

**Board of Directors Meeting
Wednesday, January 22nd, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Steve Woodard, Alan Berlucchi, Ryan Pine, Mitch Maniccia, Steve Ansteth, Courtney Rae Kasper, Gina Lamannis, Lisa Green, Marian Brown, Michelle Barber, Ron Cantor, Chris Nucerino

EXCUSED: Glenn Fletcher, Tia Maria Gilliam, Sean McLeod, David Contiguglia, Lamar Henry

STAFF: Tracy Verrier, Amy Fuller, Jessica Hargather

Our Mission:

To advocate as the voice of the business community, provide value-added services to our members, and facilitate collaboration that supports economic development for the greater good of Cayuga County.

CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:05 am with a quorum present. Motion to approve the December's meeting minutes and financials was made by Mr. Pine; seconded by Mr. Ansteth. All members present voted in favor; motion approved.

Before starting the Reports, the Board members went around the table and introduced themselves for the new Board Members.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

The new and drop list was provided. The two newest are Pure Market and Advocates Inc., which is out of Liverpool. She reminded the board that there would be a Business at Noon the following day at Pure Market with Habitat for Humanity, that Restaurant Week was underway, and that the next major event is the State of City and County luncheon on March 26 at the Hilton Garden Inn.

Ms. Fuller also noted that the Awards Luncheon would be on May 7th and that it is the 20th year that the Chamber has given out the Phyllis Goldman Award. Given this anniversary, Ms. Fuller would like to offer a special sponsorship opportunity for prior Phyllis Goldman winners to help with the event and build the fund that pays the award. Ms. Fuller approached Five Star Bank, which is typically the major sponsor of this event, and Ms. Barber was fine with the prospect of this additional sponsorship opportunity. Ms. Fuller is working out the details of this with the Member Services Committee.

Ms. Verrier informed the board that IGNITE had a strategic planning meeting to go over recent issues and ideas for rebuilding the program. Ms. Verrier would like to explore the idea of brining IGNITE membership tracking and billing into the Chamber for continuity. This would provide better tracking and billing for IGNITE, but also allow the Chamber to reach out to IGNITE members regarding events and to fill committees as well. Ms. Fuller is also looking for new Ambassadors.

COMMITTEE UPDATES

Member Services has met and discussed various opportunities and needs. Ambassadors met via a lunch mob at New Hope Mills.

Ms. Verrier noted the results of the election for Executive Committee, they are as follows:

- Chair- Mr. Minicucci
- Vice Chair- Mr. Fletcher
- Secretary- Mr. Maniccia
- Treasurer- Mr. Pine
- Legal Counsel- Mr. Contiguglia

BUILDING & FOUNDATION UPDATE

Nothing to report.

CSS UPDATE

Mr. Verrier explained that CSS met and did their 2020 organization meeting. Ryan Pine is now Chair of CSS. Ms. Verrier explained a little about CSS to the new members and that its primary function is as the employing entity for both the Chamber and CEDA.

DISCUSSION ITEM: 2020 STRUCTURING & PLANNING

Ms. Verrier asked that the board to review board responsibilities that were included in the packet. She reminded that they must be in good standing with the Chamber and they must make it to meetings. Each Board member is also required to be on one committee. Ms. Verrier referenced that page 5 of the meeting packet is a list the current board members as of December, 2019. There should be 19 members of the board, but unfortunately Sue Kimmel resigned so we have one more seat open. Ms. Verrier will work from the list developed in the fall to fill the seat.

The board reviewed the committees and Ms. Verrier asked members to let her know what committees they'd like to be on or if they would like to switch their committees.

- Mr. Nucerino, Mr. Pine, and Dr. Cantor volunteered for Advocacy. Ms. Verrier noted that Mr. McLeod and Mr. Fletcher may also want to join that committee.
- Ms. Lammanis and Ms. Barber volunteered for Member Services.
- Mr. Ansteth volunteered to stay on the building committee.
- Mr. Nucerino, Ms. Green, and Mr. Pine volunteered for the Human Resources committee.
- Ms. Verrier will follow up with members that were not at the meeting to get their input as well.

Ms. Verrier asked all board members to review and sign the conflict of interest form in the packet and return them to her as soon as possible.

Mr. Verrier stated that they needed to establish signers for bank accounts as the Executive Committee has changed and Mr. Wilcox and Ms. Chase needed to be removed. Motion by Ms. Brown to approve Mr. Minicucci, Mr. Fletcher, Mr. Pine, Ms. Verrier and Ms. Fuller as bank account signers. Seconded by Mr. Maniccia. All members present voted in favor; motion approved.

UPDATES FROM BOARD

Board members provided updates on their businesses and operations.

ADJOURNMENT Motion to adjourn at 8:55am by Mr. Nucerino; seconded by Mr. Pine. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, February 26, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Alan Berlucchi, Mitch Maniccia, Steve Ansteth, Courtney Rae Kasper, Gina Lamannis, Lisa Green, Marian Brown, Michelle Barber, Ron Cantor, Chris Nucerino, Glenn Fletcher, Sean McLeod, David Contiguglia,

EXCUSED: Ryan Pine, Tia Maria Gilliam, Lamar Henry, Steve Woodard

STAFF: Tracy Verrier, Amy Fuller

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CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:05 am with a quorum present. Motion to approve the January meeting minutes and financials was made by Mr. Maniccia; seconded by Mr. Nucerino. All members present voted in favor; motion approved.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

The new and drop list was provided. There are 5 New members to date and one member that increased membership from Access to Marketing.

The Chamber has a couple of events for March, including a Business After Five on Thursday, March 12th at del Lago, which is a combined with the Seneca County Chamber and the Skaneateles Chamber. Also, on March 26th is the State of the City and County Luncheon at The Hilton Garden Inn sponsored by Tompkins Trust Company and Silver Sponsor Two Plus Four Management.

