

Board Meeting		
Thursday, April 13, 2017	12:00PM	Chamber Office – 404 Hwy 80 West
Meeting Called to Order	Adam Wallace, President	
Type of meeting	Board of Directors Regular Meeting	
Facilitator	Adam Wallace	
Note taker	Susan Eiseman	
Attendees	Steve Cannavaro, Daniel Cloutier, Becca Iwanski, Marty Jones, Steve Larson, Whitney Ray, James Sullivan, Adam Wallace, Jabron Webster, Richard Wallace,	
Excused	Marcus McBride, Veronica Voisine	
Staff	Pam Southard, Kathy Smith, Donna Lippens, 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. Minutes of March Board Meeting

Adam Wallace asks for a **motion** to approve the March Minutes. **Richard Weaver** makes a **motion** to approve the March minutes and **Jabron Webster** seconds. **Motion** passed.

C. Financials

(Second Draft of February Financials unavailable)

- Profit and Loss – Tourism – March, 2017 - 2nd Draft**
- Profit and Loss – Chamber – March, 2017- 2nd Draft**
- Statement of Financial Position – March 31, 2017 – 2nd Draft**
- Statement of Activities – March, 2017 – 2nd Draft**
- Advertising Report – March, 2017**
- Events Evaluation – 1st Quarter 2017 (through 2/28/17)**

Adam Wallace asks **Richard Weaver** to go over Financials in the absence of **Marcus McBride**.
Richard Weaver: RE P&L-Tourism, we are under budget for income, but we will catch up. Under expenses we are quite a bit up on payroll and Advertising. **Daniel Cloutier:** Is this is due to the long hours of St. Patrick’s Day. **Pam Southard:** The first quarter is always the busiest. **Richard Weaver:** We are \$42,450 short YTD overall. **Pam Southard:** Because we are short on the income from the City. **Richard Weaver:** We must monitor Advertising and Payroll. **James Sullivan:** Is commission in the payroll? **Pam Southard:** Yes. **Richard Weaver:** 1st Quarter Payroll is \$30,000 over. **Pam Southard:** Bonuses and Commissions are in that number. **Adam Wallace:** No, I believe bonuses were paid in

December. **Pam Southard**: Well those should be a separate line item. **Adam Wallace**: I agree, we need another line item entry. Almost ½ the YTD actual payroll is in March. But there are 5 weeks in March. **Richard Weaver**: Should we go through all and then ask for approval? **Adam Wallace**: We can't approve until the Accountant makes corrections. **Richard Weaver**: RE P&L – Chamber; we are short on Member dues, but ½ way there. In expenses, again, advertising and payroll are high. RE: Statement of Activities; total income of \$188,658 and total expenses of \$192,335, we are a little short. **Pam Southard**: The Chamber brought in more than Tourism.. first time. **Richard Weaver**: RE Advertising Report. **Pam Southard**: When we pay, Kim Griffin allocates, we co-op with members and this is not reflected under advertising. **James Sullivan**: We need another line item. **Becca Iwanski**: Yes, we need a co-op advertising line. **Pam Southard**: I will reach out to Kim on this. **James Sullivan**: With the income on the Chamber and the expense on Tourism. **Pam Southard**: We pay the bill out of unrestricted, monies coming in should go into unrestricted, all expense and income should go into the same account. The auditor and the City want to eat down restricted, that's why it is 80 / 20. **Adam Wallace**: May I have a **motion** to table approval of Financials? **Marty Jones**: I **motion** to table this discussion of Financials. **Richard Weaver**: Second. **Adam Wallace**: All in favor? All Oppose? **Motion** carried. **Richard Weaver**: RE Statement of Financial Position; assets are \$117, 821 and Liabilities are \$134,298. Any Questions? RE Events Evaluation; Thank you Daniel for a very nice Business After Hours and St. Patrick's Day. Gala profit is roughly \$30,000 and St. Patrick's Day profit is \$8,928. There will be a few more expenses coming in – so maybe \$4,000 in profit.

