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Board Meeting		
Thursday, November 9, 2017	12:00PM	Chamber Office – 404 Hwy 80 West
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, Jabron Webster, Marty Jones, Steve Cannavaro, Daniel Cloutier, James Sullivan, Steve Larson, Richard Weaver, Veronica Voisine	
Excused	Whitney Ray, Maurice Jackson, Marcus McBride, Becca Iwanski	
Staff	Pam Southard, Susan Eiseman, Jane Grismer	
Guests	Carey Ferrara, Kim Griffin	

### Call to Order

Adam Bridges called the meeting to order at 12:15 PM and noted that we have a few people out but confirmed we have a quorum.

### B. Introduction of Guest (Leopold's)

Carey Ferrara was introduced **prior** to the calling of the meeting to order and made a presentation on behalf of Leopold's who is opening at Savannah Airport. She distributed ice cream which was enjoyed by all.

### C. Approve Minutes of October Board Meeting

Adam Bridges: May I have a **motion** to approve the minutes from the October Meeting? Richard Weaver: I **motion** that we approve the minutes from the October Meeting. Marty Jones: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

### D. Financials

**Profit and Loss – Tourism – August 2017 2nd Draft**  
**Profit and Loss – Chamber – August 2017 2<sup>nd</sup> Draft**  
**Statement of Financial Position – August 2017 2<sup>nd</sup> Draft**  
**Statement of Activities – August 2017 2nd Draft**

Adam Bridges: Regarding the P&L – Tourism, the firm number of the check from the City is now in, \$29,530. All else remains the same. May I have a **motion** to approve the August P&L - Tourism, second draft? Richard Weaver: I **motion** to approve the August P&L - Tourism, second draft. Jabron Webster: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried. Regarding the August

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P&L – Chamber, second draft, no changes, may I have a **motion** to approve? Richard Weaver: I **motion** to approve the August P&L – Chamber, second draft. Marty Jones: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried. Regarding the Statement of Financial Position, August 2<sup>nd</sup> draft, we have total liabilities and Net Assets of \$110,720.57. And regarding the Statement of Activities for August 2<sup>nd</sup> Draft we project under budget \$15 - \$20K. May I have a **motion** to approve the Statement of Activities and Statement of Financial position for August 2<sup>nd</sup> Draft? Jabron Webster: I **motion** to approve the Statement of Activities and Statement of Financial position for August 2<sup>nd</sup> Draft. Richard Weaver: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

**Profit and Loss – Tourism – October 2017 1st Draft**

**Profit and Loss – Chamber – October 2017 1st Draft**

**Statement of Financial Position – October 2017 1st Draft**

**Statement of Activities – October 2017 1st Draft**

**Advertising Report – October 2017**

**Events Evaluation – June – August 2017**

Regarding the 1<sup>st</sup> Draft October Financials; the P&L – Tourism, Total income was \$32443K (projected City Check), wages were high. Kim Griffin: There were 3 pay periods. Adam Bridges: We are close to flush due to November and December. We have been projecting the City Check as \$25K and it has been running \$30K. Net Income was - \$18,664 YTD. Regarding the P&L Chamber; October Membership income was \$8025, total income was \$29, 268. Total expenses were \$18,892, Net Income \$10,376. Expenses were in line. Regarding Statement of Financial Position; Total Bank Accounts \$54,559, Total Accounts Receivable \$69,768, for total current assets \$124,327. Total Liabilities and Net Assets are \$138, 746. Regarding the Statement of Activities; Total income was \$563,904 and Total Expenses were \$560,558. Expenses were in line to budget. Regarding the Advertising Report; Pam Southard: 1 and 1 should be moved to Office Expense. Adam Bridges: Grand Total Advertising \$14,300. Regarding Events Evaluation for June – August; for the Economic Luncheon, the sponsorship from Queensboro is not reflected, and there will be one more lunch food bill, we probably will break even. For Fall Festival; currently showing a profit of \$7656.- but that may be adjusted. Richard Weaver: It is understandable that we have high expenses on high profile events and that we may well not make a profit. Steve Cannavaro: Do we use a P.O. System, then we would know what is paid and what is not. Daniel Cloutier: We will need to have this in the near future.