Nominations are open for the upcoming Awards luncheon and are due March 27th, all the information is on the Chamber website. Member Services will select winners at the April 7th committee meeting. Ms. Fuller also noted correction on the Awards Luncheon DATE it is **May 6th**. Member Services did approve the letter for the Phyllis Goldman Alumni Sponsorship. The letters went out on February 20th to all the past award recipients to be part of the 20th year sponsorship.

Ms. Verrier stated there are two other events coming up for CEDA, a DRI Project Sponsor event on Thursday, February 27th at CCC Student lounge and an educational seminar in collaboration with SCORE on Wednesday, March 4th about Defining Business Goals.

Ms. Verrier reviewed Chamber Website Metrics as it has been almost 1 year since the NEW website launched. We have seen a large increase in traffic and improvements in our SEO. This has led to a 122.97% increase in Users compared to last year, but bounce rate is also high meaning that people are not exploring the site, they are just going to one page and leaving. Ms. Fuller stated that Member Services suggested putting links to other information on those pages that are commonly bounced from to keep people on site and guide them to additional information.

Ms. Verrier suggested that the Chamber help with billing IGNITE membership dues. This would be done through the same billing and tracking mechanisms as the Chamber uses for its own membership. The way IGNITE membership is currently done is very hard to track. The current annual dues are \$25.00 per person.

Mr. McLeod stated it would be good to remind IGNITE members they are part of the Chamber and are welcome to attend chamber events. There was also discussion regarding the current structure and possible restructuring. It was also suggested by board members to have IGNITE represented on Chamber Board more consistently.

COMMITTEE UPDATES

Member Services met in February and are working on an updated Membership packet, Ms. Roblee & Ms. Saret are working on a draft to be presented at March meeting. They also recapped Restaurant Week, including suggestions that it be longer. It is currently 8 days and includes 2 weekends. Ms. Fuller will reach out to participating restaurants to see if they would be interested in 15 days with 3 weekends. Feedback from restaurants this year indicated that they received significantly more traffic resulting from the promotion.

Ambassadors met and have a couple of new Ambassadors, Maria Coleman from Seward House Museum, Michelle VanGiesen from Arc of Seneca and Cayuga Counties, and Mark Flurschutz from Aflac.

Advocacy and Strategic Planning did not meet.

Ms. Verrier stated that a current list of committees and who is on them was included in the pre-read packet. She asked that board members please review and make sure their committee listing is correct, and to choose one if they aren't currently listed.

BUILDING & FOUNDATION UPDATE

Nothing to report.

Board Nomination: Barb Cuthbert, MEDENT

Ms. Verrier presented a nomination to appoint Barb Cuthbert of Medent/Community Computer to the Chamber Board. Her resume was included in the board packet.

Motion was made to appoint Ms. Cuthbert by Mr. McLeod, seconded by Mr. Maniccia. All members present voted in favor; motion approved.

DISCUSSION ITEM: Update/Reminder of Chamber Programs & Services

Ms. Verrier went over current programs and offerings of the Chamber as a reminder/update for existing board members and to educate new board members. She will review CEDA programs at an upcoming meeting.

UPDATES FROM BOARD

Board members provided updates on their businesses and operations.

ADJOURNMENT Motion to adjourn at 9:04am by Mr. Maniccia; seconded by Mr. Nucerino. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, April 22, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Alan Berlucchi, Mitch Maniccia, Steve Ansteth, Courtney Rae Kasper, Lisa Green, Marian Brown, Ron Cantor, Chris Nucerino, Glenn Fletcher, Sean McLeod, David Contiguglia, Ryan Pine, Steve Woodard

EXCUSED: Lamar Henry, Barb Cuthbert, Michelle Barber, Gina Lamannis

STAFF: Tracy Verrier, Amy Fuller

GUEST: Elaine Buffington (Buffington & Hoatland)

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CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:05 am with a quorum present. Motion to approve the February meeting minutes and February and March financials was made by Mr. Maniccia; seconded by Ms. Green. All members present voted in favor; motion approved.

DISCUSSION ITEM: 2019 FINANCIAL STATEMENT REVIEW

Ms. Buffington reviewed the 2019 Draft Financial Statement. Ms. Buffington reviewed new revenue recognition rules, which require revenue to be recognized as services are provided. For the Chamber, this is not an issue at year end, but is an issue for month to month reporting. The Chamber should technically be recognized as members use their benefits like advertising, tickets and sponsorships. However, at year end everything would be recognized anyway as no refunds are provided to members that don't use their benefits. This recognition will be a challenge. Ms. Buffington explained that this financial statement is a single year presentation because the new revenue recognition rules would have required 2018 to be restated, which would have taken a lot more time.

Ms. Buffington reviewed the balance sheet. Total assets increased from \$196k to \$217k, but included higher accounts receivable primarily related to membership. The new website was added under fixed assets, and the old website written off. This as a changed from \$20k down to \$5k. Current liabilities were also up because there was an amount still due to CSS at year end , but that was paid in January.

Ms. Buffington reviewed the statement of activities. Total support decreased from \$315k to \$296k, membership revenue was down about \$10k. A bigger reduction was due to the end of the Navigator, which decreased revenue by \$19k, but this was partially offset by reduced expenses related to the program. Rental income increased compared to 2018. Overall expenses were similar to 2018, \$296k in 2018 vs \$295k in 2019. There was a positive change in net assets of \$540, but that is down from 2018 when there was a \$19k increase. Ms. Buffington noted that 2019 is an example of the organization's breakeven point, so the Chamber needs to focus on increasing and retaining membership to stay healthy. She recognized that this will be a challenge in 2020 as membership and programs will be impacted by the COVID-19 pandemic.

