

**The Fauquier Chamber of Commerce
Board of Directors Meeting
Wednesday, November 15, 2023 – 8:30AM
Path Resource Center – Warrenton, VA**

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

Board Members Absent: Caitlin Atkins and Carmen Rivera

Staff Present: Alec Burnett

Ex Officio Members Present: None

Meeting called to order by Ray Knott, Chair of the Board of Directors @ 8:30AM

Consent Agenda: **Minutes from the October 18, 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 10/31/23 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 –Alec Burnett provided an update from the November Finance Committee meeting, which included an overview of the revenue enhancement discussion that is going to be a part of the 2024 Budget.

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. Additionally, she shared that the group Protect Fauquier had made a request to present to the Chamber and the EDLA, but the committee opted to not move forward with their request based on not matching the mission of the Chamber.

Member Engagement –Member Engagement Committee did not have a meeting in November.

Councils - Amelia provided an update that both the Women’s Business Council and the Young Professionals had held strategic planning sessions for 2024.

Events Committee Update – Ray Knott provided an update on the work of the Events Committee, including a debrief of the Annual Meeting and Gala, and updates on the 2024 Valor Awards and Fall Festival.

Ex-Officio Update – No report.

New Member Applications – Alec Burnett presented Ash Salon & Spa and Able Heating & Air as new member applications. He also noted that Maple Tree Farm has reactivated their membership. A motion to approve the 2 new member applications was made by Dawn Arruda and seconded by Benjamin Musser. With no further discussion the motion was carried unanimously.

Executive Update – Alec Burnett

- Alec noted that we had 11 members deactivated during November. The net effect of which puts the Chamber at 385 active members. This is a net increase from February of 1 member, but it was noted was reflective of some continued clean up of the memberships.
- 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 \$25,135 in gross sales, which should have yielded the Chamber

\$5,027 in net royalty. However, the amount received was \$3,799, so Alec will be reaching out to determine the variance. Planning to roll out in December.

- Alec provided an overview of the upcoming events for the end of November and December.

Old Business – An update on the 2024 budget process was shared with the board and the plans for finalizing the budget for representation at the December Board Meeting.

New Business – A discussion was held about the planning for the 2024 Board Designated Committees and the plans for the 2024 Board officer slate. These are being finalized for presentation at the December Board Meeting.

The Annual Board Evaluation for the President of the Chamber will be sent out for completion by the Board Members. It is requested that all Board Members return their evaluations in the Chairman of the Board by 11/22/23.

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