

Board Meeting		
Thursday, January 12, 2017	12:00PM	Chamber Office – 404 Hwy 80 West
Meeting Called to Order	Adam Wallace, Vice President / Richard Weaver, President	
Type of meeting	Board of Directors Regular Meeting	
Facilitator	Richard Weaver / Adam Wallace	
Note taker	Susan Eiseman	
Attendees	Richard Weaver (via Face Time), Marty Jones, Veronica Voisine, Jabron Webster, James Sullivan, Adam Wallace, Marcus McBride, Steve Cannavaro, Becca Iwanski, Maurice Jackson, Whitney Ray	
Excused	Steve Larson	
Staff	Pam Southard, Kelly Rothwell, Kathy Smith, Donna Lippens	
Guests		

A. Call to Order

Adam Wallace: calls the meeting to order at 12:00 PM and confirms we have a quorum. **Adam Wallace** notes that **Richard Weaver** wants to Teleconference in via Skype and asks for a **motion** to allow.

Jabron Webster: **Motion** to allow **Richard Weaver** to be present via FaceTime, **Marty Jones** seconds the **motion**. **Motion** approved.

Richard Weaver: Welcome to first meeting of 2017.

B. Approve Minutes from December Meeting

Richard Weaver: Asks for **motion** to approve December minutes. **Adam Wallace:** **motions** to approve December minutes. **Veronica Visine** seconds the **motion**. **Motion** approved.

C. Financials – Close out Sept., Oct. and Nov.

- Profit and Loss – Tourism – November 2016 First Draft**
- Profit and Loss – Chamber – November 2016 First Draft**
- Statement of Financial Position – November 30, 2016 – First Draft**
- Statement of Activities – November 2016 – First Draft**
- Advertising Report – November 2016**
- Events Evaluation – 4th Quarter – through December 31st 2016**

- Profit and Loss – Tourism – December 2016 Second Draft**
- Profit and Loss – Chamber – December 2016 Second Draft**
- Statement of Financial Position – December 31, 2016 – Second Draft**
- Statement of Activities – December 2016 – Second Draft**
- Advertising Report – December 2016**

Marcus McBride: November Financials; We don't have the finals ready. Will look at second draft. Starting with November, Tourism P&L, notes that we spent \$43k, and took in \$13k. **Steve Cannavaro:** asks source of income. **Marcus McBride:** City Check which is 331/3% of the 6% Hotel/Motel Tax. **Pam Southard:** We contract with the City for a set percentage, it will be \$\$365,000k in 2017. **Richard Weaver:** There is an increase over 2016 in 2017. **Pam Southard:** We get more than the contract amount because of increased activity in Pooler. **Richard Weaver:** There has been an increase in occupancy at area hotels, increase in hotel rates as well. Hotels are not projecting a dip in 2017. **Steve Cannavaro:** Are there new Hotels? **Richard Weaver:** Yes – 3. **Veronica Voisine:** Notes that we underbudgeted on advertising. **Marcus McBride:** This has been adjusted. **Richard Weaver:** Let's move along, we will discuss 2017 numbers at the Retreat. **Marcus McBride:** Chamber P&L, income is from Membership dues, Breakfast with Santa, Jason Parrish Fundraiser (which went right back out), and \$4600 for 2017 Gala. \$11k for income and \$5k for expenses. Any questions? Statement of Financial Position, \$52k cash on hand, Accounts payable; \$2700, which is low and that's good. Questions on the balance sheet? Statement of Activities; \$532k income vs \$550k expense. Numbers are in line. Advertising report; showing where we spend the money. **Steve Cannavaro:** Are ad rates negotiated by committee? **Pam Southard:** No, only if over \$2000.00. **James Sullivan:** Our numbers are in line with other Chambers in Georgia. **Marcus McBride:** Also in line with last year's. **Pam Southard:** City says you need to spend, in the past, to zero out, the City will cut back if we don't spend it. **Marcus McBride:** Any questions on Advertising report? 4th Quarter Events Evaluation; lost \$1400 in October on Picnic in Pooler, had a Business After Hours. In November Breakfast with Santa, lost about \$500.00. In December, Annual Meeting. **Adam Wallace:** Is there a sponsor for this? **Pam Southard:** Yes, a \$1000.00 sponsorship. We lost money because so many people signed up to "pay at the door and didn't end up coming. **Richard Weaver:** Any way to still get that? **Pam Southard:** No, but there will be no more "pay at the door". **Steve Cannavaro:** What was the charge for the Mighty Eighth? **Pam Southard:** \$2000.00. **Marcus McBride:** December Financials; P&L Tourism December, guessing City check not in yet. This will change when February check comes in. **Veronica Voisine:** As a whole, we spent more than we took in. **Marcus McBride:** Yes. **Steve Cannavaro:** Is an analysis done as to why '15 and '16 so successful? **Marcus McBride:** No but we can go back and look. P&L Chamber; brought in \$178k, (budgeted \$145k), expenses \$154k, that makes us \$24k to the good. **James Sullivan:** Largely due to Kelly. **Veronica Voisine:** Yes, but we should not be frivolous with money. **Pam Southard:** We are certainly not frivolous with the tourism money or chamber money. Our focus is on bringing tourists here. **Marcus McBride:** Statement of Financial Position; **Adam Wallace:** All the bills paid? **Pam Southard:** Yes. **Marcus McBride:** Liabilities vs Assets; \$137k vs \$123k. Statement of Activities; brought in \$580k, spent \$593k. These numbers are not out of line. Advertising Report...**Pam Southard:** We see no evidence of Northbound traffic coming here, so we are doing Southbound Magazine (Atlanta Magazine). South Magazine was "co-op"ed with monies from members. **Steve Cannavaro:** These were good ads! Are they always available to members? **Pam Southard:** Yes, according to the theme of the magazine. **Marcus McBride:** Any questions on Advertising Report? **Richard Weaver:** Can I get a **motion** to approve the financials? **Veronica Voisine:** **Motion** to approve. **Adam Wallace:** Second. **Motion** approved.

