

ZOOM Attendance: Mik Muller, Bill Baker, MJ Adams, Lucinda Kidder, Penny Ricketts, Bob Sunderland, David Russell, Kriste Joy; Guests, Kristin Cole; Notes, Rachel Roberts

Items:

1. Quick Check-in: Everyone reported positively
 - Met Kristin Cole who is interested in joining the BOD
2. June 9th Annual Meeting Minutes
 - MJ motioned to accept minutes; Penny seconded. Motion approved
3. Reviewing "[GBA Rules of Operation](#)" (by-laws)
 - Filling out the Executive Board (BOARD OF DIRECTORS: SECTION II, Size)
 - Vice-President, Past-President
 - Do we want a VP? If so, who?
 - Might be good as it would be an obvious 5 person Executive Committee
 - Tabled to talk more about with greater BOD attendance
 - Past-President, Bill Baker, continues with Executive Committee membership
 - "Treasurer" actually named Finance Chair or something like that (Rachel will look into); group to change to "Treasurer" with Bylaw drafting
 - Relationship with FCCC (BOARD OF DIRECTORS: SECTION VIII, Duties of Officers, A)
 - "The President shall serve as the Chief Elected Officer of the organization and shall preside at all meetings. The President will also serve on attend meetings of the Board of Directors of the Franklin County chamber of Commerce and will be the liaison between the organizations."
 - Diana from FCCC says that GBA no longer has BOD membership (decided a couple of years ago) but can always attend meetings as members
 - Should be removed from Rules of Operations
 - Possible modification of by-laws to accomodate video meetings or email votes?
 - Insurance as well as AGO requires businesses of our nature to have bylaws. We have Rules of Operations and have worked under the FCCC's bylaws in the past, it was determined we should have a "Bylaw Committee" to review Rules of Operations and modify to become required Bylaws
 - Bylaw Committee members: Mik, Lucinda & MJ with Rachel's assistance
 - 4. Finance Update
 - Opening up a bank account
 - Paperwork done
 - Bill made the motion for the GBA to open a business account at Greenfield Savings Bank. Lucinda seconded. Motion passed.
 - Mik, David, Rachel as signers
 - MJ made the motion to require two signers for checks over \$1,000.00. Bill seconded. Motion passes.

- Original account still needs to be closed
 - How do we pay Rachel?
 - Mik shared e-smart paycheck service for \$50 yearly; payroll needs to be entered each time
 - Bill shared two possibilities; one for \$70/mo and the other he still needed to get info for
 - MJ made a motion for the President & Treasurer to determine the best payroll service and authorizes them to engage the service. Bill seconded. Motion passed.
 - Purchasing Quickbooks from Tech Soup \$60
 - Mik and Rachel will follow-up with purchase for one membership
 - Placed on laptop harddrive with password protection and use thumb drive to share
 - Obtaining Directors Insurance
 - Need anti-harassment and anti-discriminatory policies ("borrow" from Chamber?)
 - Bylaw Committee to determine discuss and recommend policies to BOD
 - Lucinda will pass along contact info for an insurer she's working with at Silverthorne
 - Where do we stand with FCCC?
 - Mik met with Diana Szynal to "begin the end"
 - Upcoming dual-Exec meeting Thursday, July 23rd at 8:00 in FRCOG conference room
 - Diana needs to reschedule this meeting
 - What is our desired take-away?
 - Payment for the dual membership dues that have not been transferred since March 2020 (if not before) as GBA has not been using space or services since then
5. Greenspace CoWork location (Rachel, Jeremy)
 - Need signage for door and on wall behind Rachel's desk
 - Rachel discussed door signage with Jeff and there is a plan to add a GBA logo to the door of the suite
 - Desk/Filing cabinet space still to be determined
6. Mass Grant Loan Application to Support Local Small Businesses
 - Rachel updated the group about the Commonwealth Places COVID-19 Response Round: Resurgent Places grant that was filed on Wednesday
 - Designed to compliment the City's work with businesses to help reopen using municipal land
 - It's a regranting application meaning the GBA applies for and receives the grant money and then re-grants it to businesses that apply for it
 - If accepted the absolute grant funding is \$10,000. If the additional \$5,000 matching through crowd-funding goal is met, then an additional \$10,000 will be gained
 - Grant is for equipment needed to reopen and can be use for retroactive purchases with receipt from the beginning of shutdown
 - If accepted a Grant Committee would need to be formed, a grant application will need to be developed, and the crowd-funding campaign will need to be started
 - If time before grant applications close (7/31/2020), Rachel will apply for a second grant to supplement a Lumination/Projector festival
 - MJ reported the City is assisting businesses to reopen through licensing the property around their business (street, parking spaces, alley) to individual business through November (without

a fee) and providing barriers for safety (Jersey barriers) and space allocation (planters) and providing temporary handicap ramps for businesses that need them

- MJ also shared Greenfield received a grant for an economic assessment of downtown which should help contribute to the development of the Downtown Master Plan

7. Small Businesses in Greenfield

- Message from Clayton to Mik
 - Mik shared part of an email he received from a local business; group discussed and shared what they knew about businesses shutting down and new businesses opening
- MJ shared that 188 Main St will be opened up for someone to purchase from the City
- Penny shared desire to reach out to businesses with personalized notecards; Rachel has some that are GBA specific that Penny will use and she may also buy others
 - MJ will pass along the new DBA excel list
 - Penny requested a list of current members from Rachel

8. Membership Update

- Membership Dues (Rachel)
 - Rachel shared that she pulled all of the GBA info off of the FCCC's Chambermaster; it's not easy to use as an excel file as it was from a database
 - As far as Rachel can tell, the FCCC stopped issuing invoices on the GBA's behalf on June 1.
 - There have been Dual Membership Invoices sent out, though.
 - This prompted Rachel to reach out to Marian to develop an invoicing system for Dual Memberships so that businesses are getting multiple invoices
 - Until system determine, Rachel will hold off on invoicing Dual Membership businesses
 - Rachel is starting to issue invoices to GBA only businesses that are due in June, July, and August
- Rachel shared the Membership benefits info has to be updated to reflect COVID-times; Rachel will do
- How do we check-in with member businesses?
 - Survey (Penny)
 - Instead of survey, Penny decided to communicate with notes (see item 7 above)
- Pandemic Outreach/Support
 - Who's Open List (Mik)
 - Not really relevant or active at this moment; could make another push for businesses to connect with updates
 - Zoom Forums (Rachel)
 - No longer doing

9. Event Planning Discussion

- #GreenfieldRocks Update (Rachel): Still happening?
 - Rachel reminded that an email discussion went around moving the #GreenfieldRocks event to the Green River Fest weekend 2021
- Fall planning?
 - Rachel mentioned the Business Showcase was to be planned for the fall

- Rachel mentioned some cities have already cancelled Halloween activities but Greenfield has not (Recreation Dept will take the lead on this event as usual)
- Rachel also shared that it is time to start thinking ahead to Holiday Lighting and events
- No discussion or decisions made as meeting was running over; tabled to discuss more in the future

Adjourned at 9:55 AM

NEXT MEETING - Tuesday, August 11, 2020 at 8:30 am
239 Main St (Rear) or ZOOM: <https://zoom.us/j/7093692888>
Open to all members