

<b>Board Meeting</b>	
<b>Thursday, March 9, 2017</b>	<b>12:00PM Chamber Office – 404 Hwy 80 West</b>
Meeting Called to Order	Adam Wallace, President
Type of meeting	Board of Directors Regular Meeting
Facilitator	Adam Wallace
Note taker	Susan Eiseman
Attendees	Adam Wallace, Marty Jones, Becca Iwanski, Marcus McBride, Veronica Voisine, Steve Cannavaro, Jabron Webster, Maurice Jackson, Whitney Ray, Richard Weaver, James Sullivan
Excused	Steve Larson, Daniel Cloutier
Staff	Pam Southard, Kelly Rothwell, Kathy Smith, Susan Eiseman
Guests	

**A. Call to Order**

**Adam Wallace** called the meeting to order at 12:02 PM and noted that we have a few people out but confirmed we have a quorum.

**B. Approve Minutes of February Board Meeting**

**Adam Wallace:** asks for a **motion** to approve February Minutes. **Steve Cannavaro:** **Motion** to approve February Minutes and **Marcus McBride:** Second. **Motion** approved.

**C. Financials**

**Profit and Loss – Tourism – January 2017 – Second Draft**  
**Profit and Loss – Chamber – January 2017 – Second Draft**  
**Statement of Financial Position – January 2017 – Second Draft**  
**Statement of Activities – January 2017 - Second Draft**

**Profit and Loss – Tourism – February 2017 – First Draft**  
**Profit and Loss – Chamber – February 2017 – First Draft**  
**Statement of Financial Position – February 2017 – First Draft**  
**Statement of Activities – February 2017 – First Draft**  
**Events Evaluation – First Quarter (through February 28, 2017)**  
**Advertising Report – February 2017**

**Marcus McBride:** We have a second draft of January Financials and first draft of February Financials. **Adam Wallace:** Are all expenses for the Gala in? **Pam Southard:** No. **Becca Iwanski:** Is the Miscellaneous line gone? **Marcus McBride:** Yes. **Adam Wallace:** Any questions? Moving on.

## **D. New Business**

### **1. Business Continuation**

**Veronica Voisine:** If something happens to Pam, is there a plan in place to cover the daily operations?

**Pam Southard:** Yes, a plan is in place; Susan has been learning both bill paying and deposits. Donna, Kathy and Susan are familiar with City and Chamber sides of the office. Financial operations and Member continuation are most important. There is nothing in writing and I know that would be wise so I will do that. Other than some contracts, everyone knows everything. **Becca Iwanski:** What about checks? **Pam Southard:** That's why we raised the issue of Susan being a signer, and I have asked her to speak to that. **Susan Eiseman:** Well I know we spoke about this at last meeting and I did understand what you all said about checks and balances and how as a support employee, it might be a questionable path to take, but as I said to Pam, in my capacity as Director of Special Events at the Mighty Eighth, I was a signatory for 9 years. If I had questions about checks and bills, I asked. I was comfortable with it. **Adam Wallace:** Well again, it is perception and we need checks and balances. If Pam is out or gone, we just will need 2 Executive Board Members to sign. May I have a **motion** to table this until next month and we will have the Business Continuation Plan in writing?

**Veronica Voisine:** **Motion** to table until next month and have the written Business Continuation Plan. **Marty Jones:** Second. **Adam Wallace:** **Motion** approved.

