

**The Fauquier Chamber of Commerce
Board of Directors Meeting
Wednesday, September 20, 2023 – 8:30AM
Path Resource Center – Warrenton, VA**

Directors Present: Ray Knott, Michelle Coe, Dawn Arruda, Lorna Magill, Amelia Stansell, Priscilla Hottle, Sarah Yakel, and Caitlin Atkins

Board Members Absent: Carmen Rivera, Rebecca Segal, Benjamin Musser and Angie Thomas

Staff Present: Alec Burnett

Ex Officio Members Present: Doug Parsons

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

Consent Agenda: **Minutes from the August 16, 2023 - Board Meeting were presented to the Board of Directors.**

Financial Statement Review – Ray Knott on behalf of 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 8/31/23 and a comparison to the budget. Additionally, a review of the accounts receivable of the Chamber was discussed.

A motion was entered by Amelia Stansell to approve both consent agenda items, and the motion was seconded by Michelle Coe. With no further discussion the motion was carried unanimously.

Finance Committee – Ray Knott and Alec Burnett provided an update from the September Finance Committee meeting.

Economic Development & Legislative Affairs Committee – Lorna provided an update on the most recent meeting and highlighted the upcoming Legislative Update and Candidate Forums that are being held on the 20th and 27th of September.

Member Engagement – Carmen Rivera noted that the Member Engagement Committee did not have a meeting in September.

Councils - Amelia provided an update on the activities of the Women’s Business Council, with no reports from the other Council’s.

Events Committee Update – Ray Knott provided an update on the work of the Events Committee, including that the 2024 Valor Awards were to be held on April 10, 2024, at Laurel Ridge.

Ex-Officio Update – Doug Parsons provided an update on the activities of the Fauquier Economic Development Department. Also noted they are working on a post-election strategic plan.

New Member Applications – Alec Burnett presented Fauquier Pride (Not for Profit), OVHcloud US, Studio 22 Hair Salon and Spa and Staples as new member applications. A motion to approve the 4 new member applications was made by Amelia Stansell and seconded by Priscilla Hottle. With no further discussion the motion was carried unanimously.

Executive Update – Alec Burnett

- Alec noted that the Chamber had no members reinstated in the past month and deactivated a total of 6 members for the month.
- Alec provided an update on the Digital Directory and will be working on 9/25 to coordinate the publication date. The sales throughout the period equate to \$21,390.

- Alec provided notice of a planned vacation for the dates of January 21, 2024, through January 31, 2024.
- Alec provided an overview of the upcoming events for Q4 2023.

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 agenda and plan for the day was discussed, with a highlight on Membership Engagement and Revenue Creation as focus points. Additionally, an update was provided on Board Member recruitment. Additionally, it was noted that there will be a special Board Meeting to be held immediately prior to the Strategic Planning meeting to vote on the proposed new Board member.

New Business – One item was brought up as New Business.

1. **Directory Listing Only for non-Member Businesses** – A recommendation from the Finance Committee was made to create a new revenue stream for the Chamber in 2023. It would be a directory listing only for nonmembers. The recommendation requires some development, due diligence, and marketing resources. Alec provided a brief overview of the recommendation, with commentary from both Ray Knott and Priscilla Hottle who are on the Finance Committee. The Board noted its interest in having this developed further, and requested it be reviewed by the Finance Committee to be a new line item in the 2024 proposed budget.

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 10:02 a.m.

Ray Knott, Chair of the Board of Directors