

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

December 13, 2016

MINUTES – APPROVED

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

- I. President Suzanne Becker called the meeting to order at 4:44 PM.
- II. Consent Agenda:
The November 2016 Meeting Minutes were included. A MOTION was made by Catherine Burkly to accept the meeting minutes and was seconded by Suzanne Becker. The MOTION carried.
- III. Treasurer's Report:
The Chamber still does not have an official Treasurer; therefore a Treasurer's Report was not available. The Board discussed the pros and cons of taking on various activities, like payroll, that had been previously handled through Vincent Cristaldi's office. Catherine Burkly suggested the Board consider using the software she uses in her office, Payroll Mate, as it would provide a considerable cost savings to keep it all in-house. Suzanne and Jessica discussed asking Amy Pett of Judy Klingebiel's office to come in to the Chamber office for a couple of hours to answer outstanding questions re the QuickBooks software and discuss benefits of upgrading the system and purchasing the QuickBooks payroll module. A MOTION was made by Suzanne Becker to spend up to \$100 to bring Amy in and was seconded by Catherine Burkly. Another MOTION was made by Suzanne Becker to move forward with the purchase of the most beneficial payroll/financial system provided that it cost the Chamber less than \$500/year and was seconded by Catherine Burkly. Christine Grogan agreed to step in and help out with banking items until the Treasurer seat is filled.
- IV. Director Report:
 1. Information Booth – Catherine Burkly offered to check at some of the bigger home improvement stores for replacement bulbs for the lights inside the building.
- V. Correspondence:
 1. Jessica to follow-up with the Washington County Planning Department re request for tourism data. As of January 9, still no response from their office.
- VI. Action and/or Discussion Items/New Items:
- VII. Old Items:
- VIII. Committee Reports:
 1. Executive – No report
 2. Budget /Audit – Budgets for committees discussed. Networking has zero in the budget. Whipple City committee will work to make up the \$4,000. Lost two health insurance participants due to Medicare eligibility. Know of at least 1 that will age out this summer as well.
 3. Communications – Mary Barnhart reported that she and Maureen Edsforth have been speaking with a number of local companies to get estimates on the cost to overhaul and redesign the GGCC website. Estimates for a new website fall in the \$7,000-\$10,000 range. The figure

obtained from Mannix Marketing over a year ago to upgrade the current site was around the same. Suzanne Becker suggested looking into the potential for grant funds or matching programs to help offset the cost. Andy Kelly suggested looking to the national level for any Chamber of Commerce funds.

4. Fundraising – No report
5. Health Insurance – All health insurance participants have been updated with their plan selections for 2017.
6. Membership – No report
7. Networking – No report
8. Nominating – Need more board members
9. Whipple City Festival – A preliminary organizational meeting is scheduled for Tues., Jan. 10 at 6:00 PM at the Chamber office. Jessica sent an email to the 2016 WCF committee members as well as the entire Chamber membership list to notify and encourage those interested to participate.
10. Halloween – No report
11. Holiday Lighted Tractor Parade – No report
12. Greenwich Economic Development Group – No report

The meeting adjourned at 6:08 PM by a MOTION made by Suzanne Becker. MOTION carried.
Next meeting will be held January 18, 2017.

Respectfully Submitted,

Jessica Lynn
Secretary