

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

November 16, 2016

**MINUTES – APPROVED**

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

- I. President Suzanne Becker called the meeting to order at 6:34 PM.
- II. Consent Agenda:  
The October 2016 Meeting Minutes were included. A MOTION was made by Catherine Burkly to accept the meeting minutes and was seconded by Bill Blake. The MOTION carried.
- III. Treasurer's Report:  
The Chamber does not have an official Treasurer and Treasurer's Report not available. Taxes are done and were filed by Judy Klingebiel. Are any board members interested and willing to act as Treasurer?
- IV. Director Report:
  1. Information Booth – Suzanne will fix the door and window after the Tractor Parade. Heidi unable to find replacement bulbs for the lights inside the building. She recommended updating the lighting.
- V. Correspondence:
  1. Washington County Planning Department – Jessica to circle back and let them know that with more lead time, we would be happy to provide the tourism data they were interested in if we have it. Jessica left a phone message.
  2. Adirondack North Country Association – Jessica to circle back: how do you see our two organizations interacting? How can we benefit each other? Jessica left a phone message.
- VI. Action and/or Discussion Items/New Items:
  1. Bill Blake announced that he is resigning from his position at the Battenkill Branch YMCA. He has also submitted his resignation from the Chamber Board of Directors. Given the uncertainty of future employment, he is unable to make the time commitment at this point in time.
- VII. Old Items:
  1. Greenwich beautification survey sent via email to all chamber members.
  2. Jessica to write up the "Chamber Money Handling Policy" for the Chamber that reads "Debit card shall be connected to Chamber operating checking account only. The Managing Director, Treasurer, and President shall be the only authorized users/signers of the debit card and may make purchases up to \$500 without Board approval. Any purchases above \$500 above require board approval." Previously passed written resolution stays as is. Jessica has added this to the existing file of new resolutions.
- VIII. Committee Reports:  
Committees were reviewed and updates made to who serves on what committees.
  1. Executive – No report

2. Budget /Audit – Jessica to research options/vendors for outsourcing payroll/accounting as well as QuickBooks upgrade and identify a local resource for QuickBooks questions. Andy Kelly suggested Kathy Lewis in his office could possibly help. Jessica will reach out
3. Communications – No report
4. Fundraising – No report
5. Health Insurance – The Board agreed that a consolidated version of the Chamber’s health insurance offerings for 2017 should be emailed to all current members. Those members already enrolled in Chamber health insurance should receive hardcopy versions of the complete insurance offering. A condensed version can be sent to all other Chamber members via postal mail for their review.
6. Membership – Membership numbers continue to fall.
7. Networking – A holiday gathering is being planned for the week of December 12. Generally the Board will conduct a quick meeting before the social event.
8. Nominating – Need more board members.
9. Whipple City Festival – No report
10. Halloween – No report
11. Holiday Lighted Tractor Parade – Suzanne Becker reported that the parade is moving forward and with much anticipation.
12. Greenwich Economic Development Group – No report
13. Chili Cook-Off – The Board agreed to step out of the Chili Cook-Off and let the Middle Falls Fire Department conduct it as they see fit. Jessica will circle back with Jeff Conkey and let him know of the Board’s decision.

The meeting adjourned at 8:00 PM by a MOTION made by Suzanne Becker. MOTION carried.  
Next meeting will be hold in December 2016, date TBA.

Respectfully Submitted,

Jessica Lynn  
Secretary