Mr. Minicucci noted that we don't know yet how membership will be impacted, but that the board and staff will need to keep a close eye on it. Mr. Pine asked what Ms. Buffington had been hearing from other nonprofits about the impact of the pandemic? Ms. Buffington expressed that everyone is

struggling to adjust and trying to be creative. Everyone is watching for any programs that can help, many have applied for the Paycheck Protection Program. Organizations are going to need to look at whether they need to cut back, or how they can grow and offer different services. All nonprofits need the support of their boards. Ms. Fuller explained that staff are working on reaching out to all members and are exploring new benefits to offer members as they recover. Ms. Fuller spoke with Ms. Lamannis and other local media about creating discounted advertising packages for members. Mr. Pine explained that there is a risk even with new programs because many businesses have no revenue coming in right now. He added that it will take a while to normalize once the economy is reopened, and that there is no model for this situation. Businesses are opting into the different stimulus programs and financing, but they don't know if their businesses will even be open in June. So is it helping or are they just digging themselves a hole?

Mr. Nucerino explained that YMCAs across the country are planning ahead for reopening will share a document that was distributed to them to help with that planning. The Auburn and Skaneateles YMCAs have been closed, which had 400 employees between two locations. Ms. Buffington suggested that the Chamber can be a vehicle to bring businesses together and share information to help them to prepare and reopen. Mr. Fletcher asked what will happen to small businesses if the stimulus loans default, will the government forgive them or put liens on businesses and individuals? Ms. Buffington explained that if PPP is used for specific purposes the loan will be forgiven. It is important that people follow the rules of the programs to avoid losing out on potential benefit. Another possibility is that deferral periods may be extended. Ms. Brown asked Ms. Buffington if the accounting industry will be taking any steps to reflect COVID impacts in financial statements to help protect businesses moving forward? Ms. Buffington explained that they are getting additional information on how to reflect these impacts in future financial statements. There are some new accounting procedures that are being delayed from release, but also new guidance about what to do if a business is failing or struggling. There will likely be notes and disclosures for 2020 statements. The potential risks posed by the COVID-19 pandemic are already reflected in the Chamber's 2019 financial statement, which includes a note on page 13 noting that there could be a negative impact on the organizations financial position. There are some businesses that are thriving, and hopefully they will help fill the gap.

Mr. Fletcher asked where all of the government money is coming from to fund these stimulus programs? He expressed a concern that we might enter a recession when this all clears up and asked if interest rates will increase significantly? Mr. Pine provided some insight as to how the government is funding these programs, and noted that there is a risk of recession and increasing interest rates down the road. However, the choice is between risking recession later or letting the economy tank now.

Ms. Buffington pointed to the revenue recognition note on page 8, which details different segments of revenue and how it's recognized. Her team is working on the 990 and should have it complete shortly. Submission of 990s has been extended to 7/15, so there is time for review before it needs to go out.

Motion to approve the 2019 Financial Statement as provided by Mr. Maniccia, seconded by Mr. Fletcher. All present voted in favor, motion passed.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

- The Chamber is now holding virtual networking events. Coffee Breaks are on Friday mornings and are a shorter, more intimate format. Happy Hours are every couple of weeks and allow more people to join.
- Ms. Fuller and Ms. Wrench are reaching out to members to check in and to see if they need anything. They are forwarding information and making referrals as needed. The members appreciate the outreach.
- Nominations for the 2020 awards were due the previous Friday, and all nominations have been sent to the committee. Award winners will be announced the following week. The luncheon is currently postponed to June, but there is still uncertainty about whether we will be able to have it. The staff is starting to come up with ideas for how to honor the winners if we aren't able to have an in-person event.
- We are starting to get the printed directory underway, and have been in touch with Michelle Bowers at the Citizen about the partnership for this year. Members should check their profiles on the website to make sure contact information is up to date.
- Ms. Fuller and Ms. Wrench are doing video updates on Facebook twice per week now, and are starting to incorporate members into those videos.

Ms. Verrier added that Leadership Cayuga project presentations would be occurring via webinar this year, and that the last couple of sessions are being done via GoToMeeting. Ms. Wrench is also working on a plan for graduation of the current group, as well as recruiting for the next class. Leadership Cayuga is also working on adapting the Scavenger Hunt to the current situation. It will be a primarily driving route and participants will not have any contact with each other. There will not be a gathering afterward, but it may be a fun way for families to get out of the house and do something different. Mr. Maniccia recommended having businesses provide pictures of the inside of their facility that people would need to guess as part of the hunt. Furthermore, CEDA has been working with area businesses to help them understand the various programs and resources available, as well as disbursing funds via the emergency microloan program. Ms. Verrier is also doing FAQ videos 2-3 times per week to cover topics relevant to the business community.

Mr. Ansteth recommended creating a document to help businesses as they plan for reopening, perhaps using the YMCA document as a guide to create a more general overview.

COMMITTEE UPDATES

Ms. Fuller has been in touch with Member Services regularly about the various programs and ideas that have been coming up. They also reviewed the award nominations. Ms. Verrier explained that the Advocacy Committee might need to meet. There is a regional group working on topics for advocacy, and CenterState is putting an agenda together as well.

BUILDING & FOUNDATION UPDATE

Mr. Contiguglia noted that the building litigation is moving forward. Nothing else to report.

UPDATES FROM BOARD

Board members provided updates on their businesses and operations.

