

**The Fauquier Chamber of Commerce  
Board of Directors Meeting  
Wednesday, August 16, 2023 – 8:30AM  
Path Resource Center – Warrenton, VA**

**Directors Present:** Ray Knott, Michelle Coe, Dawn Arruda, Lorna Magill, Amelia Stansell, Priscilla Hottle, Benjamin Musser, Sarah Yakel, Rebecca Segal, Carmen Rivera (Zoom), and Angie Thomas (Zoom)

**Board Members Absent:** Caitlin Adkins

**Staff Present:** Alec Burnett

**Ex Officio Members Present:** Doug Parsons

Meeting called to order by Ray Knott, Chair of the Board of Directors @ 8:32AM

**Consent Agenda:**       **Minutes from the July 19, 2023 - Board Meeting were presented to the Board of Directors.**

**Financial Statement Review** – Sarah Yakel 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 7/31/23 and a comparison to the budget. Additionally, a review of the accounts receivable of the Chamber was discussed.

A motion was entered by Benjamin Musser to approve both consent agenda items, and the motion was seconded by Dawn Arruda. With no further discussion the motion was carried unanimously.

**Finance Committee** – Alec Burnett provided an update from the August Finance Committee meeting. It was noted that the Finance Committee held discussions regarding a review of current dues levels and had discussions regarding a possible directory listing fee for nonmembers. They would continue to discuss and make a part of their 2024 budget development.

**Economic Development & Legislative Affairs Committee** – Lorna provided an update on the most recent meeting and highlighted that the committee is working on the Legislative Update and Candidate Forums. The Legislative Update would be held on September 20<sup>th</sup>, and the Candidate Forums would be held on September 27<sup>th</sup>.

**Member Engagement** – Carmen Rivera noted that the Member Engagement Committee has not had a meeting in August due to the summer season, and that meetings would be resuming in September.

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

**Events Committee Update** – Ray Knott provided an update on the work of the Events Committee

**New Member Applications** – Alec Burnett presented both CB3 Notary Service and Silver Branch Brewing as new member applications. A motion to approve both new member applications was made by Dawn Arruda and seconded by Lorna Magill. With no further discussion the motion was carried unanimously.

**Executive Update – Alec Burnett**

- Alec noted that the Chamber had no members reinstated or deactivated for the month.
- Alec provided an update on the Digital Directory, and the plans for the September publication date.
- Alec highlighted some efforts to develop a prospective new member database for prospecting new members leveraging the Count of Fauquier and the Town of Warrenton business license records.
- Alec provided an update of some of his activities for the month, which included attending the online Workplace Wellness webinar on 8/10/23. Alec also shared some of the courses he has planned on taking for skills development through Laurel Ridge Community College.

- Alec noted that the Fall Festival is now sold out with 130 booths sold. The breakdown of the booths is 98 merchandise vendors, 20 civic organizations and 12 professional services organizations. He also noted that we had 4 of the 5 food truck spots sold. Also noted that 2 of the Silver Sponsorships had been sold, along with the 3 Bronze Sponsorships. Volunteer applications have been posted and the focus is now on volunteer recruitment.
- Alec noted he would be attending the VACCE Conference on August 24<sup>th</sup>.
- Alec provided an update on how GrowthZone maintains Chamber Member credit card information and provided confirmation that GrowthZone via Stripe is PCI compliant.

**Old Business** – The Board was updated that the Board Strategic Planning Meeting will be held on Thursday 10/5/23 from 10:00 am – 4:00 pm. It will be held in the Willow Room at the Town of Warrenton Town Hall. The Small Business Minute Video Blog was revisited. It was decided that Alec would bring back his recommended structure and implementation plan for the Small Business Minute Video Blog at the September Board Meeting for review and approval. The Board was reminded of the Handshakes and Hellos event on Thursday 8/24/23 at Chestnut Forks and the desire to have 100% Board participation.

**New Business** – Three items were brought up as New Business. They are as follows:

1. **Annual Meeting/Gala Budget** – Ray Knott presented the Board with the proposed budget for the Annual Meeting/Gala, as it was varying from the original Board adopted 2023 budget. A recommendation from the Events Committee was to approve the budget of \$23,055 for both the expected revenue and expenses for the event. The budget was designed to cover the costs of the event with no expected profits. A motion was made by Amelia Stansell to approve the Annual Meeting / Gala Budget and was seconded by Dawn Arruda. With no further discussion the motion was carried unanimously.
2. **Annual Meeting / Gala Awards** – Ray Knott presented the Board with the list and descriptions of the awards to be presented at the Annual Meeting/Gala. These awards were to be The Business Person of the Year, The Business of the Year, Entrepreneur of the Year, Emerging Leader of the Year, Volunteer of the Year, and the Non-Profit Business of the Year. A motion was made by Amelia Stansell to approve the Awards for the Annual Meeting/Gala and was seconded by Benjamin Musser. With no further discussion the motion was carried unanimously.
3. **Board Member Recruitment** – The Board was updated regarding the efforts in the recruitment of new Board members. A call for recommendations was made, and requested that they provide any names to Ray Knott, Dawn Arruda or Alec Burnett.

The Board Meeting was moved to an Executive Session at 9:58 am.

A motion was made by Amelia Stansell to adjourn the meeting, and the motion was seconded by Priscilla Hottle. With no discussion the motion was carried unanimously.

The meeting was adjourned at 10:15 a.m.

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Ray Knott, Chair of the Board of Directors