### **2. St. Patrick's Day Celebration**

**Pam Southard:** I met with Kelly Tours, last year the cost for buses was \$16,000 and this year it is \$17,000. Kelly is very helpful to us. Rachael with Kelly Tours contacted me to let me know that the City of Savannah is now charging \$200.00 a bus to come into the city. They asked if we would help on this \$1200.00, in fees which they were unaware of. I agreed to \$600.00. I will do a spreadsheet for Volunteer times, (we can use some help) in two hour increments. We start at 10:30 AM Thursday and Saturday Mornings and 7:30 on Friday Morning. **Adam Wallace:** Will there be any driving of the RV? Just asking due to insurance coverage. **Pam Southard:** No. **Veronica Voisine:** I will be unable to help that weekend as it is the anniversary of a death in my family. **James Sullivan:** Did we have competitive bids on the buses? **Pam Southard:** no. **Adam Wallace:** That's a good idea to have for the record. **James Sullivan:** Next year bid it out, and see if we can get a lock on it for 4 years. **Richard Weaver:** I think where Pam is coming from is that Kelly Tours takes very good care of us, but it would be good to get bids so no one can say anything. By the way, the link in the St. Patrick's Day Business After Hours registration is not working. **Pam Southard:** OK, I will check that. It worked during the test. **Marcus McBride:** Will you have police security again? **Pam Southard:** Yes but less hours.

### **3. Special Committee Tourism**

**Adam Wallace:** The reason for this is that we get more dollars from the City. Last year was budgeted at \$265k and we received \$340k and this year we are budgeted at \$360k and it will probably exceed that. We need to do due diligence to show the City the allocation of funds. I have spoken to Veronica and Richard as well as Marty to act as Chair. With Pam's input, of course to look into 2018 surplus spending. Richard had some good ideas, the Welcome Center and Caboose, Social Media etc. Come September I will want you to report back to the Board what to do with surplus. Questions? **Pam Southard:** Can we meet on this sooner rather than later? **Adam Wallace:** Yes. **James Sullivan:** Just remember that a living budget can change, perhaps we should involve others from the community.

### **4. Costa Rica Trip**

**Pam Southard:** The winning bidder at the Gala backed out. The bid was \$7500.00. He cannot go, and we could not find the other bidder, we have no way of knowing who he was, so no way to contact.

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Adam wanted that trip, but will not purchase it without Board approval. **Richard Weaver:** How can you back out? **Susan Eiseman:** There were restrictions he was unaware of. **Becca Iwanski:** Yes, the auctioneer did not do a great job explaining it. Next year we should use a projector which shows pictures of the item and lists any exceptions or restrictions. **Richard Weaver:** We need to do a better job, but I do agree, it would be sticky for Adam to purchase it without re-opening bidding. **Steve Cannavaro:** Look, I like you, and I would love to see you have that trip, but I think we should re-open the bidding for the sake of appearances. **Kathy Smith:** We have no contact information for people who sat at tables purchased by others. **James Sullivan:** Did anyone see Adam bid or express interest? **Pam Southard:** The Attorney said anyone could bid. **Adam Wallace:** We could send out a blanket email. **Steve Cannavaro:** Start the bidding at \$7500.00 and list the restrictions and have a deadline. **Pam Southard:** Email to who? We don't have email addresses for everyone who attended the Gala. **All:** no. **Becca Iwanski:** Or to just the table purchasers who could pass it along to their guests

**Adam Wallace** excuses himself from conversation

**Marty Jones:** There would have to be \$500.00 bid increments. **James Sullivan:** It now belongs to the chamber per the lawyer. **Marty Jones:** The fairest way would be to contact the table purchasers. **Richard Wallace:** I agree, put in an email, that the trip is now available again due to circumstances out of our control, last bid was \$7500.00, we are re-opening to people at the Gala to bid again for 5 days. **All:** Too long. **Richard Weaver:** ok, 3 days. **Becca Iwanski:** They must hit "reply to all". **Steve Cannavaro:** It could be an invitation to bid...contact the table purchaser, for them to forward to all at their table, have 48 hours to respond to the invitation and then 24 hours to bid. **Steve Cannavaro:** Motion that Chamber re-opens bidding through an email process. **Marcus McBride:** Second

**Adam Wallace** returns to room. **Pam Southard** goes over the decision for Adam. **Becca Iwanski:** Doing this to prevent any ambiguity. **Pam Southard:** Susan will receive emails.

