report above.
2. Online Pre-Payment/Ticketing/Registration Options:
  - a. Didn't have enough to vote on this in previous meeting. Board followed Finance Committee's recommendation to NOT use online payment system. Cathleen made motion, Iain 2<sup>nd</sup> d, all in favor.

**f. Notes**

**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. Ernie Savastano (2017-2019 Completion of Marilyn's 2nd term, then eligible for (2) additional 3-year terms (2019-2022, 2022-2025))**
- 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)**

**Meeting adjourned at 6:17pm**

**Next Meeting: Thursday, September 7, 2017 at 5:30pm**