

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

November 1, 2017

MINUTES – APPROVED

Directors in attendance: Suzanne Becker, Amie Collins, Andy Kelly, Stacey Nute, Jessica Lynn, Heidi Clary (via phone), Matt Ryan (via phone)

- I. President Suzanne Becker called the meeting to order at 6:34 PM.
- II. It does not appear that the September 2017 Meeting Minutes were circulated to Board members, therefore approval has been tabled until the next meeting.
- III. Treasurer's Report:

Banking activity for the prior month was shared with the Board. Suzanne Becker indicated that the Balance Sheet should not be totaled together and should be broken out going forward. It is understood that the checking and savings accounts are the only two really relevant to the Board on a monthly basis.

A question came up re: petty cash that could not be answered. Amie Collins will follow up with Amy Pett. All Chamber assets have to be looked at in the office.

Jessica and Stacey noted that a number of software and accessibility issues have recently come up. QuickBooks templates have had formatting issues on the newly acquired laptop, and all company and personnel information has been wiped out of Payroll Mate.

Andy Kelly inquired about health insurance assets and liabilities and how they relate. Jessica indicated that she believes the information to be old and irrelevant since health insurance and general Chamber accounting are separated out into two accounts in QuickBooks. Jessica will connect with Amy to schedule a time to meet and review.

Andy Kelly also inquired about the wages category for liabilities on the Balance Sheet and asked for an explanation as to how the liabilities section is generated. This will require follow-up with Amy Pett. Suzanne Becker then asked that the December 13 BOD meeting be a budget focused meeting.

As to the Official Treasurer position and whether there are to be dual names listed – Jessica will ask Amy Pett if she is agreeable to that.
- IV. Correspondence:
 1. Request received from Village Mayor Pam Fuller re USEPA Brownfields Site Specific Assessment Grant Proposal. Board approved, Jessica to send letter back ASAP.
 2. Suzanne noted that a representative from the Welcome Wagon publication was supposed to come to the October BOD meeting – which was canceled and rescheduled for this date. The office has not heard anything from them since. It was discussed whether to invite them to the January BOD meeting. Suzanne wants to table the conversation until the end of the year.
 3. Webserver inquiry received from John Felicetti, Secretary and Board member of the Cossayuna Lake Improvement Association asking if they might be able to get a link on the Chamber site. Jessica was asked by the Board to invite them to join the Chamber and become a member.
- V. Director Report:
 1. The Fort Miller Group has generously provided the Chamber with a used laptop computer. In getting the machine up and running, there have been some minor setbacks in maximizing its usefulness. Jessica discussed with the Board the possibility of purchasing Microsoft Office for the laptop so that documents shared between the newly networked computers can be more

seamless. There has also been no progress in locating the QuickBooks installation CD. Amie Collins suggested using Google docs for file sharing and Jessica agreed that this could be a useful tool for both the office staff and Board members. Jessica will further explore this option when there is time.

VI. Action and/or Discussion Items/New Items:

1. Jessica reported to the Board that the health insurance promotional figures from USI are going to be changing again. No word yet on what these changes will actually look like. Jessica also expressed some concern that the Chamber has not yet received the renewal package from CDPHP. The Open Enrollment period began today, November 1. Jessica will meet with Suzanne once the 2018 figures are in.
2. 2018 Budget discussed earlier in the meeting. December 13 BOD meeting will be a budget focused meeting.
3. Suzanne Becker announced that she will be officially leaving the Board at the end of her term – April 2018. While she hopes to return at some point, she will be taking a year or two off from the Board. With Catherine Burkly and Mary Barnhart absent from this meeting, Suzanne indicated that she would send them an email to notify.

VII. Old Items:

1. Jessica shared with the Board that Wilson Pratt of Battenkill IT will be migrating Chamber email from Windows LiveMail to Outlook
2. The “Things To Do” tab on the Chamber website is still not pulling in any content. After some discussion, the Board agreed to move the local events calendar to this tab (and still call it Things To Do). The newly empty “Events” tab will then be used to pull in just Chamber events – Whipple City Festival, Whipple City 5K-10K, Halloween Parade, Holiday Lighted Tractor Parade and other Chamber run social events that are currently only listed along the lower left side of the main page. These edits cannot be made in house so Jessica will put the request in to Mannix Marketing when there is time to do so.

VIII. Committee Reports:

1. Executive – No report
2. Budget /Audit – Discussed earlier in the meeting
3. Communications – No report
4. Fundraising – No report
5. Health Insurance – Discussed earlier in the meeting
6. Membership – No report
7. Networking – Event hosted by Betterbee last week. 16 people in attendance, all members. Great feedback received.
8. Nominating – No report
9. Whipple City Festival – Email received from Finish Right re outstanding invoice from Whipple City Race. Matt Ryan asked for supporting documentation then approved the invoice for payment. Jessica will make payment.
10. Halloween – Suzanne reported that the parade went well despite poor weather and a last minute venue change. Photos of winners were shared on Facebook. The Chamber made approximately \$900, spent approximately \$200. The Board asked that Kathy Nichols-Tomkins be mentioned in any public thank you as a volunteer.
11. Holiday Lighted Tractor Parade – Suzanne and Stacey reported that fundraising efforts have been successful. Volunteers are needed for the day and evening of the parade. Stacey utilized a service called SignUp Genius to reach out to the members and organize volunteers.
12. Greenwich Economic Development Group – No report

The Board discussed the possibility of changing the meeting time for the BOD meeting. It was determined that the meeting would stay at 6:30 PM. The Board also agreed to keep Jessica and Stacey's schedules at a full 20 hours/week each through the Tractor Parade.

New membership applications from Marchaland Farms and Anytime Fitness were approved by a MOTION made by Amie Collins and seconded by Andy Kelly. MOTION carried.

The meeting adjourned at 8:06 PM by a MOTION made by Suzanne Becker. MOTION carried. The next meeting will be held on November 15, 2017.

Respectfully Submitted,

Jessica Lynn
Secretary