

Greater Greenwich Chamber of Commerce, Inc.
6 Academy Street
Greenwich, NY 12834

January 11, 2017

MINUTES – APPROVED

Directors in attendance: Mary Barnhart, Suzanne Becker, Catherine Burkly, Christine Grogan, Andy Kelly

- I. President Suzanne Becker called the meeting to order at 6:30 PM.
- II. Consent Agenda:
The December 2016 Meeting Minutes were included. A MOTION was made by Catherine Burkly to accept the meeting minutes and was seconded by Suzanne Becker. The MOTION carried.
- III. Treasurer's Report:
At the December meeting, the Board agreed to hire Amy Pett from Judy Klingebiel's office to assist with some tax reporting and other financial needs however Amy suffered a broken leg and it is unclear at this time when she will be available. The Board discussed the need to identify a secondary for generating 1099's, W-2's, Treasurer's Report, and assisting with the 2017 Budget. Suzanne Becker indicated that she will be reaching out to Christine Richards tomorrow to see if she has availability, and then led a review of the Chamber bank accounts with the members of the Board. Payroll Mate is the new payroll software and will be used beginning on Monday. The Chamber still does not have an official Treasurer. Suzanne indicated the need to send a letter to the membership. The Board may need to look at paying someone in the interim until the seat is filled.
- IV. Director Report:
 1. North Country Insurance Agency added to the list of member businesses that accept GGCC gift certificates
 2. Membership renewals will soon be generated through QuickBooks and look like actual invoices. New format will allow members to select how many employees they have and submit payment accordingly. The Board considered sending invoices on a quarterly basis but decided to stay monthly for now and perhaps revisit at a later date.
- V. Correspondence:
 1. Ad renewal with Hill Country Observer – Directors reviewed renewal information and requested additional information re: ad sizes and frequency (is there an every other month advertising option? Jessica to circle back with Gabi Moore, Hill Country advertising rep.
 2. Ad renewal with Capital Regional Magazine (combined Chamber advertisement w/ Cambridge & Salem Chambers of Commerce) – Jessica to reach out to Cambridge and Salem to see if interested. Board was in agreement to do the ad again if the other Chambers agree.

The Board discussed calling attention to the specific print advertising that the Chamber so that members could then request copies of the publications for themselves. Jessica will add this to the list of regular communications that go out to the membership base.
- VI. Action and/or Discussion Items/New Items:
 1. Budget Discussion – Suzanne verifying Christine Richards coming in to Chamber office.
 2. Beginning January 1, 2017 the Board implemented a reduction in the Managing Director's working hours to part-time, resulting in a change to the Chamber's Office Hours. New Office Hours are Monday 9:00 am – 2:00 pm and Thursday 8:30 am – 4:30 pm. Also implemented

January 1, 2017 are several changes to the Directors paid time off. A MOTION was made by Catherine Burkly to officially approve the new 2017 Chamber Hours and Benefits Update, with two amendments – (1) to change Board approval to the executive committee for making up sick time, and (2) mileage incurred on Chamber business will be reimbursed monthly at the federal reimbursement rate, and was seconded by Suzanne Becker. The MOTION carried.

7:28 PM the Board entered into Executive Session with a MOTION made by Andy Kelly and was seconded by Mary Barnhart. The Board came out of Executive Session at 7:35 PM.

3. Directors Leave – In the absence of a New York State maternity leave law, the Board has offered Jessica 8 weeks of unpaid leave and asked for her decision by the next Board of Directors meeting. Upon return, the schedule would remain part-time.
4. Jessica to confirm who is responsible for shoveling the walkway to the Information Booth.
5. Jessica to update Member Benefits sheet and distribute to members on Tuesdays

VII. Old Items:

1. Jessica to continue trying to make contact with the Washington County Planning Department re their request for tourism data.

VIII. Committee Reports:

1. Executive – No report
2. Budget /Audit – Discussed earlier in the meeting
3. Communications – Committee is Suzanne Becker, Jessica Lynn and Mary Barnhart
4. Fundraising – Need to be thinking about more fundraising events
5. Health Insurance – The Board asked that the funds from the health insurance administration fees be transferred on a monthly basis on a specific date. Jessica will designate on calendar. Jessica will also get in touch with Cassandra Martin at USI to see what 2017 promotional fees will look like with the new insurance plans.
6. Membership – No report
7. Networking – No events confirmed yet for 2017. Need to select date, location and begin planning for annual dinner meeting in April. The Board discussed contacting Argyle Brewing Company or Willard Mountain as potentials for hosting a winter event. A spring event with Comfort Food Community is also a possibility. Catherine Burkly also suggested Mary Barnhart reach out to the Elks Club or Lyon's Club. Jessica to begin sending a monthly email to members inquiring about any events they are planning. Jessica will begin making inquiries in person to members to gauge interest in hosting/participating in Chamber networking/social events.
8. Nominating – Still in need of more board members
9. Whipple City Festival – Dates confirmed for Friday & Saturday, June 16-17, 2017. Eastbound Jesus confirmed for Saturday night entertainment. Second planning meeting scheduled for Wed., Feb. 8 at 6:00 PM. Jessica will send an email to all members, as well as 2016 committee members, to notify and encourage those interested to attend the meeting.
10. Halloween – No report
11. Holiday Lighted Tractor Parade – Date confirmed for Saturday, November 18, 2017
12. Greenwich Economic Development Group – No report

The meeting adjourned at 8:07 PM by a MOTION made by Suzanne Becker. MOTION carried. Next meeting will be held February 15, 2017.

Respectfully Submitted,

Jessica Lynn
Secretary