

**GREATER GEORGETOWN CHAMBER OF COMMERCE
BOARD MEETING MINUTES
THE GEORGETOWN TRAIN STATION
Wednesday, November 05, 2008
4:00 P.M.**

In Attendance: Jan Fraipont, Rich Warfield, Toby Givens, Joan Tyndall, Kyle Morgan, Karen Duffield, Jeanne Dukes, Norma Elliott, Debbie Hartstein, Joy Sikora, Garry Killman, Jamie Magee, Scott Rukowicz and Robin Parker.

Jan Fraipont, President, called the meeting to order at 4:05 pm at the Georgetown Train Station, Georgetown, Delaware.

Minutes: The minutes were sent by email to all board members and copies were made available at the meeting.

Toby Givens motioned to approve the minutes.

Jeanne Dukes seconded.

Joy Sikora abstained.

Motion carried.

Treasurers Report: Joan Tyndall had emailed the treasurers report. Jeanne Dukes questioned page 2 of the Profit and Loss YTD Comparison showing a negative net income of -18,663.83. Joan explained that this was due to the expense of the University of Delaware Survey and also past due membership dues. Membership meetings are being held and the committee members are notifying other members that are past due. Installment payment options are being offered. Money may still be received from the Discover Bank Grant request to cover the University of Delaware Survey.

There was a discussion on possible ways to cut back on some events for 2008. The budget was discussed for the Christmas parade as well as the Annual Chamber Christmas Party. One suggestion was to charge for any business that brings more than 2 guests to the Christmas party. A fee of \$20.00 per additional person over 2 was discussed. Toby will be contacting Georgia House and discussing the possibility of decreasing the amount charged for the food at the Christmas Party. We have been allotted \$6000 in the budget for 2008. Debbie Hartstein suggested a silent auction to help raise funds for the Chamber. Gary Killman suggested the funds be earmarked for a certain purpose, for example, the scholarship fund. Toby feels that since the money has been budgeted for the 2008 Christmas Party, the dinner should be the sole purpose of the event.

Toby Givens motioned to approve the Treasurers Report

Debbie Hartstein Seconded

Motion Carried.

Jeanne Dukes suggested a review of the budget at another time due to the concern of the deficit.

Joan Tyndall reassured that some areas will be cut if necessary.

Karen Duffield – Karen Duffield provided a copy of the Executive Director's Report. The report listed 57 activities that Karen had attended during the period of October 1, 2008 thru November 5, 2008.

Rich Warfield – Rich thanked all members of the finance committee. He gave each member present a copy of the proposed 2009 Budget for the Board to review. The Board will vote to approve at the December 3rd Board meeting.

Rich went over some changes in the proposed budget. Some items include splitting up the membership renewal dues in categories and cutting some of the budgets. Some possible cuts are in Advertising and Promotion, Christmas Parade, Contributions, Publications, and Scholarships. Some proposed increases to income include Website Advertising and Website Links. Rich and the committee suggested increasing the Website Link fee from \$25 to \$50 and increasing newsletter inserts from \$25 to \$30. Everyone agreed that it was still a lot cheaper than other chambers were charging to their members. He cautioned the Board in approving items in 2009 that were not budgeted. Committees will need to understand the budget and stick to it. No more approval of ads at the Board Meeting. Rich also suggested ideas for new revenue possibilities. A Golf tournament was suggested.

Karen Duffield informed the board that she had attended a meeting with other Communities Chambers. At this meeting, some of the chambers discussed losing 20% to 25% of their membership due to the suffering economy. They are also seeing a decrease in accounts receivables as well as sponsorships.

Karen also spoke regarding the time that she has been spending on events instead of dedicating it to bringing in new members. She voiced her concern in not being able to fulfill her purpose in being hired as Executive Director. She felt that her salary was causing the deficit. Joan assured Karen that her salary was already budgeted in 2008.

It was agreed that it is the job of all Board members to bring in new members, not just the Executive Director.

New Officers for 2009 –Toby provided a slate of the Officers and Directors for 2009. Joy Sikora motioned to approve the slate.
Joan Tyndall seconded.
Motion Carried.

If there are any others interested in being on the board of directors, committee chairs are available.

Christmas Balloon Parade – Debbie Hartstein gave an update on the 2008 Christmas Parade. There will be a meeting on November 10, 4:00 p.m. at the Georgetown Train Station. She has resubmitted and emailed a request to Gene Divornick for a donation from the town to help with the expense. The County Council was also asked for a donation. We still need sponsors and handlers as well as gators and generator help. Judy Johnson is helping with the handlers. Chardon Jewelers will be ordering the trophies. Lynn Lester has been contacted regarding an after parade party.

Mixers and Speakers for 2009 –Gary Killmon provided a list of suggested speakers for 2009. We want very informative speakers that local, small businesses can relate to, learn from and take away information that will impact their business. Joy Sikora suggested Bill Pfaff, with the Small Business Administration. He has a workshop that can help businesses get grants as well as suggest ways to build their businesses.

Wings and Wheels Overview – Kyle Morgan gave an update on the Wings and Wheels event . He felt that the number of people that attended was very good considering the bad weather. 25 Planes were unable to come due to the weather. Kyle feels that the event should not be expanded to a 2 day event in 2009. He feels that the event should cover the expenses before extending it further. There will be a post debriefing on November 20, 4:30 pm at the airport. Jan felt that there should be more entertainment for children at the 2009 event. Some suggestions were a coloring contest and face painting. Wheel chairs will also need to be able to access the car show.

New Business – Rich Warfield suggested a review of the By Laws by the Ethics Committee. Karl Haller is the current chairperson for this committee. Karen Duffield commented that the Budget committee and the nomination committee had voiced a concern with the Bylaws needing to be updated. After January, a committee will be formed to review and update the policies and procedures.

Toby Givens motioned to adjourn the meeting at 5:40
Kyle Morgan seconded the motion
Motion Carried

The meeting was adjourned

Respectfully submitted
Robin Parker, Secretary