ADJOURNMENT Motion to adjourn at 9:00am by Mr. Fletcher; seconded by Mr. Nucерino. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, May 27, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Alan Berlucchi, Steve Ansteth, Barb Cuthbert, Courtney Rae Kasper, Lisa Green, Marian Brown, Chris Nucerino, Steve Woodard, Michelle Barber, Gina Lamannis, David Contiguglia, Sean McLeod

EXCUSED: Ron Cantor, Ryan Pine, Mitch Maniccia, Glenn Fletcher, Lamar Henry

STAFF: Tracy Verrier, Amy Fuller

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CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:02 am with a quorum present. Motion to approve the April meeting minutes and financials was made by Ms. Green; seconded by Mr. Nucerino. All members present voted in favor; motion approved.

CHAMBER MANAGER REPORT

Ms. Fuller gave the following updates:

- Virtual networking events are continuing to do well. There is a weekly coffee break every Friday at 9:30 am. Every other Wednesday there is a Virtual After Hours at 4:30 pm. The next After Hours will include a guest speaker, Cathy Tripicano, with helpful marketing tips as businesses and organizations open.
- We had 5 NEW members in May, 3 paid full price 2 joined with the \$100.00 Small Business Week special. So far there have been two drops, Wilson Realty and Coburn Design.
- The Citizen will begin reaching out for ads for the Chamber Directory. The plan is to have it printed in August. We will begin putting information in weekly emails to let members know price of ads, to check their listings, etc.
- Continuing the Facebook Updates twice a week to help members as they open and to get important information out to all.

Ms. Verrier briefly reviewed the phased reopening plan for NY and demonstrated how forward.ny.gov works, as well as the affirmation process that businesses should do before reopening.

DISCUSSION ITEM 1: EVENT ADAPTATIONS and MEMBERSHIP RETENTION IDEAS

Ms. Verrier and Ms. Fuller reviewed the following with the board:

- The Chamber Golf Tournament has been moved to Friday, September 11th at Dutch Hollow. Registration has opened, but we will not start taking payment until closer to the event. The plan is to have a few raffle items as in the past, and staff will work with Dutch Hollow as it gets closer to see if we need to change things in regard to the meal due to COVID-19. Mr. Ansteth suggested contacting David Gould as he used to do his golf tournament fundraiser around September 11th. He may have ideas on how to honor the day. Mr. Minicucci will also reach out to the veterans committee for their ideas.
- The Awards Luncheon will be done virtually on Friday June 19th at 11:30. Jessica Wrench is working with Pure Market to arrange an option for registrants to order a delivered lunch, but those details are still forthcoming. We will have all award recipients present and Cathy

Tripiciano will give a keynote. The following week will be AWARDS WEEK, and we will feature a video (provided by each award winner) each day to highlight the award winner.

- State of The City and County will also be a virtual event in July, details will be out soon. Ms. Verrier will contact elected officials to schedule dates. Given the new format, we may also be able to expand to include other municipalities, like school district or state officials.

***Both virtual events will have a suggested donation option as part of the registration, but people would be able to register for free.

- Leadership Cayuga Graduation will be virtual on Thursday, June 4th.
- Best Scavenger Hunt will be Saturday June 6th - \$25.00 per team/car. This year it will be family friendly and adjustments have been made to ensure social distancing. It will primarily be a driving scavenger hunt. Teams will have until Sunday at 6pm to turn in answers. This is a great option for families looking for something different to do and to get out of the house. Proceeds go to Leadership Cayuga Scholarship Fund.
- Ms. Cuthbert noted that she thinks embracing virtual formatting for events is a good idea, and that using this time to practice this format could pay off in the future. There will likely be more demand for virtual events and interaction into the future, so it is worth having that skillset in our toolbox. Mr. Nucerino agreed that virtual interactions and work will likely continue into the future and that we should use this opportunity to get good at it.
- Ms. Verrier presented ideas about how to retain members, such as offering monthly payments, in-kind trades, or reduced membership dues. She noted that it may be better to retain members even if there is a hit to the budget than to drop them and then have to try to get them back in December. Ms. Verrier noted that these options would have a budget impact, and wanted to confirm that the board was comfortable with this. She also asked for other ideas. Mr. Minicucci recommended reminding people of the value and mission of the Chamber, and doing some promotion that is specifically about that value to members and community. Mr. Ansteth suggested carrying 2020 dues over to 2021 and offering to let them make monthly payments through 2021 rather than asking them to pay now. The board was generally agreeable to these ideas, despite budget impacts.
- Ms. Fuller is contacting the few outstanding memberships that are over \$1,000, she believes most of those will get paid in full.

DISCUSSION ITEM 2: 2 STATE STREET REOPENING PLAN

Ms. Verrier included a draft of the 2 State Street reopening plan in the packet and briefly reviewed the main points/procedures. She asked the board to provide any feedback if they see anything that needs to be adjusted or edited.

COMMITTEE REPORTS

Ms. Fuller reported that Member Services agreed to use existing resources from partners around industry guidance and reopening checklists rather than creating something new. They also discussed the event ideas presented earlier, and the directory. She noted that Ambassadors had not met, but will be talking about how to start doing ribbon cuttings again.

Ms. Verrier explained that the Advocacy Committee communicated via email about a petition to help nonprofit museums and cultural organizations get greater access to PPP and other federal resources. They agreed to sign, so Ms. Verrier submitted.

Ms. Verrier reported that Advocacy and Strategic Planning did not meet.

BUILDING & FOUNDATION UPDATE

Mr. Contiguglia no update, other than a court date has been set.

UPDATES FROM THE BOARD

Board provided updates of their businesses and operations.

Ms. Green explained that absentee ballots went out for the school budget. She asked board members to please vote for the school budget.

Mr. Nucerino noted that the YMCA is trying to get ready for their reopening, and that it is a very complex process considering the nature of their operation. They are offering some classes and programming virtually.

Ms. Barber noted that the Five Star branch is drive thru only. They are offering \$50k or under small business loans with a quick application and approval process.

