

**GREATER OGDENSBURG CHAMBER OF COMMERCE**  
**BOARD OF DIRECTOR'S MEETING**  
**MINUTES**  
**October 25, 2017**  
**Dobisky Visitor's Center**

**Call Meeting to Order:** The meeting was called to order by President Sean McNamara at 12:07 p.m. A quorum was present.

**Members present:** Sean McNamara, Michele Catlin, Sarah Purdy, Lee Jones, Wayne Izzo, Chris Pitcher, Marcia LeMay, Becky Delles, Craig Chevalier, Kathy Bogart, Kim Demers, Derek VanHouse, C. Kevin McDonough, Judy Ryan, and Steve Hawes.

**Members excused:** Michael Thayer, Melissa Lalonde, Rhonda Roethel, John Wade, and Penny Kerfien.

**Members absent:** Sue Duffy, Betsy Porter, Ray Babowicz, and Alex Augsbury.

**Introduction of Guest:** President McNamara introduced Lisa Woodward from North Country Savings Bank.

**Approval of September 20, 2017, meeting minutes:** A motion was made by Lee Jones to approve the September 20, 2017, minutes as written. The motion was seconded by Wayne Izzo and carried by all.

**President's Report & Correspondence:** President McNamara thanked all board members for attending today's meeting. He reported that we have a thank you card from a student of the month Megan Reed, an invitation to the St. Lawrence County Chamber of Commerce's Annual Dinner, an invitation to attend an event at the Volunteer Transportation Center, and a newsletter from the County Chamber. The information was passed around to the board members.

**Treasurer's Report:** Laura Pearson reviewed the September 2017 financials. Current month's expenses are \$8,612.19, and income is \$5,593.65 leaving a net loss of \$3,018.54 for the month. Year to date income is \$69,189.77, and expenses are \$76,421.91 leaving a net year-to-date loss of \$7,323.14. It was noted that we had not received the OBPA's stipend yet that we usually receive in April. Laura and Sean are working on this. Laura pointed out that the BASS money (\$3,369.00) had been received by the city and they will be cutting a check to the Chamber shortly. A motion was made by Craig Chevalier to accept the June financials as presented. The motion was seconded by Lee Jones, and carried by all.

**Executive Director's Report:**

- **Facebook** – Please visit the Chamber Facebook page and “like” & “share” it with your family and friends.
- **Annual Dinner** – Friday, November 3<sup>rd</sup> – sign-up sheet to volunteer – Laura has dinner tickets for sale at \$40 per person – if you plan to attend please RSVP as soon as possible.

- **Thanksgiving Craft Show** – We have over (90) vendors registered to date. Please sign up to work if you are able. The sponsorship letters were mailed out October 18<sup>th</sup>.
- **2018 City Proposal** – was due on September 5<sup>th</sup> – we requested \$17,500 for this year's allocation. The City Council Budget Review meeting is scheduled for Wednesday, November 8<sup>th</sup> at 7 pm at City Hall. Last year we received \$10,750.
- **Board Elections** – The Nominating Committee will be tabulating the ballots after the October 25<sup>th</sup> deadline. Names on the ballots are: Craig Chevalier, NBT Bank; Amanda Hitterman, CHMC Foundation; Shannon LaClair, Dr. Mahoney's office; Dawn Merz, Stephens Media Group; John Missert, III, A.J. Missert, Inc.; Betsy Porter, United Helpers; Josh Sizemore, Key Bank, NA; Danielle Uppstrom, SeaComm Federal Credit Union; John Wade, Sherman Inn and Lisa Woodward, North Country Savings Bank. We will announce the winners and send the board the Slate of Officers for 2018 after the Nominating Committee meets. The new board members will be invited to the next board meeting on Wednesday, November 15<sup>th</sup>.
- **UH Orphanage Christmas Ornaments** – have arrived and will be on sale in the Chamber Office, Ed-Med Federal Credit Union and Kimro's Medicine Place for \$18.00. Betsy Porter has sold a bunch to United Helpers employees. A second order has been placed.
- **Student of the Month** – Thursday, November 2<sup>nd</sup> – at 9 am at OFA and 9:30 am at BOCES. Ed-Med Federal Credit Union is the sponsor for the OFA student and Jones Insurance Agency is the sponsor for the BOCES student.
- **Increase Membership Dues** – Laura would like to discuss increase the membership dues by \$5 or \$10 before the invoices are sent out in late December for the 2018 renewals. President McNamara motioned to raise membership dues by \$5.00. There was much discussion, and the board asked Laura to research our fee structure in comparison to other chambers. It was also noted that our members have been very generous in their sponsoring of events this year. This is tabled.
- **Laura** – vacation day – Monday, October 30<sup>th</sup>.

#### **Committee Reports:**

##### **Ogtoberfest**

President McNamara asked the board if we should have two bands at Ogtoberfest again next year. There was some discussion, and Craig Chevalier noted that the attendance was up this year as compared to last year. President McNamara also noted that NYSCOBAs paid for both bands this year. It was decided by the Board members that President McNamara would book both groups for next year's event.

##### **Annual Dinner**

Michele Catlin reported that all is on track for the Annual Dinner. She encouraged Board Members to work on getting auction items. The next meeting is after today's Board Meeting and was welcome to attend.

### **Thanksgiving Craft Show**

See Executive Director's report for details. For the evening parade, Lee Jones will arrange for the horse-drawn carriage, and the Chamber will split the cost with Lee Jones.

### **Marketing Committee**

Craig Chevalier reported that the Marketing Committee met last week and are still working on the new Ogdensburg entry points signage. He noted that refacing of the signs will cost around \$365 and that they are looking for sponsors to help cover costs. So far they have sponsorship for three and one-half signs. Kim Demers, Marcia LeMay, and Chris Pitcher all agreed to sponsor the remaining balance of the new signs.

### **Old Business**

#### **Proposal for Ogdensburg Map**

Laura Pearson presented a quote from Henderson Printing for 15,000 city maps. After much discussion, it was decided that Laura Pearson would get two more quotes as our bylaws require us to get three bids on any large project. This is tabled for now.

### **New Business**

#### **Credit Card Processing**

Laura Pearson noted that at the request of a board member, she has been looking into getting a new credit card processing system. She presented information from Square and NBT bank with her recommendation for going with NBT bank since we have our accounts there and their security is better. Laura Pearson noted that our contract with the current vendor does not expire until March, and it will cost us \$300 to break the contract, but the savings will be made up by switching to a newer, cheaper system. A motion was made by Michele Catlin to break the contract with our current credit card processing system vendor, and sign up with NBT for the same service. The motion was seconded by Sarah Purdy, and carried by all, but Craig Chevalier who abstained.

#### **Charges for the use of Dobisky Center**

Sarah Purdy reported that the City Council might rescind their resolution to charge for the Dobisky Center. She will report on it at our next meeting.

### **Roundtable**

Nothing was reported.

**50/50 Raffle:** Wayne Izzo won the 50/50 of \$3.00 (total was \$7.50) and donated it back to the Chamber.

**Adjournment:** A motion to adjourn the meeting at 12:55 was made by C. Kevin McDonough, seconded by Wayne Izzo and carried by all.

**NEXT MEETING Wednesday, November 15, 2017  
DOBISKY VISITOR'S CENTER**