

# Ontario Chamber of Commerce Board Meeting

Monday, 05.19.2025

Casey Park, Admin Bldg. - 3:30pm

- Call to Order
- Pledge of Allegiance

## Attendees

Donna Burolla, *President*, Susan Tripp, *Secretary*, Frank Robusto, *Treasurer*

Board of Directors: Sylvia Ryndock, Christine LoDestro, Brian Natale

Community Liaison: Bill Riddell / Absent: Sherry Verstraete, VP

Member: Dan LoDestro

Guests: Joe Maggio and Alyssa Srinis from Canandaigua National Bank

Diane Costenoble: Bookkeeper / QuickBooks

## QuickBooks Goals:

- Initiating and streamlining payments and dues
- Backup for our Treasurer

## Comments and Notes:

- Diane can send monthly reports, info on aged payables, member dues info, and generate reminder notices to members who have not paid. Saves postage, envelopes and time.
- QuickBooks does not automatically integrate with our banking. Frank would work with Diane when payments come in.
- QBs has its own online payment portal to accept online payments. We need further discussion on which payment company we will use.
- OCC owns the QB program, and we will retain the services of an accountant as needed.
- We reviewed the Engagement Letter presented by Diane.

Bill Riddell moved to hire Diane Costenoble as our bookkeeper and to provide services to the Ontario Chamber of Commerce at a rate of \$30 per hour and \$24.50 per month for the software.

Susan Tripp Second. Motion unanimous. Beginning engagement date May 19, 2025.

Motion made by Christine LoDestro to add Diane Costenoble to the Ontario Chamber bank account, Frank Robusto was the second – all were in favor, none opposed.

## Approve Agenda - Additions/Discussion Items

Approve meeting minutes dated April 21, 2025, Christine made a motion to approve minutes, Sylvia second. All in favor, none opposed.

## Correspondence: None discussed

## Treasurer's Report: Frank Robusto

- Frank reviewed the balance in our account: \$23,261.40 in our account
- Expenses: Verizon and bounced check fee (check has cleared and fee paid)
- Motion made to approve reimbursement for \$188 for the post office box fee – was paid by Doze Guys Entertainment. Sylvia second - all were in favor and none opposed. Christine abstained.

## Committee Reports (Review Committees and Updates from Chair)

- **Public Relations: Christine**
  - Potential new member from our Happy Hour and Head Shots event.
  - Anna from ALP Photo may also be joining.
  - New business ribbon cutting events in the works
  - Bill R noted that it's great to have this event (HH and Head Shots) as it brings more awareness to the community of our group.
- **Marketing and Communications: Sylvia R and Dan L**
  - Trying to recruit new members to join our marketing and communications.
  - Sylvia is working on technology Lunch and Learn events through Ontario Town.
  - Christine discussed having a table at the SCB Sidewalk Sale series. Bring awareness to Chamber events.
- **Online Technology: Susan & Donna**
  - Website design team is moving forward, and they shared their meeting notes from 4/29/25. (previously shared)
- **Fundraising: Sherry & Brian –**
  - We need the date for our annual dinner established soon. Brian to update ASAP.
- **Membership Outreach / Update: Christine**
- **Community – Christine**

## Old Business:

- Motion made by Christine to approve the new Ontario Chamber donation policy, Brian second – all were in favor, none opposed. Motion passed. Policy has been distributed.
- Our PO Box has been downsized, the new address (PO BOX 115) was shared by Donna:

## New Business:

Discussion around new business of the month and ribbon cutting.

Motion made by Donna to approve the new Ontario Chamber Mission Statement. Second, Brian, all were in favor, none opposed. Mission statement has been emailed.

Rotary change-over dinner – July 8<sup>th</sup>, we are sending Christine to represent the Chamber and present Chamber Business of the Year.

Meeting adjourned at 5PM -

## **Next Meeting Agenda Items:**

- Firm up Business of the Month for the next several months
- Update on new Accounting / Bookkeeping program
- Send any other agenda items before 6/16.

**Next Meeting June 16, 2025 (Monday) @ 3:30 p.m. – Casey Park Office bldg.**