

**Williamson Chamber of Commerce**  
**Meeting Minutes**  
**March 27, 2014**  
**7:00 PM, Town Hall**

**Present:**

**Officers:** President Lorraine Mason, Vice President Jim Hoffman, Secretary Perry Howland, Treasurer Randy Peck.

**Directors:** Sarah Jacobs, Jackie Walker, Dorothy Orr

**Welcome and Call to Order:** President Mason welcomed all before calling the meeting to order at 7:03 PM.

**Pledge of Allegiance:** President Mason asked all in attendance to stand and join her in the Pledge of Allegiance.

**Mail/Communications:**

1. President Mason displayed a postcard from Redeem Bethel COGIC, the newest Chamber member. They will be holding a 50<sup>th</sup> anniversary celebration on July 20 with a banquet to come on October 4. Director Jacobs asked if the chamber would be recognizing them for their 50 years and President Mason responded in the affirmative.
2. President Mason shared information from USDA on grants, as well as telecommunications information, as an FYI.
3. President Mason reported on a phone call she received from Fife Noto regarding safety concerns he has for Rt. 104 east of Pound Road. Similar information was presented at the Williamson Town Board meeting on Tuesday, March 25. Mr. Noto has a new business on Rt. 104, has been in Williamson 37 years and wanted the Chamber's support for his safety proposals. VP Hoffman reported that the Town received a letter in regards to Mr. Noto's concerns and that the next step for the town board was to request of the NYS DOT an engineering study based on hard data. This a state road and doesn't fall under the jurisdiction of the town. President Mason stated the Chamber represents its member businesses and that we can not take a stance as three member businesses are involved but with different concerns over the proposed changes. A motion was made by Director Walker stating that the Williamson Chamber officers and directors should support the town board's request to have NYS DOT do an engineering study of this portion of Rt.104 due to public concern over increased traffic and other issues. This was seconded by Director Orr and with VP Hoffman abstaining, six voted yes and the motion was passed.
4. President Mason reported that Director John O' Brien had submitted his resignation and she has accepted it with regret. She noted that if any members wish to read the email communications between herself and Mr. O' Brien they will be on file in the Chamber office filing cabinet and maybe viewed upon request.

**Meeting Minutes:**

1. Treasurer Peck moved to accept the January 22, 2014 meeting minutes as amended, and upon a second by Director Orr, all were in favor. As there was no quorum present at the February 26, 2014 meeting, consensus was to accept the notes as written with corrections and President Mason will make the corrections and send the revised notes to all officers and directors.

**Financial Report:**

1. Treasurer Peck submitted his Treasurer's Report dated March 27, 2014. In going over the report it was noted that another \$50 in dues was received that day from Redeem Bethel. Upon a motion by Secretary Howland, second by Director Orr, all were in favor of accepting the Treasurer's Report.

Discussion about the report included the GiftCheck balance of \$805, the number of chamber members on this date and whether new members had received their 2014 'cling'. Director Jacobs noted that she had not received her '14 'cling'. Treasurer Peck vowed to verify his list of members with President Mason's.

2. Treasurer Peck raised the question of the dues amount for a non-profit, as the form that was sent out had \$25 instead of \$35. The previous board had suggested the amount be \$25 which is why President Mason's form stipulated \$25. Upon a motion by Director Orr, seconded by Treasurer Peck, all voted to waive the underpayment discrepancy and do not request the additional \$10 this year but to return to the previous dues structure for the duration of the year. Both W-PHS and Redeem Bethel should have a credit as they both overpaid \$15 as a non-profit and four underpaid -Williamson Library, Williamson Ambulance, Wayne County Fair and Director Walker/Member Lenore Youngman.

3. Treasurer Peck presented the January 31 and February 28, 2014 checking account and reconciliation reports. A motion to accept these reports was made by Director Walker, seconded by Director Jacobs and all approved. As for the GiftCheck amount President Mason's amount did not match Treasurer Peck's and she will review her figures. A motion to accept the January and February 2014 GiftCheck Reconciliation statements was made by Director Walker, seconded by VP Hoffman and all were in favor.
4. Treasurer Peck handed out a budget sheet for 2014 dated March 26, 2014. A question was asked about Family Fun Days up-front money and Treasurer Peck said that it was done. Several other questions regarding insurance, budgeting for a profit and adding a line item for unbudgeted/contingency expenses. It was decided to add \$250 to this line. A motion to adopt the budget as amended was made by Director Jacobs, seconded by Director Walker and all approved.
5. President Mason presented a fundraising idea being used by Pines of Peace with a local pizzeria. A one-day event where a certificate must be presented on that day and 20% of the check goes to the organization. President Mason wondered if this type of fundraiser could be done for Family Fun Day and Halloween events? President Mason recalled an event where there were pies sold from Leo's Bakery but Director Orr questioned whether this would conflict with the Williamson Republican Committee's annual pie/suicizen sale if done at Apple Blossom. Treasurer Peck felt the chamber needed a purpose for fundraising. Discussion followed noting that a surplus is good, business members need to know where their money goes and Treasurer Peck agreed that we need to continue to be forthcoming in the future.

