

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

April 20, 2016

MINUTES – APPROVED

Directors in attendance: Mary Barnhart, Suzanne Becker, Bill Blake, Catherine Burkly, Katie Jo Mohamed Ali, and Matt Ryan

- I. President Suzanne Becker called the meeting to order at 6:40.
- II. Consent Agenda:

The March 2016 Meeting Minutes and the March Treasurer's Report were included. A MOTION was made by Catherine Burkly to accept the meeting minutes and was seconded by Bill Blake. The MOTION carried.

The Board decided to not approve the Treasurer's Report and will add to next month's consent agenda for approval.
- III. Election of Officers:

A MOTION was made by Suzanne Becker to nominate Jessica Lynn as Secretary and was seconded by Catherine Burkly. The MOTION carried.

A MOTION was made by Suzanne Becker to nominate Lisa Gillis as Treasurer and was seconded by Bill Blake. The MOTION carried.

A MOTION was made by Catherine Burkly to nominate Suzanne Becker as President and was seconded by Bill Blake. The MOTION carried.

A MOTION was made by Suzanne Becker to nominate Catherine Burkly and Matthew Ryan as Vice Presidents and was seconded by Katie Jo Mohamed Ali. The MOTION carried.
- IV. Adoption of Routine Resolutions:

A MOTION was made by Suzanne Becker and was seconded by Catherine Burkly to approve:

 - a) Appointment of Corporate Attorney – Andrew Kelly
 - b) Officers' Spending Authority – Per Financial Regulations (as attached)
 - c) Appointment of Corporate Accountant – Judith Klingebiel CPA
 - d) Appointment of Corporate Insurance Agent – Joe Rocco, McPhillips Insurance Agency and Marshall & Sterling Insurance Agency
 - e) Appointment of Corporate Depository – Trustco Bank
 - f) Appointment of Office Manager / Managing Director – Jessica Lynn

The MOTION carried.
- V. New Business:
 1. A MOTION was made by Suzanne Becker to approve the costs of obtaining a notary public license for Jessica, and was seconded by Catherine Burkly. The MOTION carried.
 2. Suzanne noted that the executive committee will meet with Jessica to set guidelines for 6 month and 9 month reviews. Specific goals will be brought to the Board, and for now until after the Whipple City Festival, there is a moratorium on changes within the Chamber. Jessica will be given time to acclimate and learn the job so the implementation of new things is on hold.
 3. Mary met with Maureen to discuss website improvements and will be coming up with a proposal for a responsive design website. They will be working on getting proposals from vendors – both members and non-members. Maureen is working on a timeline and will present to the Board.

Catherine thinks a cow should be incorporated into the GGCC logo. Kathy indicated the need for a better format for event listings. Mary says new design should utilize fewer clicks and more scrolling with better promotion of businesses and less promotion of the Chamber itself.

VI. Old Business:

Jessica reported that letters to local fire and rescue organizations will be mailed out this week offering honorary membership. Included were Easton Fire Dept., Middle Falls Fire Dept., Cossayuna Fire Dept. and Easton Greenwich Rescue Squad.

VII. Correspondence:

1. The Board received a letter of thanks from the America Red Cross for the donation of 250 tote bags and 97 new race t-shirts. T-shirts were extras and the bags were a misprint.
2. The Board received a letter of inquiry from Greenwich Central School asking if the Chamber was interested in continuing to provide scholarships to graduating seniors. Previously, the Chamber has provided two awards: a \$500 scholarship with WCF race proceeds to a student going into business, and a \$1,000 scholarship with Holiday Lighted Tractor Parade proceeds to a student pursuing a degree in agriculture. The Board agreed to continue both scholarships, no motion needed. Suzanne volunteered to present both awards at the graduation ceremony in June.
3. Suzanne informed the Board that she received notification from Carrie Woerner's office that Kathy was nominated and selected for a Women in Business achievement award. Kathy is to be recognized next month at a ceremony at the Arts Center in Saratoga.

VIII. Committee Reports:

Committees were reviewed and updates made to who serves on what committees.

1. Executive – No report.
2. Budget /Audit – No report.
3. Communications – No report.
4. Fundraising – No report.
5. Health Insurance – No report.
6. Membership – The Board recognized the need for a committee to look at new membership opportunities. Suggested that committee look at ways to increase membership and explore what other chambers are doing and offering that the GGCC currently does not. Committee members yet to be identified. Catherine and Katie Jo volunteered. Kathy will compile a list of members who have left the Chamber and the reason why, if known.
7. Halloween – No report.
8. Networking – Mary Barnhart went through the upcoming networking plans. Board agreed on “First Friday” and “Third Thursday” for events. Mary gets date confirmation, description, and image; Jessica will promote via Facebook and email. Suzanne asked that the list of events be updated and distributed to Board members.
9. Tractor Parade – No report.
10. Whipple City Festival – Next meeting scheduled for Wed 5/11 at 6:00 pm at the Chamber office.
11. Four Alarm Chili Cook-Off – No report.
12. Nominating – No report.

The meeting adjourned at 8:10 by a MOTION made by Bill Blake and seconded by Suzanne Becker. MOTION carried. Next meeting is scheduled for May 18, 2016

Respectfully Submitted,

Jessica Lynn
Secretary