

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

November 15, 2017

**MINUTES – APPROVED**

Directors in attendance: Suzanne Becker, Amie Collins, Andy Kelly, Mary Barnhart, Jessica Lynn, Lorraine Ballard, Heidi Clary (via phone)

- I. President Suzanne Becker called the meeting to order at 6:32 PM.
- II. The September 2017 Meeting Minutes were included. Suzanne reviewed the minutes verbally. A MOTION was made by Suzanne Becker to accept the September minutes and was seconded by Amie Collins. The MOTION carried.
- III. Treasurer's Report:  
Amie Collins presented the Treasurer's Report and banking activity for the prior month to the Board. Upon review, the Board asked Jessica to identify the fixed expenses every month and share with the Board.  
Jessica shared with the Board that only Amie Collins will be listed as Chamber Treasurer, per request of Amy Pett. Suzanne reminded the Board that the December 13 BOD meeting will be a budget focused meeting and asked all directors to review Treasurer's Report and bring questions to the December meeting. It was noted that a budget column needs to be added in to the Treasurer's Report. A MOTION was made by Andy Kelly to accept the November Treasurer's Report and was seconded by Amie Collins. The MOTION carried.
- IV. Correspondence:
  1. Email received from Greenwich Free Library Director, Annie Miller, asking the Chamber to send a library survey electronically to all members. Jessica will send.
- V. Director Report:
  1. Jessica reported to the Board that the office is overwhelmed right now and both she and Stacey are doing their best to keep the wheels in motion. She also informed the Board that in the process of migrating email from Windows LiveMail to Outlook, none of the contacts were transferred successfully and will need to be manually entered. Additionally, the contact groups from LiveMail were wiped out during the migration and were replaced with old, outdated groups. This has created an issue in sending email blasts to members and will also need to be reconciled by manually repopulating all groups.
- VI. Action and/or Discussion Items/New Items:
  1. Jessica reported to the Board that the new health insurance promotional rates have still not been disclosed to the Chamber. A conversation with USI rep, Karen Nash, is scheduled for tomorrow, November 16.
  2. The Board discussed ideas for venues and a date for a Holiday Mixer. The Board decided to push the mixer until January and has tentatively settled on a date of Wednesday evening, January 17. Both Amigo's and Clark's Steakhouse were suggested as venues for the mixer and identified as potential new members. Lorraine Ballard offered to reach out to Amigo's to assess availability.
- VII. Old Items:
  1. Battenkill Valley website needs review. Jessica will initiate 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 – Andy Kelly indicated that Carmody Ford may be interested in re-joining the Chamber. Chamber office will send a membership application directly to owner, JC Carmody. Amie Collins announced that she is leaving Betterbee and has accepted a new job in Saratoga. She indicated her interest in continuing her participation on the Board.
7. Networking – Lorraine Ballard suggested hosting quarterly events
8. Nominating – No report
9. Whipple City Festival – As Festival Chairperson, Andy Kelly asked Jessica to send an email to last year's committee members to get a 2018 planning meeting on the calendar. Suggested the evening of December 12 or December 14.
10. Halloween – Thank you letters sent to all sponsors.
11. Holiday Lighted Tractor Parade – Updated provided by Suzanne. Things are looking good. Weather looking questionable. 56 tractor entries received to date.
12. Greenwich Economic Development Group – No report

The meeting adjourned at 8:22 PM by a MOTION made by Suzanne Becker. MOTION carried.  
The next meeting will be held on December 13, 2017.

Respectfully Submitted,

Jessica Lynn  
Secretary