

<b>Board Meeting</b>		
<b>Thursday, May 11, 2017</b>	<b>12:00PM</b>	<b>Chamber Office – 404 Hwy 80 West</b>
Meeting Called to Order	Adam Bridges, President	
Type of meeting	Board of Directors Regular Meeting	
Facilitator	Adam Bridges	
Note taker	Susan Eiseman	
Attendees	Adam Bridges, Rebecca Iwanski, Maurice Jackson, Marty Jones, Marcus McBride, Veronica Voisine, Richard Weaver, Jabron Webster	
Excused	Steve Cannavaro, Steve Larson, Whitney Ray, Pam Southard, Daniel Cloutier, James Sullivan	
Staff	Donna Lippens, Susan Eiseman	
Guests		

**A. Call to Order**

Adam Bridges called the meeting to order at 12:05 PM and noted that we have several people out but confirmed we have a quorum.

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

Adam Bridges asks for a **motion** to approve the April Minutes. Richard Weaver: **Motion** to approve the April Minutes. Marcus McBride: Second. **Motion** carried.

**C. Financials**

- Profit and Loss – Tourism – April 2017 – 1st Draft**
- Profit and Loss – Chamber – April 2017 – 1st Draft**
- Statement of Financial Position – April 2017 – 1stDraft**
- Statement of Activities – April 2017 – 1st Draft**
- Events Evaluation – through April 30, 2017**
- Advertising Report – April 2017**

- Profit and Loss – Tourism – Proposed Revised Budget – April 2017**
- Profit and Loss – Chamber – Proposed Revised Budget – April 2017**

- Profit and Loss – Tourism – February 2017 – 2nd Draft**
- Profit and Loss – Chamber – February 2017 – 2nd Draft**
- Statement of Activities – February 2017 – 2nd Draft**
- Statement of Financial Position – February 2017 – 2nd Draft**

**\*\*\*February Final not available until after the Audit**  
**\*\*\*March Final not available – No March Check yet**

Adam Bridges calls on Marcus McBride to go over Financials. Marcus McBride: For the P&L – Tourism, we took in \$29979.- and total expenses were \$44,287.- for a net of ( -\$14308.-). Year to date, income \$115,617.- with expenses of \$174,111.- for a net of (-\$58,494.-). We will address this when we look at the Proposed Revised Budget. P&L Chamber, Income is \$18,548.- and Expenses \$9840.- . for a net of \$8708.-. Year to date, income of \$ \$119,659.- (we have had more income than Tourism for the first time ever) and expenses of \$72,130.- , for a net of \$47529.-. This helps the negative on Tourism. Questions? On the Statement of Financial Position; Total Assets \$127,859.- and Total Liabilities of \$17,352.-. Questions? Statement of Activities through April 2017; a recap of Chamber and Tourism is income of \$235,276.- (a nice increase over last year's \$208,000.-), expenses of \$246,240.- with a Net Change in Assets of (- \$10,964.-) vs last year's positive of \$8000.-. This \$18,000.- swing due to Advertising and Payroll. Questions? Events Evaluation; there was the Business after Hours in January with net profit of \$439.00. The Gala Total Income was \$50,580.- (vs \$52753.- last year). Total Expenses of \$36,194.- (vs \$26,212.- last year). We donated more this year. Questions? Richard Weaver: I thought we were told the flowers were all gratis? We need to ask Pam, let's leave it on the agenda till next month. Adam Bridges: Why is the Mighty Eighth Bill bigger than last year?, We need a breakdown of that bill. Marcus McBride: St. Pats; Took in as Ticket Sales \$ \$30,729.- over last year's sales of \$23,994.-. Richard Weaver: What is Miss Polly's Cakes for \$500.- and Miscellaneous \$814.00, We need to breakdown the income...tickets, T shirts, etc. Adam Bridges: We need more volunteers and less OT. Marcus McBride: We took in +\$6500.- this year and spent \$7000.- more, \$4000.- is Kelly Tours and \$3000.- is unexplained. Jabron Webster: We need to confirm the bill from City of Savannah for the bus fees. Becca Iwanski: We need RFPs for the bus company. Maurice Jackson: I heard of problems with drunk passengers...Richard Weaver: Why weren't they arrested? We had security – we paid for that. Becca Iwanski: We need protocols. Adam Bridges: Let's have a **motion** to table this until next month when Pam is back. Jabron Webster: **Motion** to table until next month. Maurice Jackson: Second. Adam Bridges: **Motion** Carried. Marcus McBride: Taste of Pooler Event Took in \$7759.- with expenses of \$2776.- and a profit of \$4983.- Veronica Voisine: What was the Advanced AV bill for? Susan Eiseman: Live Feeds to the Art Gallery and Combat Gallery. Becca Iwanski: It was better with 3 rooms – less crowded. Adam Bridges: Next year move that one vendor away from the door into the Combat Gallery. Marty Jones: Every event is making money, we always used to be in the red. Marcus McBride: That's due to the old method of accounting, we may have actually made money on those events. Regarding the Advertising Report; total Print Ads; \$9890.- Billboards; \$8950.-. One Billboard Lease is coming up, right? Adam Bridges: Yes, in June. We need to look at that. Donna Lippens: We are booked with Billboards through October. Susan Eiseman: We actually get new members because of the Billboards, they want to advertise up there and joined the Chamber so that they can. Richard Weaver: People join the Chamber because of this? Susan Eiseman: Oh yes, quite a few, plus the City is very happy with the Welcome to Pooler Boards, and they serve to advertise our events as well. Veronica Voisine: We need the cost for the Billboards and the income. Adam Bridges: Yes, something is out of whack. We need a breakdown of income, per company. Richard Weaver: Something is wrong. Marty Jones: We budgeted \$60,000.- and we are spending \$90,000.-. Becca Iwanski: We need it all broken out. Donna Lippens: We have raised the rates and they are still selling, clients want to book into next year. Richard Weaver: Then what happens? Donna Lippens: We have them sign a contract, then do the design work for them and there is a fee for that. Richard Weaver: Who does the design work? Donna Lippens: Gary Southard. Richard Weaver: I am all for the program, but it is out of control and needs to be addressed to avoid a deficit.

