

**Greater Georgetown Chamber of Commerce  
Board of Director's Meeting  
February 4, 2009**

Minutes

Participants

Board Members: Charles Matthews, Debbie Hartstein, Rich Warfield, Ray Hopkins, Enrique Nunez, Joan Tyndall, Jamie Magee, Helen Kruger, Garry Killmon, Jan Fraipont, Jeanne Dukes; Executive Director: Karen Duffield; Guests: Charlie Koskey, Toby Givens

Topic	Details	Action Items
Welcome	Debbie Hartstein, President, called the meeting to order at 4:05 pm at the Georgetown Train Station, Georgetown, Delaware. She welcomed everyone.	
Special Business		Joan facilitated photo of 2009 GGCOB Board of Directors
Approval of the Minutes	The minutes were sent by e-mail to all board members and copies were made available at the meeting.	Ray made a motion to accept the minutes and Jan seconded. Jeanne abstained. Motion carried.
Treasurer's Report	The Treasurer's Reports were sent by email to all board members and copies were made available at the meeting. Joan reported that March dues have been billed with a tremendous amount of response. Money coming in should restore funds and there should not be a need to cash out any more CD's. Question regarding discrepancy between meal income and expense. Joan reported that lunches do not balance out because Chamber pays for 5 over - to cover the non-RSVP's. In addition, Karen's negotiations with meal vendors included not paying for TA, visual aide equipment, and room rental.	Garry motioned to approve the Treasurer's Report and Rich seconded. Motion carried.
Executive Director's Report	A full report of the Executive Director's activities throughout the month of January 2009 was submitted. Debbie suggested looking over at your leisure. There were no questions	
Christmas Balloon Parade	Ray Hopkins, Chair of the 2009 Parade Committee reported that the committee met just prior to the Chamber meeting. Ray reported that the committee is looking at same structure as last year, but with a jump start to acquire commitments for sponsorships now. This will allow confirmed sponsorships prior to balloon commitment/contract and allow businesses to be promoted throughout the year rather than just in December. The committee will target businesses not sponsoring other COC events. Ray explained how a 100% sponsorship commitment by the COC board (regardless of amount) would benefit the sponsorship request process.	Jan motioned to confirm that all COC board members will make a donation to the Christmas Parade; therefore, the Parade Committee will promote 100% board contribution when asking for sponsorships. Helen seconded. Motion carried.

Membership	Helen distributed hand out on Chamber member benefits. She asked that all board members recruit. She added if BOD is not comfortable in asking, share potential member with Helen and she will approach. It was noted that all BOD should be familiar with current membership list – so not to ask them to become a member. Question was asked if there was a procedure for follow up for renewing / new members who have not paid dues. Rich will create a document (dunning schedule) from the Finance Committee. Draft distributed to Debbie. Karen added that COC must operate as business and not offer services to unpaid businesses. 440 members currently. Joan noted that several new members, not targeted by board members, are contacting the Chamber for memberships.	Action Item: Karen will send weekly e-mail to BOD with new member list.
Ambassador Program	Rich suggested initiating contact with new members, making their acquaintance, and welcoming them.	
Student Discount Program with Member/Georget own Merchants	Debbie recommended we create a student discount program similar to that of Salisbury State and Salisbury Chamber. Jeanne suggested the student I.D. serve as discount card as not to cost Chamber money. COC will need to generate interest from membership. Offering to non-Chamber businesses may increase money spent in Georgetown.	Action Item: Debbie will further investigate and bring back information at next meeting.
Economic Development	Joan reported that the Economic and Development meeting went great today. Member, Randy Cash facilitated the meeting. Various businesses were in attendance. Town and County were represented. The meetings are very informative.	
Newsletter	Jeanne asked that all submissions for the newsletter be sent by the 26 <sup>th</sup> of the month. Joan & Karen gave Jeanne kudos for a nice edition in February. Debbie reported that she will no longer have a casual conversation in her newsletter section, but rather promote speakers (with pictures) to increase attendance at events.	Submit all information for newsletter by the 26 <sup>th</sup> of the month to Jeanne.
Website	Joan reported that the web is constantly being updated. Press releases are welcome and are also posted. Send to COC. Can even upload pictures. Joan believes the increased number of hits is due to the added information now available. Ray gave kudos for posting of links.	
Breakfast, Mixer, Lunch	Kudos to Karen for the speaker line up thus far. Bill Pfaff was a great speaker. Joe Booth is scheduled for February breakfast. Linda Parkowski, the new director of tourism, will speak at the next luncheon. Topic will be how Georgetown fits into the tourism industry. Karen added that tourism brings 800M to the economy and we should want to be part of that.	
Decadent Dessert Party	The Decadent Dessert Party is scheduled to take place at a Mixer this year. DE Nat'l Bank will host on April 15, 2009 with a "Tax Day" theme. Jeanne, committee chair, thanked the proposed committee Karen, Joan, Jan and Linda for getting things started in her absence in January.	Action Item: Jeanne will be scheduling a meeting soon.

Business Person of the Year Award	Debbie brought up the idea to bring back BPOTY. Maybe even recognize at mixers or Decadent Dessert Party. Jeanne added that she just attended the Rehoboth COC installation dinner which they presented various awards at a formal dinner. Karen is very familiar with the Rehoboth COC program and noted they work on that all year. Decadent Dessert may be an opportunity to recognize a “more fun” award since it is a casual event.	
Committee Review	Karen distributed hand outs on committees, chairs, and their definitions. Some work is still needed to complete. Give feedback to Debbie. Rich offered Kudos to Debbie for establishing long range planning committee.	
New Business	Board Director Vacancy/Appointment: Joy Sikora no longer board member. Charles Matthews has been offered position. New BOD, Enrique Nunez was introduced. Jeanne noted it would be more appropriate not having prospective BOD present when motion, discussion and vote occur.	Rich motioned to accept Charles Matthews of the Georgetown Boys & Girls Club to fill BOD vacancy. Motion carried.
Other	<p>- Garry, Lit Dryden, and Karen attended seminar offered by the <b>Small Business Development Center</b>. The SBDC shares database with list of projects for various areas of business, job vacancies. All programs are free. Definitely worth taking a closer look at. Joint Chambers sponsored this event. It was suggested to host in Georgetown next time. Locations were suggested – Easter Seals, Rt. 9 Coop. Ext. Carvel Bldg.</p> <p>- Rich asked if an annual review was done on personnel. Jeanne stated that only a 60 or 90 day review was completed on Karen. Rich suggested annual reviews be completed.</p>	Action Item: Personnel Committee will conduct annual reviews on staff.
Adjourn		Ray motioned to adjourn meeting at 5:15 p.m. Ray seconded. Motion carried.
Next Meeting		Next BOD Meeting Wednesday, March 4 <sup>th</sup> at 4 p.m.

Minutes respectfully submitted by: Jeanne Dukes