

GREATER OGDENSBURG CHAMBER OF COMMERCE
BOARD OF DIRECTOR'S MEETING
MINUTES
December 14, 2016
Dobisky Visitor's Center

Call Meeting to Order: The meeting was called to order by President Sean McNamara at 12:09 p.m. A quorum was present. Sean welcomed our new Board Members: Kathy Bogart, Pepsi; Shelly Jameson, NYSARC; Marcia LeMay; Kevin McDonough and Christopher Pitcher, LaRue Pitcher Funeral Home.

Members present: Alex Augsbury, Kathy Bogart, Craig Chevalier, Kim Demers, Wayne Izzo, Shelly Jameson, Lee Jones, Melissa Lalonde, Marcia LeMay, Kevin McDonough, Sean McNamara, Christopher Pitcher, Sarah Purdy, John Rishe, Rhonda Roethel, Judy Ryan, Julia Stevenson, Michael Thayer and Derek VanHouse.

Members excused: Michele Catlin, Amy Hartford, Betsy Porter and John Wade.

Members absent: Steve Hawes and R. O'Donnell.

Introduction of Guest: Rebecca Delles from Verizon was welcomed.

Approval of the November 16, 2016 meeting minutes: A motion was made by Lee Jones to approve the November 16, 2016 minutes as written. The motion was seconded by Kim Demers and carried by all.

President's Report & Correspondence: A thank you cards were received from Jasmine Ashley Student of the Month; James Fitzgerald, Citizen of the Year and a new vendor from the Thanksgiving Craft Show, Nancy Herberger.

Treasurer's Report: Alex reviewed the November financials and reported that the current month income is \$15,445.66 and expenses are \$16,740.31, showing a net loss of \$1,294.65 for the month. Year to date, income is \$102,708.60 and expenses are \$99,650.24 leaving a net profit year to date of \$3,058.36. A motion was made by Sarah Purdy to approve the November financials as reported. The motion was seconded by Craig Chevalier and carried by all.

Executive Director's Report:

- **Student of the Month** – next presentation is scheduled for Thursday, January 5th – 9 am at OFA and 9:30 at BOCES.
- **SuperMarket Sweeps** – We made \$1990 on this fundraiser – unfortunately, we budgeted over \$10,000. We have the potential to raise at least \$5000 if we can sell the tickets from May to November.
- **City Presentation** – Sean and I went to the City Council Meeting on Monday, November 28th to present our proposal for the city contract for 2017. We asked for \$15,000 – we will be allocated -- \$10,500 – a decrease of \$1000 from 2016.
- **Holiday Light Up the Night Parade** – November 19th – Sean & Lee passed out candy to the kids – Judy and I kept their candy bags filled up.

- **Board Info Packets** – New name tents, meeting/events list, board with terms and board contact info sheets. Also, if I don't have a board profile form for you – a blank is provided. Please review the board contact spreadsheet to make sure your contact info is correct.
- **Committee Sign-Ups** – Please review and sign up for the 2017 Committees you are interested in – the corresponding Volunteer Sign-Up for each event is provided, as well. We ask each board member sign up for at least (4) committees and work (4) events.
- **General Curtis Ornaments** – We ordered (50) – we have sold about (37) – we needed to sell (24) to make our investment back.
- **Vendor Mailing** – packets were mailed on December 1st to (744) vendors with applications for each event – PBP, WBFF, CBQ, OGT (with the exception of the TCS) and our Calendar of Events. We have had a positive response from vendors already.
- **Polar Bear Plunge** – We have worked up all the new letters and pledge sheets and sponsor packets so we can send that mailing out by December 15th. We will be sending all our members the sponsorship information. I have posters and pledge forms with me for you to display. Please take some posters to local businesses.
- **Membership Renewals** – are all set to be mailed out by December 15th.
- **2017 Budget** – I have provided the first draft for the Executive Committee to review and adjust so it can be presented to the board for approval by the 15th of January. The Executive Committee will meet on Wednesday, December 28th at 3 pm in the OBPA Board Room to work on the 2017 Budget.
- **American Red Cross Blood Drive** – Friday, December 23rd from 11 am to 4 pm at the Dobisky Visitor's Center.
- **Social Media Workshop** – Co-sponsored by the SBDC and us – scheduled for January 10th – more details coming soon.

Committee Reports:

Annual Dinner

Laura reported on the final financial report for the Annual Dinner – total income received was \$17,516.01 and expenses were \$8,036.97 for a total net profit of \$9,479.04. Comparing to 2015 we have increased over profit by \$3,295.37. Laura believes it is due to both the (60) for \$60 Campaign celebrating our 60th anniversary and sending the sponsorship info to all the members.

Thanksgiving Craft Show

Laura reported on the final financial report for the Thanksgiving Craft Show – total income was \$9603.56 and expenses were \$2456.65 for a total net profit of \$7146.91. The admissions were down this year – we believe because of the OFA football team success – our net profit is down by \$764.70. From 2015. We had over (90) paid vendors and there is room to increase our list of vendors for 2017. Cheryl and Gary Seymour will help us set up next year, too. The Key Club students helped tremendously -- we were short-handed in the kitchen this year.

Old Business:

Ottawa Travel & Vacation Show, March 25 & 26 – Laura requested to be sent to this show to promote tourism in Ogdensburg. This looks to coincide with the OBGC Expo – Laura will talk to Barb O'Keefe about staggering our work schedules to man our booth. A motion was made by Craig Chevalier to send Laura to the Ottawa show; seconded by Wayne Izzo and carried by all.

New Business:

Change Date of February Meeting: Laura asked if the February meeting could be moved from February 15th to either February 8th or February 22nd due to a scheduling conflict with the room. Mike Thayer made a motion to move the meeting to February 22nd; motion was seconded by Kim Demers and carried by all.

Executive Session – Sean called for an Executive Session of the board to discuss personnel items. Laura was excused from the meeting.

Roundtable:

Judy Ryan will be away in January & February and asked to be excused from the board meetings.

50/50 Raffle: Chris Pitcher won the 50/50 drawing and donated the whole \$13.

Adjournment: The meeting concluded at 1:15 p.m.

NEXT MEETING
Wednesday, January 18, 2017
DOBISKY VISITOR'S CENTER