**GiftChecks:**

1. President Mason read a letter from WCS CSEA President Amy Burdett, stating that any funds from expired GiftChecks purchased by their group would revert to the chamber by default.
2. Director Walker passed out a draft of a void GiftCheck policy that will eventually go to participating businesses and purchasers. It mirrors NYS law on abandoned monies, as the policy as stated falls within that three year window (formerly five years). Draft states that GiftCheck would be invalid if not cashed within one year and for uncashed checks chamber will return amount of the check to purchaser within 60 days unless purchaser indicates they wish to donate amount of check back to chamber. Treasurer Peck suggested reissuing GiftCheck in amount of previous uncashed check. Director Walker would like funds to go into regular checking account, and see a sunset period expire after one year. Treasurer Peck felt a grace period needs to be written into the draft policy, stating buyers have 12 months to redeem GiftCheck or have money returned. Discussion of 30 or 60 days wait period, with Director Walker feeling 60 days is optimum, returning funds within 60 days unless "owner" wants to donate money back to the chamber. Director Walker will clarify 60 days in draft, then resend draft to officers and directors, followed by draft form to facilitate policy.

**Chamber Operations Manual:**

1. Director Walker recommends that chamber compile an operations manual containing standards, policies and procedures to allow for consistency of operation when officers and directors change. Possible topics or categories discussed included: financial standards, GiftChecks, Family Fun Day, Insurance and Special Events and Membership. Directors Orr and Jacobs offered to work on during 2014, with the goal to have a draft completed by the end of this year. Director Walker is willing to facilitate the drafting of the manual, working with pertinent officers and directors.

**Insurance:**

1. President Mason announced that Cindy Baran/EF Ashley sent an insurance rider quoting coverage for Halloween and Family Fun Day. Discussion ensued as to whether this was a bill or quote. As to the question of whether children were covered or not, Treasurer Peck said he called Baran and was told they were. Treasurer Peck will follow through with taking care of this obligation.

**Membership**

1. President Mason reported that there are 67 chamber members.

**Membership (con't):**

2. President Mason would like to see a membership directory compiled semi-annually, and would like to reach out to all businesses, requesting participation and/or updated information. Discussion about charging non-members for participating found most to not be in favor of charging. Treasurer Peck felt we should ask for a nominal amount, like \$10. VP Hoffman will ask Wayne County Clerk for DBA's for three years, noting there will be a charge for this service. VP Hoffman suggested asking for donations from non-members in exchange for copies of the directory, with chamber members receiving the directory at no additional cost. President Mason suggested giving all businesses one copy of the directory and asking non-members to pay for any additional copies.

**Of The Year Awards:**

1. President Mason announced that one citizen, Ed Merritt, had been nominated by George Harland and one business, Dr. Michael Herbert, had been nominated by Patrick (Pete) Wright. As of meeting time no youth nominations had been received either from WCS or the general public.
2. Organization of the Year recommendations were discussed, with the Williamson BID receiving five votes (Director Orr abstaining) and Williamson Ambulance one vote.
3. It was decided to add Redeem Bethel to the Milestone category, with all Milestone recipients receiving one complementary ticket.

**Apple Blossom:**

1. President Mason asked if the chamber was to donate to the Apple Blossom Festival, and Director Walker asked why a separate donation if we are purchasing an ad in the booklet? Following discussion a motion was made by Director Walker, seconded by Director Orr, to place an ad (half page if possible) in the 2014 Apple Blossom booklet and not make a separate donation, and all were in favor.

**American Legion Dinner:**

1. President Mason announced that the dinner for the American Legion would be served on April 10, the menu would be chicken and biscuits prepared by The Original Candy Kitchen, and the dinner would begin at 6:30 p.m. Help will be needed both prior to and during the serving of the meal.

**Proposed Services to Chamber Members:**

1. Director Walker will compile and distribute a draft list at the April 23 chamber meeting.

**Follow-Up-Networking Event:**

1. President Mason announced that there will be a networking event at Wilbert's in Ontario. She will connect with Luke DeFisher at Apple County Spirits about holding an event there report her findings at the April 23 chamber meeting.

**NEXT MEETING:**

1. The next Chamber meeting will take place on Wednesday, April 23 in the Williamson Town Hall Complex Conference Room at 7:00 PM.

**NEWS TO SHARE:**

1. VP Hoffman announced that Perry Howland was recently appointed as the new Williamson Town Historian.

**ADJOURN:**

President Mason declared the meeting adjourned at 9:55 p.m.

Respectfully submitted,  
Perry Howland  
Secretary