



In attendance: Larry Berg, Jim Alden, Alycia Vosinek, Brad Bailey, Jan Carver, Jani Fillion, Carrie Gendreau, Aaren James, Wendy Mason, Gerald Winn, Chuck Connell, Al Smith, Chad Stearns.

Absent: Ray Cloutier, Mike Claflin, Peter Minich, Janet Parker, Neil Stafford, Chrissy Smith

Guests:

Meeting called to order at 7:32 am by Larry Berg.

February Meeting Minutes: The board reviewed the minutes from the last meeting. Jan motioned to accept the February minutes. Alycia seconded. The motion was unanimously approved.

Email Meeting Minutes – Bank Loan RFP: The board reviewed the minutes from the email meeting in regards to the bank loan RFP's for the Opera House. Wendy motioned to accept the minutes. Jim seconded. The motion was unanimously approved.

Email Meeting Minutes – Authorization to Sign Loan Documents: The board reviewed the minutes from the email meeting in regards to authorization to sign loan documents. Wendy asked that they be amended to read as everyone being present since all were notified however not everyone responded. The board agreed. Wendy made the motion to approve as amended. Jani seconded. The motion was unanimously approved. Chad also noted that Passumpsic Savings Bank had requested minutes authorizing the signers for the banking accounts. Wendy made the motion to authorize the executive director and officers as signers for the banking accounts.

Executive Director's Report

Chad reviewed the Executive Director's Report. The report commented on activities the chamber is now engrossed in, including committees, daily functions, and special projects. To streamline operations, Chad used the most current Board Member Update to report on projects.

Treasurer's Report: Chad gave the Treasurers Report as Peter was absent from the meeting. The report noted that assets are down; however we have been very active using the funds we have saved up for their intended purposes. Net Income is down due to a change in billing and the directory not being billed yet. The aging summary is up, however more it is good to note that a larger portion is less than 60 days old. There was a discussion about aged accounts that still receive benefits such as directory listings and Business After Hours events. Alycia moved to accept the treasurers report, Brad seconded, and the Board unanimously approved.

New Business:

- Brad presented the proposals that came in for the Chambers insurance. Two proposals came in, and after comparing the two, he made the recommendation to go with



Proposal A. Jan made the motion to go with Proposal A, Wendy seconded, and the Board unanimously approved.

- Chad brought up that our line of credit had expired at Union Bank. Passumpsic Savings Bank asked the board to vote on their proposed line of credit. Jim noted that he thought all the chamber banking business was included in the proposals. The item was tabled until more information can be gathered.

Old Business

- Jim noted that the warrant article for Main Street Beautification had passed on the Littleton Town Warrant, and noted that the committee would be meeting soon to go over its next steps.
- Chad told the board that the Opera House was doing great, and Simon is moving right along. Now he is working on figuring out when to move the office and utilities. Jim noted that it may be worth looking at comparing prices of internet, voice, and data as we are moving and may be able to get a deal.

Committees

- **Membership:** - Jan noted that the directory had gone to print, and the committee was meeting next week to go over a membership drive, survey, a chamber ambassador program, and development classes from Granite State College.
- **Marketing:** - Carrie noted that the tourism logo had been completed and handed out copies. The board was very impressed by the work Advanced Graphic Communication had done. Carrie went over several projects that are in the works, and noted that the committee would be meeting Monday to look at these and primarily the tourism guide.

Other Business

Larry noted that the steering committee meeting had been cancelled this month as there had be a bit of controversy at last months meeting. Larry still thinks there needs to be steering and a vision laid out as we are more reactionary at these meeting. He is open to input as to how to go about this. Jan noted that we had gone through an exercise with Gerald with all the expectations laid out of the committees, and that we should probably take another look at it.

Meeting adjourned at 9:10 am

Respectfully submitted,

Alycia Vosinek



Secretary