Adam Bridges: For 7 faces, it is quite inexpensive, may not be priced right. Becca Iwanski: We will never break even because of Ambassador of the Month and the City of Pooler ads. Adam Bridges: May I have a **motion** to table this until next month. Marcus McBride: **Motion** to table the discussion of the Billboards until next month. Richard Weaver: Second. Adam Bridges: **Motion** carried. Marcus McBride: Back to Advertising Report...Richard Weaver: What is \$800.- for a caboose? Why is that in advertising? Susan Eiseman: Because it will be at the new Welcome Center, in our space, advertising Pooler. Marcus McBride: Regarding the P&L Tourism Proposed Revised Budget; we increased the budget from \$365k to \$396k. City checks have gone from January: \$27K, February: \$29K, March: \$29k, April: \$29k to March \$44k. Richard Weaver: Tourism was off earlier, we didn't get a lot of Northerners due to cold weather and Easter late...Tourism has been off. Marcus McBride: 5 new hotels coming, \$396k is not unrealistic. We must pay attention though, the contract with the City is \$365k, and we may not get that. Last year City contract was \$264k and we received \$401k, this year contract is \$365k, but we will probably receive more, but we must live in the budget. Marty Jones: But we have raised it over the City contract, why? Marcus McBride: At present this is our projection based on history. Richard Weaver: We will make it up in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters. The first quarter of 2016 was up and in 2017 was down. In our business, we had to adjust downward for the first time to make budget. Becca Iwanski: Membership will go up but possibly not as significantly next year. Adam Bridges: Be conservative, watch Advertising and Labor. Jabron Webster: Phone has gone up \$5000.- are the cell phones in that? Adam Bridges: May I have a **motion** to approve the Revised Proposed Budget? Richard Weaver: **Motion** to approve the Revised Proposed Budget. Marcus McBride: Let's do both together. Proposed P&L Chamber we had an increase in Membership dues from \$17,000 last year to \$26,000 this year first quarter. Co-op Advertising was \$12,125.- and we raised it. We were at \$60,000.- for the year and we are now on track for \$90,000.-. Adam Bridges: Can I have a **motion** to table discussion of Billboard expense / contract...Marcus McBride: we moved some billboard dollars to Chamber, \$14,000.- from Tourism to Chamber, it was 100% Tourism. Richard Weaver: So \$180k to \$217k increase. Adam Bridges: **Motion** to approve? Richard Weaver: **Motion** to approve the revisions to the budget of 2017. Jabron Webster: Second. Adam Bridges: **Motion** carried.

#### **D. New Business**

##### **1. Sip and Savor Update and Cost**

Becca Iwanski: I have planned for higher attendance, but we have not seen this as yet, our contract provides for 200 people and if, in the last week we need to adjust, we can and will. Adam Bridges: The cost is \$25 in advance and \$30 at the door. Becca Iwanski: Yes, that's up from last year, but we are also offering a promo code so it's a wash. Adam Bridges: So the Bartenders will pour and the vendors will talk. Remember we must be stressing Casino night is a donation.