D. Nominations for President, Vice President and Secretary / Treasurer

Pam Southard: First, I would like to thank the existing Board, it's been a pleasure to work with **Richard Weaver**, **Adam Wallace** and **Marcus McBride** as the Officers. **Richard Weaver:** Thanks to everyone I worked with in 2016, it was a great year with a lot going on and I wish to personally thank everyone in the room for their hard work and dedication. It has been an immense privilege and honor to serve as your President. That said, may I make a nomination? Thank you, **Adam**, and **Marcus** for your hard work, you've gone above and beyond, even with a few hiccups in accounting, **Marcus** has done a great job and **Adam** helped. I would like to recommend that **Marcus McBride** continue as Secretary / Treasurer and I nominate **Adam Wallace** for President. There will be other good candidates, but these two are very good. Also, a lot to do next Saturday. Those were good questions from **Steve Cannavaro** by the way. I encourage BOD Members in 2017 to NOT have outside the meeting BOD discussions as it just turns to gossip. Let's keep it at the meetings. **Pam Southard:** Nominations for President? None. **Adam**, it's official. **Richard Weaver:** Congratulations. (APPLAUSE). **Adam Wallace:** As was said, let's talk in the meetings, not outside them. I look forward to serving. **Pam Southard:** Questions on Office decisions? Please call. Congratulations. Nominations for Vice President? **Marcus McBride:** I nominate **Richard Weaver**, I would like to see him stay involved. **Marty Jones:** I would like to nominate myself.

E. Comments from Candidates

Marty Jones: It would be an honor and I would put my whole self into it. **Richard Weaver:** I will accept if voted in, we are two great candidates.

F. Voting

Pam Southard: **Marty Jones** is new Vice President. Congratulations! (APPLAUSE) Nominations for Secretary / Treasurer. **Richard Weaver:** I already nominated **Marcus McBride**. **Pam Southard:** It's unanimous – **Marcus McBride**. (APPLAUSE) What a great and diverse group, your hard work and dedication is appreciated.

G. Gavel turned over to 2017 President

(Gives gavel to **Adam Wallace**). **Adam Wallace:** Thank you. I look forward to working with all of you.

H. Appointment of Parliamentarian

Pam Southard: Now we have the appointment of the Parliamentarian. The History of **James Sullivan** is that he was on the Board the past several years, and he makes sure we are in order with Roberts Rules of Order. With **James** we get a lot of experience. Does anyone want to nominate themselves? No, then can I have a **motion** to approve? **Marcus McBride:** I **motion** to approve the appointment of James Sullivan to Parliamentarian. **Marty Jones:** Second. **Adam Wallace:** **Motion** approved.