## 5. Gala Top Sponsor

**Adam Wallace:** The Gala Committee is in place, with Kathy Smith as the Chair and Kathy has approached me re being the Top Sponsor. I would want the BOD approval on this. I won't be President next year and won't even be on the Board. I am willing to pay \$10,000. **Pam Southard:** We did do due diligence with Ameris / Whitney, and they will support us again but not as Top Sponsor. **Becca Iwanski:** Can there be a second Top Sponsor? **Pam Southard:** No, only one Top. We can have other sponsors. **Richard Weaver:** Any time frame on the sequence of events? **Pam Southard:** Last year we contacted the previous Top Sponsor in June. **Steve Cannavaro:** Someone could say they wished they had known. **Pam Southard:** Well no, we don't pound the sidewalk. **Richard Weaver:** Do we send out an email? **Pam Southard:** Yes, a newsletter. **James Sullivan:** We have had someone come to us in the past, and then there is no approval process, it has always been first come, first served. **Becca Iwanski:** Memorial sponsored, they just took another. **Steve Cannavaro:** No problem. **James Sullivan:** It could be a problem next year. **Adam Wallace:** I can wait. **Richard Weaver:** No reason not to accept, we have covered our bases. Moving forward we will do a better job next year. **Pam Southard:** OK, then Adam is Top Sponsor. **James Sullivan:** 2019 we will need a search committee with first right of refusal to Adam.

## 6. Events Committee Update:

**Becca Iwanski:** Well Steve is out but we have talked via text. I have gotten the Sip & Savor info from last year, and Maurice and I have talked. I chose Ashley DuBois as a committee member, she is an organized planner. Starting with Sip & Savor at Mighty Eighth, how did things go? **Adam Wallace:** It is all donations. There will be people there checking. There were concerns on things being given away. Monte Carlo and

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others all set? **Pam Southard:** Yes. Adam, you will take care of choosing the liquor we will be serving along with the wine? **Adam Wallace:** Last year it was Red and White Wine and Tequila . We must work this out with Holly at the Mighty Eighth. They have the vendors. We must have the age limit and check IDs, we got zapped by the Revenue Department.

## 7. Employee Handbook

**Pam Southard:** It was long overdue, but now in place and all employees have received it, signed it, they are witnessed and files. I will email to the Board. **Adam Wallace:** We should run it by the Attorney, can I have a motion to send the Employee Handbook to the Attorney after the Board has a chance to review it for 2 weeks? **Steve Cannavaro:** I motion to let the BOD review the Employee Handbook for two weeks and then forward to the Attorney. **Marty Jones:** Second. **Adam Wallace:** Motion carried.

## E. Old Business

### 1. Response to question about info from hotels

**Pam Southard:** Michelle Warner, Finance Officer for the City Of Pooler explained that we have a verbal agreement and requirement between the City and The Chamber that we collect this information. They do not use it per se, and it is of no benefit to the Chamber. When they get the tax dollars, they don't get an occupancy rate which they want for their records. **Richard Weaver:** Well this is not a good use of time, but thank you.

### 2. Gala Update

**Adam Wallace:** Please email any thoughts and critiques about the Gala within 2 weeks to Pam and myself and we will discuss at April Meeting.

### 3. Kim to Remove Miscellaneous from Reports

**Pam Southard:** Done

## F. Executive Session

**Adam Wallace:** Can I have a **Motion** to go into Executive Session? **Marty Jones:** **Motion** to go into Executive Session. **Richard Weaver:** Second. **Adam Wallace:** **Motion** carried.

(1:08 PM).

Return from Executive Session

(1:23 PM)

## G. Additional Comments

**Pam Southard:** The New maps are in.

H. **Adam Wallace:** May I have a **motion** to adjourn? **Veronica Voisine:** Motion to Adjourn. **Richard Weaver:** Second. **Adam Wallace:** Motion carried, meeting adjourned.

Respectfully submitted  
Susan Eiseman  
Office Manager