D. New Business

1. Committee Reports

a. Events

Becca Iwanski: I am meeting with Holly today at the Mighty Eighth regarding Sip and Savor and I am looking for suggestions on the alcohol. **Pam Southard**: Steve, you are Chairman of that event...**Daniel Cloutier**: Bourbon and wine or craft beers and wine or tequila or Gin and bourbon. **Adam Wallace**: The original Sip and Savor was not at Mighty Eighth and we could take donations and we were not tied to buying through the Mighty Eighth Reps. Last year we did 4 whites and 3 reds. **Steve Cannavaro**: I like the idea of Bourbon and Gin. **Adam Wallace**: Vendors tell you what's big in the area. **Daniel Cloutier**: Ask about POS items. **Adam Wallace**: How is the contract with Monte Carlo? **Pam Southard**: Did you bid it out? **Becca Iwanski**: How many? **James Sullivan**: You need 2 bids if under \$5,000. **Steve Cannavaro**: Giveaways? But we are not purchasing...**Daniel Cloutier**: I can talk to our vendors. **Becca Iwanski**: I need to decide what we are buying and from who then Daniel can talk to his vendors. We do have an Apple TV for a give-away. I will talk to Daniel then. **Pam Southard**: Bourbon and Gin and 4 white and 3 red wines. **Adam Wallace**: How about Taste of Pooler next week? **Becca Iwanski**: We have several Ambassadors who are volunteering and we will be in the Rotunda and Art Gallery. **Pam Southard**: That's changed – we are using the Rotunda, and the Combat Gallery, there will be 9 vendors in the Combat Gallery and 11 in the Rotunda. There will be seating in the Art Gallery. We will have a live audio feed in each room. **Daniel Cloutier**: We will need to move the DJ from that space he had last year, that did not work. **Steve Cannavaro**: What do we charge the vendors? **Pam Southard**: \$200.00. **Daniel Cloutier**: We need to look at moving outdoors and getting bigger. **Pam Southard**: We are looking at private land...so that we can still have liquor. **Adam Wallace**: Becca and I will be on TV Monday at 10:00, Mid-Morning Live.

b. Finance

Adam Wallace: We have done this already

c. Personnel

Pam Southard: Let's move this to Executive Session

d. 2018 Gala

Pam Southard: We made \$35,000 and change in profit, how much should we give to Lyndsey's Place? Oh, 2018 Gala...we have our Top Sponsor of \$10,000 and another for \$5,000 already. We have spoken to Nick Mueller regarding being the Caterer. **Steve Cannavaro:** We should start asking for giveaways now.

e. St. Patrick's Day

Pam Southard: We have reviewed this already

f. Discussion Auditor (RFP)?

Pam Southard: We have always used the same Auditor but she has left. Do we need to do an RFP to other Auditors? **James Sullivan:** Local vendors should have a 10% variance. **Becca Iwanski:** Can't we just choose? **James Sullivan:** I will get the wording...this is not a lowest bidder bid. **Daniel Cloutier:** I can recommend CCMG, they are opening a new office in Pooler. **James Sullivan:** They are outside Pooler? **Pam Southard:** There is KRT in Savannah. **Adam Wallace:** When does this need to be completed? **Pam Southard:** In the next few months.

g. Printer RFPs

Pam Southard: We need a better printer, I talked to ABR and James brought Ashley's into the mix. They are not members, I didn't reach out....**James Sullivan:** Pam this should be in Executive Session. **Adam Wallace:** May I have a **motion** to amend the Agenda and move the discussion of Printer RFP to Executive Session. **Richard Weaver:** I **motion** that we move the discussion of Printer RFP to Executive Session. **Steve Cannavaro:** Second. **Adam Wallace:** Motion carried.

