

**The Fauquier Chamber of Commerce
Executive Committee Meeting
Wednesday June 14, 2023, 8:30 AM
Meeting held at PATH Resource Center and Zoom**

Present: Michelle Coe, Alec Burnett, Ray Knott, Lorna Magill, Amelia Stansell (Zoom), and Carmen Rivera (Zoom)

Absent: Dawn Arruda and Sarah Yakel

Called to Order at 8:32 am by Ray Knott, Chair of the Board of the Committee with a quorum present

Motion to accept consent agenda (prior month's minutes) for presentation to board of directors entered by Michelle Coe

Seconded by Lorna Magill

Motion carries unanimously

The Financial Report was presented both by Ray Knott and Alec Burnett on behalf of Sarah Yakel for the month ended May 31, 2023. Financials to be presented to board of directors at Board Meeting on June 21, 2023 for review and acceptance.

Committee Discussions – Each of the Vice Chair's provided an update for each of the respective committees. No items presented required committee action.

Management Report and Update – Alec provided an update on the digital directory and its progress on ad sales. Alec additionally provided notice regarding staffing changes (Connie Corwin's resignation). Also discussed was the need to develop a staffing plan for both current and future. This needs to included a review of the job description for the administrative staff, and incorporate into the 2024 budget to get this to a full time position, along with a part time events coordinator position.

Old Business – Financial Accounting Policy and Procedures – The committee reviewed the amendments to the policy as proposed by the GNC. The policy will be presented to the Board at the June 21, 2023 meeting for approval.

New Business – No new business was brought before the committee

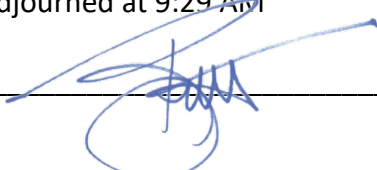
Next executive committee meeting is July 12, 2023 at 8:30 am, PATH Resource Center

Motion to adjourn entered by Michelle Coe

Seconded by Lorna Magill

Motion Carries unanimously

Meeting adjourned at 9:29 AM



Ray Knott, Chairman