

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

June 15, 2016

MINUTES – APPROVED

Directors in attendance: Suzanne Becker, Lisa Gillis, Catherine Burkly, Andy Kelly, Bill Blake, Heidi Clary

- I. President Suzanne Becker called the meeting to order at 6:14.
- II. Consent Agenda:

The May 2016 Meeting Minutes, the amended April 2016 Meeting Minutes, and the May Treasurer's Report were included. A MOTION was made by Suzanne Becker to accept the consent agenda, the April 2016 amended meeting minutes, the May 2016 meeting minutes, and the May 2016 Treasurer's Report, and was seconded by Bill Blake. The MOTION carried.
- III. Director Report:

Suzanne announced the addition of the Director Report to Board of Directors meeting to allow Jessica the opportunity to bring issues/items to the Board for discussion. Jessica asked the Board to consider purchasing a second computer for the office. Bill Blake suggested contacting the individual that the Town uses for their computer needs to discuss needs and cost. Jessica asked to explore options for bringing water into the office due to the lack of drinking water access in the building. Jessica also noted that the vacuum cleaner used to clean the wall to wall carpet in the Chamber office is borrowed from the youth center and often does not work. Bill Blake mentioned researching a standing desk, which Jessica will look into in terms of cost. Jessica also asked the Board if it would be in favor of offering member businesses the option to receive their bills electronically, in an effort to save on postage and paper. Currently, all monthly dues billing and quarterly health insurance billing is all done in hardcopy and mailed via postal mail. A MOTION was made by Bill Blake to offer members the option to receive their bills electronically, and was seconded by Andy Kelly. The MOTION carried.
- IV. Correspondence:
 1. Confirmation received from Cossayuna Fire Department accepting their honorary membership.
 2. Packet of information received from Washington County Office for Aging and Disabilities Resources. Will add relevant flyers to the internal to bulletin board.
 3. Letter received from IRS granting an extension of time to file an exempt organization return
 4. Invoice received from the Adirondack Regional Chamber of Commerce for renewal of annual member dues. Jessica to research how the amount is calculated and identify a liaison. The Board would like to know what the benefit is to the GGCC and its members by being a member of the ARCC.
- V. Action and/or Discussion Items/New Item:
 1. Chamber office hours have changed, effective now. All channels updated. Suzanne will look into adding the office hours to the Chamber Facebook page.
- VI. Old Items:
 1. Beautification project is on hold as key players have been out of town. The holiday lights in the park were all removed by DPW. Suzanne and Jessica will write a letter to the Village informing them of who contributed to purchasing the lights.

2. To address Article 7, Section 2 of the GGCC by-laws, Andy Kelly recommended passing a resolution to address the current requirement of a countersignature on checks, drafts, or orders for payment. In at least 10 years, the Chamber has never had a double signature on a check. Andy will write up a formal resolution. Jessica to find out who else can sign health insurance checks. The Board determined that the Treasurer should be listed as a second. From the previous Board meeting, the Managing Director and the Treasurer have the authority to use a debit card for purchases up to \$500 without board approval and the authority to sign checks from the general operating checking and savings accounts without counter signature. The Board asked Jessica to stop using the current health savings account and only utilize the health insurance checking account.

A MOTION was made by Catherine Burkly to allow the Managing Director and/or the Treasurer to have check writing authority for health check and savings and to move money between accounts and into the general operating account without a counter signature, and was seconded by Suzanne Becker. The MOTION carried. A MOTION was made by Catherine Burkly to allow the Managing Director and the Treasurer the authority to sign checks and move money between the savings and general operating accounts without counter signature, and was seconded by Suzanne Becker. The MOTION carried.

VII. 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 – Applications for Chamber membership received from The Divine Energy Center Wellness Studio and Aflac New York. Each previously approved by the Board via email. A MOTION was made by Suzanne Becker to accept both applications and was seconded by Catherine Burkly. The MOTION carried.
7. Networking – Committee members not present to give report. Dream Design Flooring event was canceled. Board requested that the Networking committee send the events spreadsheet electronically to all Board members.
8. Nominating – No report
9. Whipple City Festival – Too early to have all of the numbers in but general feedback is that the festival was a success. Saturday's weather was unfortunate, attendance was down, and the carnival area took a hit compared to last year. Adirondack Brewery reported to Andy Kelly that they were pleased with the event. Laser tag came only on Saturday and would have done well on Friday night. Income from food vendors still outstanding. Parade was well received. General festival donations were down slightly but race donations exceeded last year's figures.
10. Halloween – No report
11. Greenwich Economic Development Group – Suzanne reported that Sara Idleman indicated that the group does not plan to meet until September. Suzanne did inquire as to who the group consists of and what their goals are.
12. Four Alarm Chili Cook-Off – No report

The meeting adjourned at 7:42 by a MOTION made by Suzanne Becker. MOTION carried.
Next meeting is scheduled for July 20, 2016.

Respectfully Submitted,

Jessica Lynn
Secretary