

Board of Directors Meeting

December 14, 2021 at 5pm

REMOTE MEETING

IN ATTENDANCE

Jeff Buxton, Eric Bergstorm, Reem Rajeh, Cynthia Mead, Megan Henaghan, LeighAnne Taylor, Diane Bonnani, Claudia Prodero Arnoff, Joe Todisco.

- Meeting opened at 5:05pm by Jeff Buxton.
- November minutes unanimously approved.

COMMITTEE REPORTS

- **Keep the Cheer Here Campaign Wrap-Up- Veronica St. Cyr**
 - Offered Craft Fair on same day as Tree Lighting. Total profit \$3,800 - all events together. The parade has as much Facebook engagement as town day. Grew likes of Chamber by 122. Parade had only a few participants which was disappointing. Learning curve with Open House. Lots to change and improve. Change to Saturday - offer in daylight hours and extend passport program over a longer time period. Idea to offer it again in the summertime. Claudia suggests doing something like story walk again. Should have a chamber float next year.
- **Boston MPO Grant Update - Chris Senna**
 - Being submitted by Town - need letters of support for grant. Town is willing to match up to 100K if awarded. May not be a grant we get, but it demonstrates how we are regularly applying for funding from the state to address acknowledged deficits.

BUSINESS DISCUSSION

- FY20/21 Financials/Budget for FY21/22
 - Working with Marie on cleaning up numbers that were misallocated in QuickBooks. Will come on for 5-10 hours a week moving forward. We are all set with our taxes and will not need to file an extension. Eric asked if chamber breaks even regularly. Generally yes. Cynthia asked about reserves.

- Jeff lets her know that they are unchanged. Suggestion that we get another desktop copy of QB - within budget so it can be purchased without board approval. Cynthia asks if there is a vote need to happens. Question was what we need for Marie's hours. Belief that board already approved for 20 hours a week. We currently fall under that number. Vote on additional 10 hours a month for Marie for bookkeeping.
- Cynthia made a motion to add 10 hours. Anthony W. seconded. Unanimous approval.
- Hybrid Board Meetings
 - Jeff asks group for their comfort level for in-person meeting. Cynthia suggests that we do not go back to in person until after this wave passes. Not comfortable yet with in person. Mike agrees mentions that Cummings has a conference room that is set up to avoid close contact. Jeff asks if we should have a January meeting. Normally we skip the January meeting. Met last year in January because of everything happening with Covid.

EXECUTIVE DIRECTOR'S REPORT – Megan Day

- Two new members - John Barry Realty and Erin Alarcon Mediation joined this month. No drops - cautious about who is on the aging report until numbers cleaned up.
- Putting together a annual sponsorship packet. Cynthia offers to review.
- Need to address understaffed events. Have the ability for events to grown but never have enough support. Will reach out to the high school to see if it is possible to coordinate service hours with our events.