##### **2. Approval for Monte Carlo / wine liquor**

The Monte Carlo contract is \$3670.-, mostly the same as last year but we need a **motion** to approve since over \$2000.-. Marcus McBride: **Motion** to approve Monte Carlo contract in the amount of \$3670.0. Richard Weaver: Second. Adam Bridges: **Motion** carried. Adam Bridges: And we need a **motion** to amend Monte Carlo contract if it exceeds \$3670.- by electronic vote. Marcus McBride: **Motion** to approve being able to amend the Monte Carlo Contract if necessary by electronic vote. Richard Weaver: Second. Adam Bridges: **Motion** carried.

### 3. Visitors Center I-95 Southbound Caboose

Susan Eiseman: The Caboose may be delivered the week of the 15<sup>th</sup> or 22<sup>nd</sup>, we will let you know, but Pam would like as many Board Members and Ambassadors as possible to be there.

### E. Old Business

Adam Bridges: Can I have a **motion** to amend the agenda to move to Executive Session to discuss personnel issues / Employee Handbook? Richard Weaver: **Motion** to amend the agenda to discuss Personnel issues / Employee Handbook. Marcus McBride: Second. Adam Bridges: **Motion** Carried.

1:12 PM Executive Session

1:47 PM Return from Executive Session

Adam Bridges: May I have a **motion** to return from Executive Session: Richard Weaver: **Motion** to return from Executive Session. Marty Jones: Second. Adam Bridges: **Motion** carried. Adam Bridges: Susan, please note for the minutes the following revisions to the Employee Handbook:

< 32 hours is considered to be part time

Holiday Pay is for Full time employees only

Holiday pay will be time and a half

Overtime pay will be paid starting at 40 hours and over

Page 5 omit 4<sup>th</sup> paragraph

Page 6, vacation schedule...

1 year of employment – 5 days vacation paid

3<sup>rd</sup> year of employment – 10 days of vacation paid

5<sup>th</sup> year of employment – 15 days of vacation paid

An employee's anniversary date will be their date of hire.

Page 7, first paragraph, regular work hours are 40 hours for full time employee

Page 7, Part time is 32 hours or less with no holiday pay, no holiday time off

Under schedule of holidays, delete Easter Monday, all else remains

May I have a **motion** to approve revisions to Employee Handbook? Richard Weaver: **Motion** to approve revisions to Employee handbook. Marty Jones: Second. Adam Bridges: **Motion** Carried.

(Jabron Webster leaves)

Adam Bridges: May I have a **motion** to approve the \$30,000.- salary for the vacant position. Marcus McBride: **Motion** to approve the \$30,000.- salary for the vacant position. Richard Weaver: Second. Adam Bridges: **Motion** carried.

### 1. Employee Handbook

See above

### 2. Taste of Pooler Update:

Susan Eiseman: We had great reviews, much larger crowd, no problems or glitches. We were happy to see both Jesse Blanco and Congressman Buddy Carter. Richard Weaver: How many people did we have? We must have a better way to track this. Maurice Jackson: We need to steer clear of raising the vendor fee. Veronica Voisine: Yes, the vendors must pay for the food and employees as well as the fee.

DRAFT 4/19/17

Becca Iwanski: We have no plans to raise that fee. Maurice Jackson: It cost me \$750.00. Richard Weaver: When I did it, it cost us \$1000.00. Richard Weaver: The success of the event carries more weight than the advertising. What hurt us at the Gala was the food. Becca Iwanski: We do RFPs every year and they (Thrive) will not be included.

### **3. RFP Breakdown for copier / printer.**

Donna Lippens: Donna gives out spreadsheet and goes over it, explaining the merits and demerits of each, noting that ABR had a far superior offer. Adam Bridges: Can we have a **motion** to approve the contract for ABR? Marcus McBride: **Motion** to go with ABR for 48 months. Richard Weaver: Second. Adam Bridges: **Motion** carried.

### **4. Savannah Bananas / Confirmation of Tickets**

Susan Eiseman: Reads the list of who is going, adds a few more and deletes a few. Gates open at 5:30 PM and the game starts at 7:00 PM. Are we inviting the Ambassadors as somehow, some know about it.

### **F. Additional Comments**

Susan Eiseman: We have had of late a downturn in attendance by both the Board Members and the Ambassadors at recent ribbon cuttings, Meet and Greets, Anniversary Celebrations, etc. We know you are all busy, but we are hopeful that you will make every effort to get to these events. And Becca, perhaps you could shake up the Ambassadors. Richard Weaver: We have more to do with less resources.

Adam Bridges: Remember, our minutes are now on our website. Also, I Need the names of the non-Board Member members of the committees.

Adam Bridges: May I have a **motion** to adjourn? Marcus McBride: **Motion** to adjourn. Veronica Voisine: Second. Adam Bridges: **Motion** carried.

Meeting adjourned 2:17 PM.

Respectfully submitted  
Susan Eiseman  
Office Coordinator

