



## MEMBERSHIP MEETING MINUTES

Thursday, August 17<sup>th</sup>, 2023 (Noon) - Elton Tavern

- 1) Call to Order at 12:05pm by Jade Athas
- 2) Around the Room (:30 intros)
  - a. Attendees: Kerry Brash – past President, Jade Athas – Vice President, Jordan Sanford – Secretary, JP Parente – member, Lisa Molten – member, Judi Ann Lausier – director, Sharon Farmer – Friend, Katie D’Agostino – Central Chamber President, Thom Smith – director, Rich Browning – director, Margie Bowen – director, Megan Olender – Treasurer, Paul Arena – New Member, Fred Brown – Central CT Member.
  - b. Thom: Launched his new website! Also offering an AI Workshop
  - c. Paul: New Member, owns a mobile locksmith business
  - d. Larson: Working w/ the American School of the Deaf, and with Focus (the autism school) – great vol. opportunities!
- 3) Approval of July Meeting Minutes (on website)
  - a. First motion: Kerry Brash
  - b. Second Motion: Rich Browning
- 4) Treasurer’s Report
  - a. Bank Balance = \$15,294.44
  - b. Expenses since last report:
    - i. \$301.17 - Eversource (\$45.39), + QuickBooks (30.30) + In Concert Web Solutions (\$74.99) Webscape Design (150.49)
    - ii. \$3,115.00- Check for Tavern Day Fund
    - iii. \$100.00- Check for Donation to Bee’s Contracting for Make A Wish
  - c. Credits since last report:
    - i. \$1,778.25 in Membership Dues since last report
    - ii. \$2,200 in Tavern Day Vendor Fees
  - d. Accounts Receivables:
    - i. \$1,925.00 in accounts receivable for July billing cycle
  - e. First Motion: Judi Ann Lausier
  - f. Second Motion: Kerry Brash
- 5) Chamber Update
  - a. Due to increasing membership and attendance: Starting in September, Membership & Director meetings will move to the Burlington Public Library!
  - b. *If virtual is needed – please request link from John*
  - c. Newsletter will be posted on Mondays
    - i. If would like anything in the letter, need to send to Jade by Thursday prior
- 6) Town & Affiliate Reports

- a. Doug Thompson (First Selectman) – Unable to attend / No updates at this time
- b. Sharon Farmer (EDC)
  - i. JP Parente and Judi Ann are both new members
  - ii. Letter is finalized for approved yard signage
- c. Katie D'Agostino (President, Central CT Chamber of Commerce)
  - i. Planning on doing more panel events in 2024
  - ii. Business development focus groups will be launching in 2024
  - iii. Many new opportunities for networking and business development are in the works!

## 7) Committee Updates

- a. Tavern Day – *Kerry/JP/Jordan*
  - i. Expo Filled – Still time to sponsor!
    - 1. Expo has 30 spots filled!
    - 2. Craft Fair has 30 spots filled!
    - 3. All Tavern Day spots are FULL
    - 4. 74 cars registered thus far for the car show, too
- b. Funding and details
  - i. \$1,500 coming from the Burlington Community Fund
  - ii. \$1,500-ish collected by the Chamber of commerce since last check
    - 1. Megan has details
  - iii. Warner Theater giving donation
    - 1. Megan and John have details
  - iv. Everything has been rented thus far for what is needed, except a 4500 watt generator
    - 1. Will need to rent/buy/borrow – please help!
  - v. Donations for Chamber table giveaway at Tavern Day
    - 1. May have a basket?
      - a. Which item do we want to include?
      - b. Members' business tchotchkes?
  - vi. Historical Society will be officially a 501C3 on January 1<sup>st</sup>, 2024!
- c. Membership – *Rich*
  - 1) Business members = 71
    - a) New business members = 4: Arena Locksmith, Express Employment Professionals, Warner Theatre, and P.W. Bookkeeping.
    - b) Non renewing business members = 2: Farmers – Shepherd Insurance Agency and Avon Super Cellar Liquors
    - c) Friends of BCC members = 9
    - d) New Friends of BCC members = 0
  - 2) Past due members as of July 1, 2023 = 10 (7 business members and 3 Friends of BCC members).
    - a) Rich emailed all past due members earlier this week. He will make follow up calls to all past due members that do not respond by August month end and will reach out to John and Kerry if he needs additional support.
  - 3) Membership Committee met on Thursday 8/3:
    - a) Goal set to drive to 100 members at the start of 2024.
    - b) We currently have about 85 member prospects (businesses and Friends of BCC) on our list.
    - c) John is working on gathering a new Burlington-based business list from the assessor's office. Will add prospects from that list to our own internal prospect list.
    - d) Rich is preparing prospect and member outreach scripts for the team to send out on a semi-annual basis starting late September. Jade pointed out that we will be collecting additional prospect



information at the BCC Tavern Day table – those prospects will be included in the committee’s outreach.

