

**The Fauquier Chamber of Commerce
Board of Directors Meeting
Wednesday, June 21, 2023 – 8:30AM
Path Resource Center – Warrenton, VA**

Directors Present: Ray Knott, Angela Thomas, Lorna Magill, Dawn Arruda, Amelia Stansell, Priscilla Hottle, Caitlin Adkins, Benjamin Musser, Michelle Coe, Sarah Yakel (via Zoom), Carmen Rivera

Board Members Absent: Rebecca Segal

Staff Present: Alec Burnett

Ex Officio Members Present: None

Meeting called to order by Ray Knott, Chair of the Board of Directors @ 8:31AM

Motion entered by Priscilla Hottle to accept agenda and previous meeting minutes; seconded by Lorna Magill. Motion was carried unanimously.

Financial Review – Sarah Yakel

- Sarah presented a review of the financial statements that were included in the Board information package. This included a review of the Chamber's performance through the YTD month ending 5/31/23 and also a comparison to the budget. Additionally, a review of the accounts of receivable of the Chamber were discussed.
- A motion to accept the minutes as presented was entered by Carmen Rivera and seconded by Benjamin Musser. Motion was approved unanimously.

Economic Development & Legislative Affairs Committee – Lorna Magill

- Lorna provided an update on the activities of the committee and its planned activities.

Member Engagement – Carmen Rivera

- Carmen provided an update on the activities of the committee.

Council Report-outs – Amelia Stansell

- Amelia provided an update on the activities of the various councils.

Events Committee Update – Ray Knott

- Ray provided an update on the work of the Events Committee
- **Annual Meeting / Gala Contracts** – Ray presented the Board with the contract proposals for the proposed venue for the Annual Meeting/Gala from Great Marsh Estate, which the venue contract amount is \$3,685.50. Additionally, he presented the contract from the proposed cater for the Annual Meeting/Gala from Serendipity Catering for an amount of \$15,499.96. Ray noted that the Events Committee had reviewed the contracts and had recommended to the Board that they approve the contracts and engage Great Marsh Estate and Serendipity Catering. A motion to approve the contracts as presented and for the combined amount of \$19,185.46 was made by Dawn Arruda and seconded by Carmen Rivera. The motion passed unanimously.

GNC Committee Update – Ray Knott

- Ray provided an update on the work of the GNC Committee
- **Update to the Accounting Policy and Procedures** – Ray presented the Board with Accounting Policy and Procedures which had recommended changes from the GNC. It was disclosed that the GNC had also had the Finance Committee review and make recommendations for changes to the Policy and Procedures. It was noted that the GNC was recommending the Accounting Policy and Procedures with its noted changes and updates to the Board. A motion was made by Amelia Stansell to approve the changes to the Accounting Policy and Procedures document and was seconded by Michelle Coe. The motion passed unanimously.

Executive Update – Alec Burnett

- 4 new members with an annual value of \$1,180 were presented.
- Motion to approve the 4 new members was entered by Amelia Stansell and seconded by Benjamin Musser to approve the 4 new members. The motion was approved unanimously.
- 8 businesses were deactivated; non-payment, no communication, left area or went out of business.
- 50% of members have Employees 1-5
- 17.6% of members are Not for Profit
- A review of the National Chamber Benchmarking Survey as provided.
- An update on the digital directory was provided, which noted Sales to Date of \$21,390 or \$3,390 over the prior month. A review of the advertisers and the ad sizes was reviewed.
- Staffing changes were discussed.
- An update on the Fall Festival noted that to date a total of 75 of the available 130 booths have been reserved for total income of \$13,125.
- It was noted that staff submitted names and contact information of the Chamber member insurance professional to the WiseChoice Healthcare Alliance.
- An overview of the website analytics was provided to the Board.
- Information on the RetirePath Virginia – State Facilitated Retirement Savings Program was provided.

Old Business

- No other old business was brought before the Board.

New Business

- No new business was brought before the Board.

A motion was made by Michelle Coe and seconded by Amelia Stansell for the Board to go into an Executive Session. The motion for moving into an Executive Session was approved unanimously.

Executive Session – Board held an executive session.

Meeting Adjourned

- The meeting adjourned from Executive Session at 10:49 am.



Ray Knott, Chair of the Board of Directors