Mr. Berlucchi explained that the County nursing home is open for COVID testing. You can sign up for testing via the website. Elective surgeries are happening again at the hospital. He stressed that with businesses reopening, everyone should continue to maintain social distancing and be safe and healthy.

Ms. Lamannis noted that the Finger Lakes Radio Group marketing educational workshop has been rescheduled. It will focus on getting business up and running. It will be an interactive workshop, but will have a limited number of seats available.

Ms. Brown noted that Wells has gotten very active in fundraising. They have an uncertain future, but working hard to make it through.

Ms. Kasper said that they are working on reopening of the ERHC. They will be continuing Saturday markets starting June 20 with new safety measures. Still working on a Pride event in collaboration with regional partners. She said that they are also working on a shared supplies list with Seward House, may be a good idea to see if we can help businesses access the extra supplies they need under new procedures. Ms. Verrier mentioned she had reached out to Johnston about a group buying program for small businesses, but is waiting on a response.

Mr. Minicucci noted that Wednesday Morning Round Table will continue virtually for a while.

Traffic pattern at Health Central is changing starting soon, probably next week, due to the State Street bridge reconstruction. He stressed that everyone should pay attention to their health, medical offices are starting to reopen.

ADJOURNMENT Motion to adjourn at 9:00am by Ms. Brown; seconded by Mr. Ansteth. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, July 22, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Alan Berlucchi, Steve Ansteth, Barb Cuthbert, Courtney Rae Kasper, Lisa Green, Marian Brown, Chris Nucerino, Steve Woodard, Michelle Barber, Gina Lamannis, David Contiguglia, Ron Cantor, Mitchell Mannicia, Glenn Fletcher, Lamar Henry

EXCUSED: Ryan Pine, Sean McLeod

STAFF: Tracy Verrier, Amy Fuller, Kim Taggerty

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CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:02 am with a quorum present. Motion to approve the May meeting minutes and financials was made by Ms. Cuthbert; seconded by Ms. Green. All members present voted in favor; motion approved.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

- The Clambake has been cancelled, we could not work out a logical way to have this event with the current guidelines in place for social gatherings. Yawger Brook will be having an open barbecue, which would fall under restaurant guidelines, and we will help to advertise that instead. Chemung Canal Trust will come back next year as a sponsor for the clambake. This year they will sponsor the Holiday party in December instead, if we still have it.
- Next week we will have an in person networking event at the Springside on July 29, from 5-7PM. It will be limited to 30 people and extra precautions will be taken. This event is sponsored by Two Plus Four Management, their sponsorship of the State of the City/County transferred to this event.
- The golf tournament will be Friday, September 11. Ms. Fuller will be meeting with Bill Galloway next week to discuss the event and more information will be provided.
- Ms. Fuller has been working on the Annual Dinner and she and Ms. Verrier will be meeting with Andrea at the Pavilion at Emerson Park to discuss the details and the current guidelines. A virtual auction is already in the works, which is where we get most of our proceeds from with that event.
- Ms. Fuller has been visiting Chamber members to hand out PPE kits from CenterState. People are very appreciative of the items and the check in.
- There were four new members from June to July.

Ms. Verrier introduced Ms. Kim Taggerty, CSS's new Office Administrator. Ms. Taggerty introduced herself to the board.

DISCUSSION ITEM: EIDL LOAN

Ms. Verrier stated the Chamber was preapproved for financing up to \$150,000 through the SBA's EIDL loan program, but she noted that \$150K seemed excessive. She explained that the Chamber's revenue this year was going to be down due to the decrease in events taking place due to COVID, and some members may not have the ability to pay. She noted that she had discussed requesting an

amount in the \$40K to \$50K range with the Executive Committee. The Loan would have 2.75% interest and a 30 year term, so the monthly payment would be approximately \$170 for a \$40K loan. Furthermore, repayment would not start until August 21, 2021. Mr. Minicucci asked if this money has been earmarked for anything. Ms. Verrier stated it will be used for operating expenses. Mr. Ansteth asked if there is a penalty for early repayment. Ms. Verrier stated there is not and we can pay it back early if we have the ability to do so. Mr. Minicucci stated this will help us get through the year and asked for a motion to approve closing on a \$40,000 EIDL loan. Motion made by Ms. Cuthbert and seconded by Ms. Barber; all members present, voted in favor.

COMMITTEE UPDATES

Ms. Verrier stated that directory is almost ready to go to print. The directory was supposed to go to print on Friday but it may have to wait a week or two as Jacob's Press is getting some repairs done. She added that advertising sales were better than expected all things considered, but still less than 2019. As such, the Chamber can expect a smaller fee share this year.

Ms. Verrier advised the board that the Advocacy Committee has met a couple of times to discuss strategies to improve diversity of membership and engagement. The committee felt that it would be helpful to build a list of minority owned businesses, which Ms. Verrier has been working on. Identifying who those businesses would be a good starting point to understand who we are trying to reach but aren't yet. Mr. Cantor added that this is a big job and he believes we are making progress. Mr. Nucerino seconded that. Ms. Verrier stated that she will be looking at the Chamber's and CEDA's procurement to see if we can utilize more minority owned businesses.

BUILDING & FOUNDATION UPDATE

Ms. Verrier stated that the foundation has not formally met recently but if there are any updates for the board they will be sent out to all members by email. Mr. Contiguglia updated the board regarding the legal matter regarding the property line dispute.

BOARD MEMBER UPDATES

Mr. Minicucci stated that the State of the City has been the previous day and it can be watched online. The State of the County had been postponed until August. The State of Tourism and the State of the Schools will be held next week. He encouraged the board members to watch these. Ms. Verrier advised that the State of the County has been moved to August 6th and that prior registrations will carry over to the new date.

Mr. Berlucchi updated that the hospital continues to track COVID and reminded everyone that the facility is safe and not to postpone healthcare. All employees are screened and everyone is required to wear a mask.

