

**The Fauquier Chamber of Commerce  
Board of Directors Meeting  
Wednesday, October 18, 2023 – 8:30AM  
Path Resource Center – Warrenton, VA**

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

**Board Members Absent:** Rebecca Segal 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 @ 8:32AM

**Consent Agenda:**       **Minutes from the September 20, 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 9/30/23 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 Lorna Magill. With no further discussion the motion was carried unanimously.

**Finance Committee** – Ray Knott and Alec Burnett provided an update from the October Finance Committee meeting, which included an overview of the revenue enhancement discussion that included the Directory Listing options for non members of the Chamber.

**Economic Development & Legislative Affairs Committee** – Lorna provided an update on the most recent meeting and gave an overview of the planning for a legislative breakfast, Chamber Day at the Virginia Capital and Economic Summit.

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

**Councils** - Amelia provided an update on the activities of the Young Professional, 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, and provided an update on the upcoming Annual Meeting and Gala.

**Ex-Officio Update** – Doug Parsons provided an update on the activities of the Fauquier Economic Development Department.

**New Member Applications** – Alec Burnett presented Glorified Realty Group, McMichael Equipment, Animal Care Studio and 5:55 Music Studio as new member applications. A motion to approve the 4 new member applications was made by Amelia Stansell and seconded by Caitlin Adkins. With no further discussion the motion was carried unanimously.

**Executive Update – Alec Burnett**

- Alec provided an update on the Digital Directory and will be working to finalize coordinate the publication date. The sales throughout the period equate to \$21,390 in gross sales. Working to determine final net profit amount to the Chamber.

- Alec noted they were looking to promote Friday lead share to expand the number of participants. Also provided an update on the grand opening and ribbon cutting procedures on the Chamber website for access by members.
- Alec provided an overview of the upcoming events for Q4 2023.

**Old Business** – A debrief of the Strategic Planning session was discussed. This included the review of the proposed new Chamber Vision Statement and Mission Statement. A motion was made by Dawn Arruda and seconded by Michelle Coe to adopt the proposed Vision Statement as follows: **Your source for growth and support in a thriving and interconnected business community**, and the proposed Mission Statement as follows: **We are dedicated to the growth and prosperity of local businesses through: - Building Relationships – Advocating for Business – Providing Resources and Support**. With no further discussion the motion passed unanimously.

An update on the 2024 budget process was shared with the board and the plans for finalizing the first run of the budget.

Dawn Arruda shared an update on the planned Hello's and Handshake's member highlight program. She noted they are focusing on one member per month and working on schedule. She noted that they were looking at highlighting Silver Branch Brewing as one of the first sessions.

**New Business** – No new business was brought before the Board.

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 10:03 a.m.

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Ray Knott, Chair of the Board of Directors