Adam Bridges: Next, we need to approve the Revised 2017 Budget. We made some adjustments to get to \$405,900. - The City increased to \$405,900 and asked for the budget. Richard Weaver: Where is the Ambassador Program expense? Kim Griffin: Unrestricted. Expenses, like committee meetings are in New Member Services. Adam Bridges: Any Questions? May I have a **motion** to approve the Revised 2017 Budget? Marty Jones: I **motion** that we approve the Revised 2017 Budget. Steve Larson: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

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## E. Approve 2018 Budget

Adam Bridges: Regarding the P&L – Tourism, we don't have the exact City numbers as yet. Billboards are dropping because Pam re-negotiated the contract. Pam Southard: Billboards are going very well – we just got 1 check for \$5400 for a year's contract! James Sullivan: For a year? This eliminates other members. Pam Southard: Because of the way the rotation works we will have space for other members. Adam Bridges: We added the Visitor's Center at the Florida border and wages have been increased. Any questions? Remember, as always this is a living budget. Richard Weaver: We need more focus on the Ambassador program, I suggest an increase in 2018. Adam Bridges: May I have a **motion** to approve the 2018 P&L for Tourism? Jabron Webster: I **motion** that we approve the 2018 P&L for Tourism. Marty Jones: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried. Regarding the 2018 P&L for Chamber; we are projecting total income of \$236K and Total Expenses of \$236K, Richard Weaver: We need to start a bidding process for St. Patrick's Day shuttles. James Sullivan: And let Kelly Tours know we are going out to bid. Adam Bridges: Any Questions? May I have a **motion** to approve the 2018 P&L for Chamber? Jabron Webster: I **motion** that we approve the 2018 P&L for Chamber. Steve Larson: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

## F. New Business

### 1. Nominee serving one year

Jabron Webster: Steve Cannavaro will be leaving us so happy to announce Daniel Cloutier has agreed to serve in that position for the remainder of Steve's Term.

### 2. Approval of the 2018 Board of Directors Slate

Pam Southard: I don't know who the Ad Hoc might be. We have a 6-person slate, one person needs to come off and take Steve's place but since Daniel is...James Sullivan: Well the slate must be received 10 days before the annual meeting. Jabron Webster: I will meet with the committee. Adam Bridges: We can have an electronic vote. James Sullivan: with 72 hours. Adam Bridges may I have a **motion** to table discussion until the Nominating Committee meets, then we will have an electronic vote with 72 hours. Wednesday the 15<sup>th</sup> at 9:00. Richard Weaver: I **motion** that we table the discussion until the Nomination Committee meets and then we can have an electronic vote with 72 hours. Wednesday the 15<sup>th</sup> at 9:00. Steve Cannavaro: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried. Richard Weaver: I **motion** we amend to 10:00 AM. Steve Cannavaro: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

### 3. Gala

Pam Southard: CASA is our beneficiary this year. You all on the Board can ask to purchase a table, tickets are \$80.00. Richard Weaver: Not \$100? Pam Southard: No, \$80.00, they were \$60.00 last year.

## G. Executive Session

Adam Bridges: May I have a **motion** to go into Executive Session regarding staff salary and bonuses? Richard Weaver: I **motion** we move to Executive Session regarding staff salary and bonuses. Jabron Webster: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

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Begin Executive Session; 1:06 PM

Return from Executive Session; 1:50 PM.

Adam Bridges: May I have a **motion** to approve the staff bonus and raise discussion for 2017 / 2018 as discussed? Steve Cannavaro: I **motion** to approve the staff bonus and raise discussion for 2017 / 2018 as discussed. Richard Weaver: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

H. Old Business

1. Caboose status

Pam Southard: We have a list of issues from our contractor, Mike Lippens. There are 7 issues to work on. There is a meeting today at the Visitor's Center to clarify all. We will get Two Men and a Truck to disassemble and transport to Mike's House and then return when project is complete. Steve Cannavaro: Did we build anything into the budget for Maintenance? Adam Bridges: We have \$4000 in Repairs and Maintenance and we have \$12,300 in the budget for Florida Visitor's center.

**I. Additional Comments from Board / Staff**

Any additional comments or questions? I want to thank you Steve (Cannavaro) for all your hard work and dedication on behalf of the Chamber. Steve Cannavaro: You are all the most professional and friendly Chamber.

Adam Bridges: May I have a **motion** to adjourn? Steve Cannavaro: I **motion** to adjourn. Steve Larson: Second. Adam Bridges: All in favor? (all), all opposed? (none), **Motion** carried.

Meeting adjourned: 1:55 PM

Respectfully submitted

Susan Eiseman  
Office Manager

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