Mr. Nucerino updated the committee that the YMCA is doing everything they can to get programs up and running. They are also thankful to their neighbors, which are allowing them to use grass space for outdoor classes. Day camp at Camp Y Owasco is going awesome with 95 kids currently. Little League was beginning that night, but public attendance was not allowed. The pool was open at the YMCA for laps only. Ms. Green asked how it works with the kids wearing masks at the camps. Mr. Nucerino replied that the kids do not have to wear masks but the staff have to. All protocols are taken, i.e.; temperature checks, windows down on the bus and programs are all outdoors.

Ms. Cuthbert reported that some people practice social distancing and some do not take it seriously. She inquired how other employers are enforcing social distancing of employees outside of work to ensure the safety of other employees when they are at work? Mr. Nucerino stated that

they had communicated to some staff that they knew had attended a large party that they should get tested, but they could not force them to. Ms. Barber announced that the bank lobby has been closed since March 18th and several employees are still working in the building. She noted that they had no problems and/or scares with employees, and that everyone seemed to be acting responsibly both in and out of work.

ADJOURNMENT Motion to adjourn at 9:00am by Mr. Minicucci; seconded by Ms. Barber. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, August 26, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Steve Ansteth, Courtney Rae Kasper, Lisa Green, Marian Brown, Chris Nucerino, Steve Woodard, Michelle Barber, Gina Lamannis, David Contiguglia, Ron Cantor, Glenn Fletcher, Ryan Pine, Sean McLeod

EXCUSED: Lamar Henry, Mitchell Mannicia, Barb Cuthbert, Alan Berlucchi

STAFF: Tracy Verrier, Amy Fuller, Kim Taggerty

Our Mission:

To advocate as the voice of the business community, provide value-added services to our members, and facilitate collaboration that supports economic development for the greater good of Cayuga County.

CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:02 am with a quorum present. Motion to approve the July meeting minutes and financials was made by Ms. Kasper; seconded by Mr. Cantor. All members present voted in favor; motion approved.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

- The Golf Tournament will be held September 11th at Dutch Hollow. We have over \$2,000 in Sponsorships and Savannah Bank has sponsored \$10,000 for the Hole in One. Summit did not sponsor a car hole this year. We are planning on having something special in remembrance of 9/11 and have a moment of silence when each participant reaches the 11th hole.
- The virtual auction will be held October 23-30. We are looking for donations of \$25 Gift Certificates and various spirits. A list to sign up for specific items has been emailed out. Items will be needed by early October.
- We have had 3 new members for July and we have not received any new members for August as of yet.
- Ms. Fuller handed out all of the PPE kits that were donated from CenterState. We received a new member from this effort, Crazy Beautiful, and they were very appreciative of the PPE.

Mr. Minicucci stated that he has a large golf gift package that he would like to donate for the virtual auction.

Ms. Verrier stated that the Directories have been completed and the printer, Jacobs Press, has delivered them to the Chamber. The category for restaurants was inadvertently left out when it went to print, but we are working on a solution to remedy the situation, possibly creating an insert that will be added inside the directory.

Ms. Verrier reported that the Technical Specialist position for CEDA has been filled and Ms. Taylor Symes began on Monday, August 24th.

Ms. Verrier updated the committee regarding upcoming educational seminars that Ms. Jessica Wrench is currently working on. A virtual NYS Sexual Harassment Training specifically for Non-Profit Board Members will be held September 23rd. There is also an upcoming educational seminar

in September called, "Managing Change and Transition". This will be placed on the events tab of the Chamber website shortly with the date and time.

DISCUSSION ITEM: BOARD MEMBERSHIP

Mr. Minicucci advised the board that he had received a resignation letter from Mr. Alan Berlucchi and he has received a recommendation to fill the seat with Mr. Matthew Chadderdon, VP of Marketing & Public Affairs for ACH. Mr. McLeod asked if there is a current list of interested persons that have showed interest in joining the board and if we have protocols set in place. Ms. Verrier explained that we can certainly explore our options and advised the board that we do not need to fill this seat today. She added that she just included the recommendation that came for the hospital as the board has done in the past. Mr. Fletcher asked if it was possible for the hospital to send representatives or if it has to be specific individual. Ms. Verrier stated that typically our by-laws call for an individual and if different Representatives are sent it can cause inconsistencies. Mr. McLeod suggested that we ask the board if there is a person of color that might be qualified to fill the hospital's seat. Ms. Verrier advised the board that she will reach out to Mr. Berlucchi and see if he has other recommendations. Mr. Minicucci suggested that Dr. Paul might be qualified, but noted that there are often scheduling conflicts with other hospital meetings. Mr. Nucerino agreed that the board should be more intentional and thoughtful about diversity on the board and supported Mr. McLeod's suggestion.

Ms. Verrier reported that three board members will term off of the board at the end of December and we should discuss filling those seats at the next meeting. Mr. Minicucci suggested that if the board members have recommendations on potential new board members to send their suggestions to Ms. Verrier by email and we will discuss at the next board meeting.

COMMITTEE UPDATES

Ms. Fuller updated the board that the Member Services committee met and they mainly discussed the Golf Tournament that is being held September 11th.

BUILDING & FOUNDATION UPDATE

Mr. Contiguglia made a motion to move into executive session to discuss legal matters at 8:31AM, seconded by Mr. Nucerino, all members present voted in favor, motion approved.

Mr. Fletcher made a motion to come out of executive session at 8:44AM, seconded by Mr. Cantor, all members present voted in favor, motion approved.

BOARD MEMBER UPDATES

Board members provided updates on their businesses and operations.

