

July 20, 2016

MINUTES – APPROVED

Directors in attendance: Mary Barnhart, Suzanne Becker, Bill Blake, Catherine Burkly, Heidi Clary, Christine Grogan, Andy Kelly, Jessica Lynn

- I. President Suzanne Becker called the meeting to order at 6:30 PM.
- II. Consent Agenda:

The June 2016 Meeting Minutes and the June Treasurer’s Report were included. A MOTION was made by Suzanne Becker to accept the consent agenda, the June 2016 meeting minutes, and the June 2016 Treasurer’s Report, and was seconded by Catherine Burkly. The MOTION carried.
- III. Director Report:

Jessica asked the Board to clarify the protocol for unexpected office closure due to illness or otherwise unanticipated events. The Board agreed that under such circumstances, managing director should notify the executive committee of unexpected absences. For expected absences, like scheduled vacation time, the Board agreed that the managing director should identify someone for office coverage at least part of the time. Suzanne noted that there has been a tradition with the Chamber that the Board has not have an August meeting due to the Washington County Fair and vacation schedules. A MOTION was made by Bill Blake to skip the August Board meeting and was seconded by Andy Kelly. The MOTION carried.

Jessica spoke to the Board about purchasing a second computer – potentially a laptop – and her meeting with Chris Copeland re limitations of current email and computer systems utilized by the Chamber office and options for replacement with cloud-based systems. The Board would like to invite Chris to come to the September board meeting to discuss options. A MOTION was made by Suzanne Becker to approve expenditure up to \$15/month to change the Chamber email and computer system to a cloud-based system and was seconded by Matt Ryan. The MOTION carried. A MOTION was also made by Andy Kelly to approve \$250 for the purchase of a standing desk in Chamber office and was seconded by Catherine Burkly. The MOTION carried.
- IV. Correspondence:
 1. Thank you note received from one of the graduating seniors who was the recipient of a GGCC scholarship awarded in June
- V. Action and/or Discussion Items/New Items:
 1. Communication related to board of directors meetings will be sent to all directors via email
 2. Time of the Board Meeting will remain at 6:30 PM
 3. Outstanding membership dues. GGCC by-laws indicate that a member shall be expelled from Chamber membership after 3 months of invoicing and non-payment. The Board agreed to implement a \$25 fee to reinstate members who are terminated for non-payment.
Green Mountain Benefits – Andy to send email
Devine Properties – Catherine Burkly to contact
Greenwich Chiropractic – Bill volunteered to contact

VI. Old Items:

1. Beautification project is still without an active committee; no meetings yet. Chamber involvement TBD.
2. Still need written resolution to address double signatures on checks. Suzanne and Jessica had a meeting at Trustco Bank. Trustco does not offer double signatures on checks anymore. Jessica and Lisa, as Secretary and Treasurer, have authority to access all Chamber bank accounts. A MOTION was made by Bill Blake to keep Jessica and Lisa, as Secretary and Treasurer, and add the President, whoever that may be, as an authorized signee for all Chamber bank accounts and was seconded by Matthew Ryan. The MOTION carried. Note for the Annual Meeting: one of the first duties of any new Chamber President, once confirmed, should be to go to the bank and establish themselves as a signer. A MOTION was made by Andy Kelly to amend the by-laws Article 7, Section 2 to reflect that checks can be signed by the Secretary, Treasurer, or the President, and the second sentence requiring a second signature be deleted and was seconded by Bill Blake. The MOTION carried. Is the health insurance savings account? A MOTION was made by Suzanne Becker to close the savings account associated with the health insurance money and transfer the \$28,600 into the health insurance checking account and was seconded by Catherine Burkly. 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 – No report
7. Networking – Committee unable to confirm a host for July networking events and will begin working on August events. Library mixer was “Women in Business” and primarily attended by Board members. Concerns were expressed around the low attendance for member-only events. The networking committee would prefer these networking events and mixers to be open to the public. Catherine Burkly suggested adding the Chamber networking events into the Albany Business Review events calendar.
8. Nominating – No report
9. Whipple City Festival – Nearly final numbers. Considerably less income generated this year compared to other years, due to a number of unforeseen circumstances. Whipple City Festival committee to consider charging a booth fee for beverage vendors beginning in 2017. Thank you letters to all festival sponsors to be sent in August.
10. Halloween – No report
11. Holiday Lighted Tractor Parade – 2016 date is also opening day of hunting season
12. Greenwich Economic Development Group – No report
13. Four Alarm Chili Cook-Off – No report

The meeting adjourned at 8:09 PM by a MOTION made by Suzanne Becker. MOTION carried. Next meeting is scheduled for September 21, 2016.

Respectfully Submitted,

Jessica Lynn
Secretary