

## **BOARD MINUTES August 9, 2006**

**ATTENDANCE:** Eileen Boulay – Chair; Nadine Cabrera, Susan Flynn, Tom Houpert, Ann Pellegrini, Richard Pleines, Judith Tripodi and Dorothy Wright

**MINUTES:** A motion was made to accept the July 12, 2006 minutes. Two minor changes were noted, Business After Hours is (BAH), and TD was added to Banknorth. The motion passed.

**TREASURER'S REPORT:** A motion was made to accept the August 9, 2006 Treasurers report. The motion passed.

After some discussions about **back up contingency** for pertinent files and systems that are part of the Chamber, it was decided, and a motion was made to purchase another copy of Quick Book software to be housed in another Officers computer (Ann Pellegrini volunteered).The treasurers report will be prepared by Dorothy (business as usual), and will be downloaded to Ann's computer monthly. The motion passed.

Additionally, Dorothy will go over procedures with Ann to get her up to speed.

There are still members who have not paid there **annual dues**. Dorothy will send the bills to these members one last time. If they are not paid by the cutoff of November 1, 2006. These members will not have their businesses listed in the annual directory, and any further advertising will not be accepted to appear in the Krier until the said dues are paid. We will let Fiona know to put this in Bold print in the next Krier.

### **EVENTS COMMITTEE:**

Tabled till next meeting: **Business After Hours (BAH)** The events committee will meet to discuss the allocation of funds to help defray the cost of hosting a BAH. It will be presented at the next board meeting (a set procedure).

**Picnic:** This event has been advertised continuously in the summer issues of the Krier. This year the picnic is on Sunday, September 3, 2006 from 11:00 AM (set-up), till 5:00 pm. We decided to order 5 tables. We have a few volunteers, but could still use more volunteers!!! Please contact Sue Flynn if you would like to help! The cutoff date for people requesting a spot to present their business @ the Chambers table was August 24, 2006. Sue is following up on the t-shirt order. We have not heard from the company responsible for ordering the shirts as of yet. Nadine and Sue will go to the shop in Deep River to further follow up. Sue will conduct an audit of all Chamber inventory.

### **OLD BUSINESS:**

**Krier:** Lots of changes. Fiona Phelan (New Editor) and Sue Gumbart (New Graphic Design Artist) will be taking on the responsibilities of the Krier. Some changes are expected. Any significant changes will be presented to the board and will be voted on for approval. Fiona and Sue are very excited about their new endeavor, and the Chamber is very appreciative of their undertaking. More news to follow as we move along. A preliminary meeting will take place specifically for the Krier which will include Dorothy Wright to get any billing and other pertinent coordination established with our new editor. We need to get an article in an up and coming issue regarding the recipients of the KCC Scholarship.

Richard P. is maintaining and updating the Killingworth Map. When ready he will hop on board with Fiona and Sue to get it ready for distribution. Also, Richard will forward the annual Calendar to Eileen for review and update at the next meeting.

**KCC Postal Permit:** Harold Wright and Roy Alexander will get together and finalize it.

**Women's Org and Chamber Baskets:** Continues to be a great success, better than anticipated. The Chamber will continue its support for the project. All Members are encouraged to send their advertising paraphernalia with their \$10.00 to either group for great exposure to new comers in town.

### **NEW BUSINESS:**

**New Meeting Place:** The KCC meetings will now be held at TD Banknorth at 8:15 am. All members welcome!

**New Members:** Marylin Donahue of Soleil Tanning Spa; Victoria Ranck of Victoria's Dream personalize care products. The Board voted and the new members were accepted.

**Get well intentions:** A motion was made to send a card and fruit basket to 2 of our members who are going through ailing, difficult times. The motion passed.

**Policy and procedures:** All members, officers and board members who currently have responsibilities above and beyond the norm, will be preparing a document reflecting the policy and procedures for the projects they are responsible for. These documents will be put into a book for future reference. Nadine Cabrera will prepare a write up for the Christmas in the Village; Sue Flynn will prepare one for the Chambers responsibilities with the Town Picnic; Dorothy Wright will prepare one for the accounting procedures, as well

as review with Ann P. We will continually monitor the various projects we are involved with and prepare documents accordingly. Additionally, Tom Houpert will be the back up for phone call reminders for Tim G.; and Judy Tripodi will be back up Secretary for Chris V. Each officer should contact their back ups if they will not be present at any of the monthly meetings.

**Adjournment:** The meeting was adjourned at 9:25 am.

***Respectfully submitted by,  
Eileen S. Boulay  
President***