ADJOURNMENT Motion to adjourn at 9:00am by Mr. Fletcher; seconded by Ms. Barber. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, September 23, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Steve Ansteth, Courtney Rae Kasper, Marian Brown, Steve Woodard, Michelle Barber, Gina Lamannis, Ron Cantor, Glenn Fletcher, Ryan Pine, Sean McLeod, Barb Cuthbert, Mitch Maniccia

EXCUSED: Lisa Green, Chris Nucerino, Lamar Henry, Alan Berlucchi, David Contiguglia

STAFF: Tracy Verrier, Amy Fuller, Kim Taggerty

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CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:00 am with a quorum present. Motion to approve the August meeting minutes and financials was made by Mr. Pine; seconded by Mr. Ansteth. All members present voted in favor; motion approved.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

- We have received 4 new Chamber members for the month of August.
- The golf tournament at Dutch Hollow was held September 11th and there were 19 teams that participated. Auburn Nursing Home and Rehab sponsored \$1,000 for the event. Ms. Fuller also added that it looks like the Chamber will be making over a \$5,000 profit from this event.
- Planning for the virtual auction is underway and Ms. Fuller reached out to Wegmans and they agreed to be a Diamond Sponsor of the Auction and donated \$2,000. Mr. Minicucci suggested that the Chamber should send thank you notes to all the entities that are sponsoring the various events. Ms. Fuller stated she will take care of this. Ms. Cuthbert asked what platform is being used for the virtual auction. Ms. Verrier stated that they are currently using the company Snowball. Ms. Cuthbert also asked if the platform allows bid by text. Ms. Fuller replied that they were having a meeting this afternoon and she will get this information.

Ms. Verrier updated the committee regarding upcoming educational seminars that Ms. Jessica Wrench is working on. Leadership Cayuga started last week with 15 participants enrolled. Today is the virtual NYS Sexual Harassment training, which has approximately 30 individuals signed up. A seminar about Managing Change was scheduled for the following week. We also have another training for FLGIC coming up which is Strategic Fundraising for Non-profits. All of these seminars are on the Chamber's website.

Ms. Verrier reported that on the CEDA side we will be hosting a two part virtual seminar regarding how to do business with NYS, which will be held October 6th and October 8th.

Ms. Verrier advised the board that Mr. Derek Simmonds has resigned from CEDA, his last day will be October 5th.

DISCUSSION ITEM: BOARD MEMBERSHIP

Ms. Verrier announced that there are currently five board seats that need to be filled by the end of this year. She received a list of names from Ms. Kasper of potential candidates. Ms. Barber asked if anyone has reached out to BOCES, Health Central or Auburn Community Hospital. Ms. Verrier replied that typically we do reach out to certain organizations regarding continued representation. Ms. Verrier also replied that she has been trying to contact Mr. Alan Berlucchi from the hospital and she has not heard back from him, she will continue to work on this. Mr. Woodard stated that he has a meeting at BOCES tomorrow and he will ask if anyone is interested. He will send the information he receives to Ms. Verrier. Mr. McLeod stated that if Ms. Verrier contacts someone at the hospital to see if there is any interest for a person of color that would be interested in joining the board. Mr. Minicucci asked when we need to vote. Ms. Verrier replied that we have until the end of the year. Ms. Verrier stated that she would like the board to agree on a short list of names so that she can contact individuals in a specific order, which was a helpful process last year. Ms. Barber suggested that we reach out to someone in the Agricultural industry. Ms. Lamannis recommended Kelly Morgan. Ms. Verrier noted that she checked with Morgan Farms previously and they were not interested at that time, but she could check with them again if that is what the board decided. Mr. McLeod stressed the importance of bringing more people of color onto the board. Mr. Minicucci suggested asking Mr. Demetrius Murphy if he would be interested in joining the board. Mr. McLeod stated that he would like to consider individuals that are not already on many other community boards, to bring new voices to the table. Ms. Verrier suggested scheduling a board meeting for October 28th to discuss board nominations further. She requested that board members send additional suggestions ahead of that meeting to make the conversation more productive.

COMMITTEE UPDATES

Ms. Fuller updated the board that the member services committee met and discussed how to add additional value to Premier Members since much of the value of their membership is in events. One idea was to design and print a sign for the window on 2 State Street thanking all premier members for their support.

BUILDING & FOUNDATION UPDATE

No updates

BOARD MEMBER UPDATES

Board members provided updates on their businesses and operations.

ADJOURNMENT Motion to adjourn at 8:47 am by Mr. McLeod; seconded by Ms. Barber. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, October 28, 2020
Meeting Minutes**

PRESENT: Tom Minicucci, Steve Ansteth, Courtney Rae Kasper, Lisa Green, Marian Brown, Chris Nucerino, Steve Woodard, Michelle Barber, Gina Lamannis, Ron Cantor, Glenn Fletcher, Barbara Cuthbert, Mitch Mannicia

EXCUSED: Lamar Henry, David Contiguglia, Sean McLeod, Ryan Pine

STAFF: Tracy Verrier, Amy Fuller, Kim Taggerty

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CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:04 am with a quorum present. Motion to approve the September meeting minutes and financials was made by Ms. Brown; seconded by Mr. Cantor. All members present voted in favor; motion approved.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

- The virtual auction is underway and we have 27 items to auction this year. We have additional sponsors as well, including, Wegmans, Medent and Empower. The funds from Empower were used to purchase a Nintendo Switch and a couple of other items, and Haylor, Freyer & Coon donated 2 tablets.
- We have had no new memberships since our last board meeting in September.

Ms. Verrier updated the committee regarding a Marketing Monday education seminar that Ms. Jessica Wrench held on Monday, October 26th.

Ms. Verrier reported that Leadership Cayuga is well underway and going great. Our only challenge this year is trying to find large enough spaces to hold the classes.

Ms. Verrier stated she has completed the first round of interviews for Derek Simmonds vacant position and will be conducting final interviews tomorrow, October 29th with the three finalists.