- e) Thom completed the tri-fold sales flyer. He will share with the Directors digitally so we can all utilize as needed.
- f) Membership Committee Meetings to be held on a quarterly basis moving forward. Next meeting date is set for Wed. November 8<sup>th</sup> at 8:30 via Zoom.

d. Events – *Kerry/Colleen*

- i. Scheduled and tentative events
- ii. Taste of Burlington (?)
  - 1. Currently working with Tammy to promote
  - 2. Working on setting an official date for the event
- iii. Next committee meeting

e. Marketing – *Margie/Jade/Judi Ann*

- i. Display board update - changing from 2 weeks on board to **7-10 days** in 2024.
- ii. Jordan: Action item – get a GOOD photo of the Chamber building on Route 4 to use as our possible new logo?

f. Holiday Trees – *Jordan/Michelle/Thom*

- i. Update on any developments
  - 1. Still working out logistics and specifications of the contests
    - a. Will have it all spelled out for families and businesses
- ii. Start date of sponsorship ask – display board on hold to promote starting Nov. 23rd!
- iii. Considering putting a tree out on display for Tavern Day, with a sign that says, “Sponsor me!” with details on how-to.

8) Other

- a. Bee’s Contracting/Make-a-Wish Project Complete!
  - i. BCC got together to take a wonderful photo in front with the family and finished patio
- b. ARPA went through
- c. NEXT MEETING IS AT THE LIBRARY!

9) Meeting Adjourn @ 12:56pm

# Burlington Chamber of Commerce

Events		BCC News/Member Display	
<b>August</b>	7 <sup>th</sup> - CCCC Golf Tourney	<b>August</b>	3 <sup>rd</sup> Appreciation Financial
	17 <sup>th</sup> - BCC Member Meeting (Elton Tavern)		17 <sup>th</sup> Murphy Boyz Printing
	17 <sup>th</sup> - CCCC Digital Marketing Forum		31 <sup>st</sup> Luminari
	23 <sup>rd</sup> - CCCC Fascia Chocolate BAH		
<b>September</b>	16 <sup>th</sup> - CCCC Brewfest	<b>Sept.</b>	7 <sup>th</sup> TAVERN DAY
	17 <sup>th</sup> - BCC Tavern Day		18 <sup>th</sup> Center Stage
	21 <sup>st</sup> - BCC Member Meeting (Elton Tavern)		28 <sup>th</sup> Best Wine Shop
	27 <sup>th</sup> - CCCC BAH (Plainville Funeral Home)		
	27 <sup>th</sup> - BCC BAH w Avon/Canton (Right Step)		
<b>October</b>	19 <sup>th</sup> - BCC Member Meeting (Elton Tavern)	<b>October</b>	12 <sup>th</sup> Chippen Hill Co.
	19 <sup>th</sup> - CCCC BAH (Home Helpers)		26 <sup>th</sup> Bridge Healing Arts.
	26 <sup>th</sup> - CCCC Annual Dinner		
<b>November</b>	15 <sup>th</sup> - CCCC BAH (Bristol Bazaar)	<b>Nov.</b>	9 <sup>th</sup> A&B Homecare
	16 <sup>th</sup> - BCC Member Meeting (Elton Tavern)		23 <sup>rd</sup> SPONSOR HOLIDAY TREES
<b>December</b>	13 <sup>th</sup> - CCCC Holiday Party	<b>Dec.</b>	7 <sup>th</sup> Express Employment
			21 <sup>st</sup> HAPPY HOLIDAYS
<b>January</b>		<b>January</b>	2 <sup>nd</sup> Arena Lock Smith
			10 <sup>th</sup> Warner Theatre
			18 <sup>th</sup> OPEN
			26 <sup>th</sup> OPEN

**Events Pending/To Be Set:**

- 1) Greenhouse Winter Event
- 2) Carol Sing
- 3) BCC Holiday Party
- 4) Holiday Trees Go Up

**Dates/Info to Add:**

- October 15<sup>th</sup>: Thom's AI Workshop @ Warehouse 365 from 9-1pm
- Brewfest is located at Muzzy Field
- Possibly ask Jimmy Ji