

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

May 18, 2016

MINUTES – APPROVED

Directors in attendance: Suzanne Becker, Lisa Gillis, Katie Jo Mohamed Ali, Bill Blake, Mary Barnhart, Andy Kelly, Christine Grogan

- I. President Suzanne Becker called the meeting to order at 6:12 PM.
- II. Consent Agenda:

The March Treasurer's Report was included as it was not approved at the last Board meeting. Treasurer Lisa Gillis explained that the date sensitivity of the report meant that many spaces were blank. A MOTION was made by Bill Blake to accept the March Treasurer's Report after this explanation, and was seconded by Mary Barnhart. The MOTION carried.

The April 2016 Meeting Minutes were included. Mary Barnhart requested an amendment to the minutes. A MOTION was made by Suzanne Becker to accept the amended April 2016 Meeting Minutes and was seconded by Bill Blake. The MOTION carried.

The April Treasurer's Report was included. A MOTION was made by Suzanne Becker to accept the April Treasurer's Report and was seconded by Bill Blake.
- III. Director Report:

Addition of Director Report to Board of Directors meeting. Allows Jessica to bring issues to the Board.
- IV. Correspondence:
 1. Letter received from the Greenwich American Legion and Greenwich VFW inviting the Chamber to participate in the annual Memorial Day parade on Friday, May 27. Suzanne indicated yes, the Chamber will participate.
 2. Andy Kelly – would be helpful to have a bulleted list of all the things the Chamber does for the Village. Not just Whipple City Festival and Parade, Tractor Parade. Suzanne suggested looking at and adding to the Member Benefit List. How does the Chamber help the community, what are the benefits of membership?
 3. Thank you received from Kathy Nichols-Tomkins re acknowledgment of her contributions to the Chamber over the last 25 years and retirement gift. Bill Blake suggested bulletin board to highlight letters like this received by the Chamber. All agreed.
 4. Suzanne Becker attended Women of Distinction ceremony sponsored by Carrie Woerner to acknowledge Kathy Nichols-Tomkins achievement.
 5. Greenwich FFA traveled to New Holland factory in Pennsylvania. Took pictures with them of the Tractor Parade.
- V. Action and/or Discussion Items/New Item:
 1. Nominating Committee intended for nominating members. Membership Committee intended for Chamber membership recruitment. If there is some committee related news, Suzanne Becker asked that a note be sent to Jessica ahead of time.
 2. A MOTION was made by Suzanne Becker to accept the change the Chamber office hours to be open Monday through Thursday beginning the week of June 13, 2016 and was seconded by Bill Blake. The MOTION carried. Hours will be changed for the summer. Jessica will communicate the changes to the public.

3. A MOTION was made by Mary Barnhart to approve Heidi Clary as new Board member and was seconded by Andy Kelly. The MOTION carried. Heidi still has to accept the position.
4. The Board discussed the holiday lights in Mowry Park. Suzanne suggested having a conversation with the mayor and the Village board.
5. Greenwich beautification project. Suzanne Becker and Jessica to initiate an email to Tim Taylor and the mayor saying yes, we're interested in talking about a beautification project.

VI. Old Items:

1. Recruitment for new Directors – there are currently three vacancies.
2. Credit card/debit card questions – The current Chase credit card utilized by the Chamber is linked to Kathy's personal identify via her social security number. The Board discussed other options for the Managing Director to make purchases on behalf of the Chamber. During this discussion Andy Kelly reviewed the by-laws to clarify the existing rules around signatures on checks to ensure checks and balances with regard to Chamber bank accounts. Andy Kelly suggested that the Board pass a resolution to allow the Treasurer the authorization to sign checks and the Managing Director the authorization to use a credit or debit card for purchases up to a specific amount without Board approval. A MOTION was made by Bill Blake for a resolution for Kathy Nichols-Tomkins to close the existing Chase credit card, Jessica Lynn and Lisa Gillis to obtain a debit card from Trustco bank with the Chamber's name on it, and allowing the Managing Director and Treasurer as signers up to \$500.00 without prior Board approval. Any purchases beyond \$500.00 require Board approval. The MOTION was seconded by Suzanne Becker. The MOTION carried. A MOTION was also made by Andy Kelly to grant the Treasurer the authority to sign checks on behalf of the Chamber without a counter signature and was seconded by Suzanne Becker. The MOTION carried.
3. Jessica was asked to write up resolution for the rules on who can write checks and send to Andy. Once finalized, should include in folder with existing resolutions. The default policy without a resolution is that all checks needs to be counter-signed.

VII. Committee Reports:

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

1. Executive – Executive committee (Suzanne Becker, Catherine Burkly, and Matt Ryan) to meet with Bill Blake and Jessica Lynn to keep and open line of communication as Jessica gets up to speed in Managing Director role.
2. Budget /Audit – No report.
3. Communications – No report.
4. Fundraising – No report.
5. Health Insurance – No report.
6. Membership – Applications for Chamber membership received from 4J Farmm and Bouncelinx High Speed Broadband Internet. A MOTION was made by Suzanne Becker to accept both applications and was seconded by Andy Kelly. The MOTION carried.
7. Networking – Committee looking to confirm future event with Battenkill River Sports. Mary Barnhart to update networking spreadsheet and share at Board meetings.
8. Nominating – No report.
9. Whipple City Festival – Updated festival poster to be uploaded to Chamber website. David Doonan identified as Grand Marshall for parade. Annelise Kelly working to update the Whipple City Festival Facebook page. Parade volunteers still needed. Next committee meeting scheduled for Wed 5/25 at 6:00 pm.
10. Halloween – No report.
11. Greenwich Economic Development Group – No report.
12. Four Alarm Chili Cook-Off – No report.

The meeting adjourned at 7:44 PM by a MOTION made by Suzanne Becker and seconded by Christine Grogan. MOTION carried. Next meeting is scheduled for June 15, 2016.

Respectfully Submitted,

Jessica Lynn
Secretary