DISCUSSION ITEM: BOARD MEMBERSHIP

Mr. Woodard announced BOCES will have a meeting tomorrow and he will provide a recommendation for BOCES representation on the board. Ms. Cuthbert asked if we are looking for someone with a financial background in terms of banking or accounting or something else. Ms. Barber suggested it would be helpful to have someone from an Accounting firm or with that kind of background. Ms. Cuthbert suggested that Kayleigh DeLapp from Next Chapter Brewpub would be a good fit, she is also working remotely for DeLoitte and has strong financial aptitude. Mr. Mannicia suggested that a representative from the Agricultural industry would be helpful. Ms. Verrier noted she will take all these suggestions and prepare a list to bring to the next Executive Committee

meeting and then bring a shorter list to the next Chamber board meeting. Mr. Minicucci stated if you have other suggestions to email Ms. Verrier before the Executive Committee meeting.

COMMITTEE UPDATES

Ms. Fuller updated the board that the member services committee met and they mainly discussed the Virtual Auction that is being held October 23rd through October 30th.

Ms. Verrier expressed she would like some suggestions from the board for ideas on seminars the Chamber could provide remotely. Mr. Minicucci recommended that seminars that would help people with technology and remote meeting services would be helpful. Ms. Cuthbert will help recruit someone to help with a seminar about managing a remote workforce.

BUILDING & FOUNDATION UPDATE

Mr. Ansteth reported that he inspected the ceiling leak on the 3rd floor at 2 State Street. He has removed the tiles that had water damage and thinks it is just a clogged gutter.

No other updates.

BOARD MEMBER UPDATES

Board members provided updates on their businesses and operations.

ADJOURNMENT Motion to adjourn at 8:42am by Mr. Nucerino; seconded by Ms. Barber. All members present voted in favor; meeting adjourned.

**Board of Directors Meeting
Wednesday, November 18, 2020**

Meeting Minutes

PRESENT: Tom Minicucci, Courtney Rae Kasper, Lisa Green, Marian Brown, Chris Nucerino, Steve Woodard, Michelle Barber, Gina Lamannis, Ron Cantor, Glenn Fletcher, Mitch Maniccia

EXCUSED: Steve Ansteth, Barb Cuthbert, Henry Lamar, Sean McLeod, Ryan Pine

STAFF: Tracy Verrier, Amy Fuller, Kim Taggerty

Our Mission

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CONSENT AGENDA ITEMS

Mr. Minicucci, Chair, called the meeting to order at 8:04 am with a quorum present. Motion to approve the October meeting minutes and financials was made by Ms. Brown; seconded by Mr. Fletcher. All members present voted in favor; motion approved.

CHAMBER MANAGER/DIRECTOR REPORT

Ms. Fuller gave the following updates:

- The virtual auction went very well this year and we made a profit of \$3698.01 from bids after fees from the virtual platform were taken out. This is in line with previous years. In addition to revenue from bids, we received cash sponsorships from Wegmans and Medent totaling \$3000. All of the items were donated and Empower donated \$500, which was used to purchase a Nintendo Switch and Blue Tooth headset. The platform that we used for the auction cost \$600 for a 1 year subscription, so we made a great profit on the event. We received a lot of positive feedback from participants, and they recommended maintaining a virtual structure in the future.
- Ms. Fuller reviewed the new membership comparison chart with the board and asked for any feedback. Mr. Maniccia asked what the Advertising Credit entails. Ms. Fuller stated this allows their business to place vertical banner ads in our weekly email blast and newsletter.
- There have been no new members for the month of October to present. Key Bank has informed us they want to drop their membership. Mr. Minicucci asked if Key Bank gave a reason for dropping their membership. Ms. Fuller asked Key Bank if they would like to lower their membership level instead, but and they replied they did not want to. Ms. Verrier noted that she had gotten the indication that they are dropping many memberships, not just ours.
- We will be working on invoicing for 2021 memberships.

Ms. Verrier advised the board she is planning to reach out to NYS Chambers about scheduling a multi-chamber virtual networking event for early next year.

DISCUSSION ITEM: BOARD MEMBERSHIP

Ms. Verrier reported that Mr. Woodard will submit a recommendation for the BOCES seat on the board.

Ms. Verrier noted that she had reached out to Kayleigh DeLap and Jeanice Freeman and they were both interested in joining. She will continue reaching out to other candidates and bring a full slate to the December meeting

COMMITTEE UPDATES:

Ms. Fuller updated the board that the Prison City ribbon cutting has been cancelled and we are waiting for a rescheduled date.

Ms. Fuller announced that the Holiday Party is cancelled for this year.

Ms. Verrier reported that CEDA has welcomed Meg Goloub as our Business Development Specialist. Mr. Minicucci asked if the new staff members, Meg Goloub and Taylor Symes could be invited to the next Chamber meeting for an introduction. Ms. Verrier stated she will invite them to the December 16th Chamber board meeting.

DISCUSSION ITEM: COVID UPDATES AND BRAINSTORMING 2021 PROGRAMMING:

Ms. Verrier advised the board that we have reduced staffing to 3-5 employees in the office per day and the remaining staff members are working remotely.

Ms. Verrier also provided an overview of the on the state's cluster strategy regarding the yellow, orange and red zones.

Ms. Verrier added that the US Chamber of Commerce is getting out information on their website to "Help Stop the Spread" in order to help keep businesses open. They have some good shareable content.

BUILDING & FOUNDATION UPDATE

No updates

BOARD MEMBER UPDATES

Board members provided updates on their businesses and operations.

ADJOURNMENT

Motion to adjourn at 8:56am by Ms. Brown; seconded by Mr. Woodard. All members present voted in favor; meeting adjourned.