I. Confirmation of 2017 Officers

Adam Wallace: I confirm the following:

Adam Wallace – President

Marty Jones – Vice President

Marcus McBride – Secretary / Treasurer

James Sullivan – Parliamentarian

J. Remarks from 2017 President and Officers

Any remarks? (None from new Officers), I look forward to being your President and governing by the By-Laws.

K. New Business

1. 2017 Board Retreat

Pam Southard: Begins at 8:00 AM at Savannah Quarters Country Club. There will be a private Room and breakfast, ten meeting then lunch. Last year we were done by 3:00 PM. **Richard Weaver:** Suggest you all look at Financials / Paperwork prior to meeting, better prepared to talk about it on Saturday.

2. Dinner Sam Snead's

Pam Southard: Members and significant others are invited to the dinner at Sam Snead's at 6:30 PM

3. Board Member Comments

Veronica Voisine: Questions start time. **Pam Southard:** Confirms 8:00 AM. Also, just wanted everyone to know, we talked about a kiosk, we now, I am happy to announce, have our own spot at GA/SC Border Visitor's Center. It is 21' x 21' and must be interactive. I would like a Caboose, a lighthouse and some storefronts. **James Sullivan:** We had approved the video production, will need approval for this. What is the cost? **Pam Southard:** We can do the caboose, the lighthouse and storefronts for about \$3k. **Adam Wallace:** This would be all Tourism budget, can I get a **motion** to approve? **Becca Iwanski:** Would Tanger help if there was a lighthouse? **Adam Wallace:** Can I get a motion to approve up to \$10k for caboose, lighthouse, and storefronts? **Steve Cannavaro:** Motion to approve, **Veronica Voisine:** Second. **Adam Wallace:** Motion approved

4. Savannah Bananas

Marty Jones: Their season is May, June and July, I have been there and it is fun, entertaining. The new owner is innovative. We would have a private roof deck for members, "Pooler Chamber of Commerce Family Night". There would be hamburgers, chicken, etc. **Steve Cannavaro:** Is this revenue generating? **Marty Jones:** No – just for members. **Pam Southard:** Pooler Chamber and guests. Holds 40 – 50 people, \$25.00 a ticket. They will want a \$500.00 deposit. It will be June 19th, Monday. To clarify, the Pooler chamber would pay, we would get a sponsorship. Saturday, we will talk more. **Steve Cannavaro:** We're in – I will sponsor.

L. Old Business

1. RFP for Bookkeeping

Pam Southard: I sent 3 RFPs out, Kim Griffin, Scudato and Money Matters. Scudato had a few problems. The Auditor suggested Kim. From a personal perspective, Kim is here, we know her and she knows us. **Steve Cannavaro:** Is the Auditor the City or a 3rd party? **Pam Southard:** 3rd party. **Marcus McBride:** I agree we should keep Kim. **Adam Wallace:** Kim used to be on the Board and she knows how to allocate the dollars accordingly. **Steve Cannavaro:** Are we required to renew each year? **James Sullivan / Pam Southard:** According to the Board, but we can change to every 4 years, but we recommend staying as is. **Adam Wallace:** Can I get a **motion** to approve having Kim continue as our bookkeeper? **Jabron Webster:** **Motion** to approve keeping kim on as bookkeeper. **Maurice Jackson:** Second. **Adam Wallace:** **Motion** approved.

2. Additional comments from the Board

Pam Southard: Now does everyone know one another? (Introductions around the table). Welcome all. I particularly want to welcome **Becca Iwanski** who accepted our invitation to become an Honorary Consulting Board Member, thank you! **James Sullivan:** The Board has 10 members, changes are coming. If the City

DRAFT 1/17/17

approves we will add 2 members to the Board who are Chamber members but maybe their business is outside of Pooler, into those new positions. Think about it – at Retreat. Will change the by-laws which takes time, maybe 1 year from now.

M. **Motion** to Adjourn

Adam Wallace: I am looking forward to this year. Can I have a **Motion** to adjourn? **Marcus McBride:** **Motion** to adjourn, **Veronica Voisine:** Second. **Motion** approved.

Meeting adjourned 1:30 PM

Financials

New Business:

Old Business

DRAFT 1/17/17

Motion to adjourn?

Richard Weaver: Thanks all, Meeting adjourned at _____

Respectfully submitted
Susan Eiseman
Office Coordinator