



**BURLINGTON**  
CHAMBER OF COMMERCE  
SUPPORTING LOCAL BUSINESSES

**Thursday, May 16 2019**  
**Membership Meeting Minutes**

**Elton Tavern, Burlington CT**

- I. Call to Order – 12:01 pm
- II. Attendance – Peter Bevivino (President), Thomas Martin (Vice President), Richard Browning (Treasurer), David Shepherd (Interim Secretary), Chris Borda (Director), Colleen Ververis (Director), Kerry Brash (Director), Margie Bowen (Director), Diane Rivard (Member), Diana Lepore (Member), Liz Checovetes (Member), Cindy Bombard (CCCC President)
- III. Past Minutes – April 2019 minutes reviewed; Colleen motioned to accept, Chris 2nd, All in Favor.
- IV. Treasurer Report
  - Bank balance of \$12,288.44
    - Expenses - most expenses for Annual Dinner have been paid and reflected in balance. Only outstanding payments for Annual Dinner are for the catering (Cafe Louise) for \$1738.82 and for program printing (Goulet Printery) for \$85.08.
    - The Board also proposed to donate \$100 each to the 1) Mills Club and 2) National Honor Society. Peter motioned to accept, Kerry 2nd, All in Favor.
  - a. Membership
    - 59 Active Members
    - \$825 in expected Q2 receivables outstanding
  - b. Kerry motioned to accept, Diana 2<sup>nd</sup>; All in Favor
- V. New Business
  - a. Annual Dinner 5/7 Wrap-Up
    - Event went very well and student volunteers did a great job (leading to donations noted above). Recommended that the community award be tied with the Lewis Mills Scholarship - need to reach out to Mills Club to accomplish next year.
    - Burlington Men's club did a great job and the Board acknowledged what a great partner they have been for Chamber Events.
    - See Annual Dinner breakdown on Page 3



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b. Business After Hours - 6/21 @ Rivco Construction

- Discussed items needed such as water, non-alcoholic drinks and paper products that Diane will provide. Liz will inventory beer remaining from prior event and the Chamber will pay for more (perhaps 2 cases). CCCC will be there to assist the event, including pours
- Margie indicated that Flyer has been developed and on website.
- Chris to update Chamber advertising board

c. Facebook marketing and Newsletter

- Custom Textiles is the May Business of the Month but need to pick June and get "Business of Month selection" file from Jerry. Suggested that Irongate be picked for July.
- Newsletter is going once a week at varied times and has a good open rate

d. Elections

- Peter asked for any new nominations and reviewed the current slate as well as interest expressed in Officer and Director position.
- Membership meeting went into Executive Session for Officer and Director Elections
- See Election Results of Page 4

Adjourned after elections.

**Next Meeting – Thursday, June 20th - 12:00 pm at Elton Tavern, Burlington CT**



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Burlington Chamber  
Annual Dinner- 2019

Expenses:

Café Louise (40@\$40,\$35 Deliv,Tax)	\$1,738.82
Burlington Men's Club (Beverage)	\$350.00
Burlington Men's Club (Hall)	\$200.00
A & E Engraving (Award Plaques)	\$261.00
Goulet Printery (Program Printing)	\$85.08
Mills Club (Donation)	\$100.00
National Honor Society (Donation)	\$100.00
Paypal Fees	\$57.19
<i>Total Expenses</i>	<b>\$2,892.09</b>

Credits:

<b>Sponsors</b>	
People's United Bank (Gold)	\$500.00
Lion's Club of Burlington (Gold)	\$500.00
Torrington Savings Bank (Silver)	\$250.00
Creative Concepts Kitchen & Bath (Silver)	\$250.00
Rivco Construction (Bronze)	\$125.00
Irongate Insurance (Bronze)	\$125.00
Shepherd Insurance (Bronze)	\$125.00
West Wind Realty (Bronze)	\$125.00
Webscape Design & Consulting (Bronze)	\$125.00
Burlington Insurance (Cocktail)	\$100.00
<b>Sponsorship Total</b>	<b>\$2,225.00</b>
18 Dinner Guests (Paid @ \$50)	\$900.00
23 Dinner Guests (Sponsor)	\$0.00
3 Dinner Guests (Award)	\$0.00
1 Dignitary	\$0.00
<i>Total Credits</i>	<b>\$3,125.00</b>
<u><i>Total Profit/Loss</i></u>	<b>\$232.91</b>

**Door Prize Sponsors**  
 Greenhouse Tavern  
 Salon Halo  
 Meadowview Living  
 Larson's Garden  
 K Brash & Associates  
 Super Cellar  
 Burlington Spirit Shop

**Notes:** 45 Tickets total for all sources. Total Unused Tickets = 2. Headcount provided to Caterer = 40. Raised \$106.00 for the Burlington Food & Fuel Bank via door prize ticket sales.



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**Burlington Chamber of Commerce**  
**Officer and Board Positions**  
**Effective June 1, 2019**

Officer Position	Current Officer	Term End	Responsibilities
President	Kerry Brash	June 2021	<ul style="list-style-type: none"> <li>● Preside at all meetings of the Full Board</li> <li>● Chair the Board and Membership Meetings</li> <li>● Along with the Board, formation of general policies of the organization</li> </ul>
Vice President	Colleen Ververis	June 2021	<ul style="list-style-type: none"> <li>● Perform the duties and exercise the powers of the President (in the absence or disability of the President)</li> <li>● Other duties as may be directed by Board</li> </ul>
Treasurer	Richard Browning	June 2020	<ul style="list-style-type: none"> <li>● Collection, deposit and accounting of all monies</li> <li>● Furnish financial statement at meetings or otherwise at request of Board.</li> </ul>
Secretary	Thomas Martin	June 2020	<ul style="list-style-type: none"> <li>● Keep a record of meetings</li> <li>● Keep track of the Director and Officer terms</li> </ul>

Officers are elected by the Board of Directors for a two-year term.

Director Name	Term Start	Term End
Margie Bowen	April 2018	April 2021
Chris Borda	June 2018	June 2021
Diana Lepore	June 2019	June 2022
David Shepherd	June 2019	June 2022
Liz Checovetes	June 2019	June 2022

Directors are elected by the Board of Directors for a three-year term.