E. Old Business:

1. Business Continuation Update and Plan

Pam Southard: I have outlined the plan. Please review.

2. 2017 Gala Results – donation to Lyndsey's Place

Becca Iwanski: What was agreed to? **Pam Southard:** Previously we have split. **Becca Iwanski:** Why not give it all? **Pam Southard:** Because then we make nothing, it is not a Fundraiser, it is a Gala to benefit the beneficiary. **Richard Weaver:** Motion...**James Sullivan:** That is a slippery slope. **Richard Weaver:** (continues) at least 50% maybe 75%. I **motion** we give \$15,000 out of the proceeds. **Whitney Ray:** Second. **Adam Wallace:** All in favor? (all). **Motion** passed.

3. Savannah Bananas Game, June 19th

Pam Southard: Please let me know how many are coming. We have 50 tickets. This was Marty's brain child!

4. Employee Handbook

Adam Wallace: Last month we gave this to you all to review, we have heard nothing so we have sent to Jim Girard to review. We will hear back from Jim. **Richard Weaver** to present some thoughts. **Pam Southard:** Let's wait til we hear from Jim and combine his thoughts

with Richards. **Richard Weaver:** Where did it come from? **Pam Southard:** Another business. **Richard Weaver:** Did everyone read it? **Becca Iwanski:** I think its pretty “middle of the road”. **Adam Wallace:** Let’s table this, Richard, give your thoughts to Marty and we will forward to Jim. Anyone with thoughts, send them to Pam. **Steve Cannavaro:** Looked ok to me, its not out of line at all, not like big companies. **Richard Weaver:** It must distinguish between Full-time and Part-time employees. **Adam Wallace:** May I have a motion to table until next meeting? **Steve Larson:** **Motion** to table discussion of Employee Manual until next meeting. **Jabron Webster:** Second. **Adam Wallace:** All in favor? **Motion** passed. **Richard Weaver:** I am an advocate of fair pay, but we need to watch overtime, that’s why we need to classify what is full time and part time.

F. **Adam Wallace** asks for **motion** to go into Executive Session. **Richard Weaver:** **Motion** to go into Executive Session. **Steve Larson:** Second 1:13 PM

Adam Wallace asks for **motion** to return to regular meeting. **Steve Larson:** **Motion** to return to regular meeting. **Richard Weaver:** Second. 1:40 PM

Jabron Webster: **Motion** for Staff to temporarily receive commissions until the open position is filled. **Steve Cannavaro:** Second. **Adam Wallace:** All in favor? **Motion** passed.

Whitney Ray: **Motion** to send out RFPs for 3 printing companies. **Richard Weaver:** Second. **Adam Wallace:** All in favor? **Motion** passed.

G. Additional Comments

Becca Iwanski: Ambassadors will be meeting every other month now because I cannot do every month. We will keep it this way until there is a need otherwise. I want one Board Member at each meeting. Next meeting is June 1 at 12:00 Noon. **Pam Southard:** Becca is doing an excellent job. **Becca Iwanski:** I do still want to do the meet and greet with the Board and Ambassadors.

Adam Wallace: All Committees, I need the names of the non Board member on each committee.

Marty Jones: RE Savannah Bananas, we need to know who is going and how many.

The following signed up:

Jabron Webster	4
Richard Weaver	2
Kathy Smith	3
Pam Southard	2
Becca Iwanski	2
Susan Eiseman	2
Steve Cannavaro	2
Whitney Ray	3

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Steve Larson	2
Marty Jones	2
Donna Lippens	2

Pam Southard: Robbie Byrd spoke about the City possibly buying the big white house by The Front Porch, fixing it up and renting it. The Chamber could possibly move if it happens.

Adam Wallace: **Motion** to adjourn? **Steve Cannavaro:** **Motion** to Adjourn. Richard Weaver: Second.

1:55 PM Meeting adjourned.

Respectfully submitted,
Susan Eiseman,
Office Manager