



2007 Business Plan

“A great place to anchor your business.”

The Town of Riverhead Industrial Development Agency.”

2006 Accomplishments

The Chamber provides its Members the opportunity to get involved in the local business community with fellow professionals who are like-minded and dedicated to gaining the knowledge and establishing the contacts necessary for growth. The Chamber is an advocate, extending our influence into unreachable areas; while our professional staff continuously tries to uncover added value for businesses that annually increases the value of membership. The Chamber is recognized as a strategic partner in advancing business and tourism.

2006 Accomplishments

- Winterfest Tourism Participation
- Business To Business Networking Event
- Wine and Tee Outing
- Tourism Outreach Program and Grant Applicant (Kiosks)
- Downtown Revitalization Grant Applicant (Culinary Arts Center)
- Monthly Networking Events
- Newsletter Sponsorship
- Website Sponsorship
- Scholarship Program
- Party On The Peconic
- Country Fair Chamber Booth
- Launch of the “Riverhead” Collector’s Edition Poster
- Spring and Fall Employment Expos
- Employment Expo Sponsorship
- 50/50 Holiday Raffle
- Award Dinner Program Sponsorship
- Review and adjustment of membership due structure

2007 Goals

- East End Economic Summit
- 5k River Walk / Run
- Development of Riverhead Golf Tour Card
- Wine Tour Outing / Agritourism Seminar
- Chamber Radio Program
- Riverhead Chamber of Commerce Map
- Job Posting Board on Chamber Website
- Membership Only Page on Chamber Website

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I. Objectives:

The following are the main objectives for 2007:

1. To promote the patronage of Riverhead Businesses
2. To promote the well being of the Riverhead area
3. To promote positive public awareness of Riverhead
4. To provide information about local businesses and services
5. To promote tourism with the Tourism Outreach Program and by collaborative efforts with local organizations
6. Strengthen relationships within the Riverhead business community through networking events and opportunities.
7. Participation in Small Business Advisory Council and monitoring other governmental issues.

Each of these objectives will be addressed in this document along with the goals and detailed action steps to obtain each one.

II.

Mission Statement:

The Riverhead Chamber of Commerce is organized for the purpose of advancing the commercial, industrial, civic and general interests of the Township of Riverhead and outlying communities within the Central School District no. 2 and within Suffolk County.

Riverhead Chamber of Commerce-Bylaws rev. 2004

III. Government of the Chamber

The Government of the Chamber, and the direction of its work shall be vested in an Executive Board and Board of Directors consisting of not less than three and no more than 30 members.

The 2007 Boards will consist of the following members:

2007 Executive Board

Thomas Lennon	President	Pine Barrens Printing
Angela Reese	First Vice President	Suffolk County National Bank
Thaddaeus Hill	Second Vice President	Timothy Hill Children's Ranch
Lauren Von Ende	Director at Large	vonTronics
Monique Gablenz	Treasurer	Calverton Business Incubator
Connie Gevinski	Secretary	Riverhead High School
Barry Karlin	Immediate Past President	Suffolk Online Advertising

2007 Board of Directors

Susan Burke	North Fork Bank
Phil Christensen	Suffolk Community College
Linda Dieterich, Esq.	Attorney
Bill Fields	Apple Honda
Robert Lanieri	Atlantis Marine World
Andrea Lohneiss	Riverhead CDA
Bill London	ABL Computing
Carolyn London	J. Sauer Inc.
Tom Maddaloni	Passport Publications
Ursula Massoud	Paumanok Vineyards
Janine Nebons	Tanger Outlet Center
Peter Quaresima	Cherry Creek Golf Club
Lou Salvatico	Best Western East End /Holiday Inn Express
Pat Snyder	East End Arts Council
Tracy Stark	Riverhead Empire Zone

IV. Committees and Councils

According to the bylaws of the Riverhead Chamber of Commerce, the Board of Directors shall authorize and define the powers and duties of all standing committees: Nominating, Finance, Promotion, Government, and Membership. Each of these committees will be responsible for special events related to the committee with a goal of obtaining at least one of our main objectives. The President has the authority to appoint all other special committees.

A. NOMINATING COMMITTEE

Chairpersons Connie Gevinski and Carolyn London. This committee shall be comprised of the Executive Board: Monique Gablenz, Thaddeus Hill, Barry Karlin, Tom Lennon, Angie Reese, Lauren von Ende.

This committee works within the Chamber to nominate the recipients of scholarships, awards, board members, and chairpersons for committees.

Scholarships:

The Riverhead Chamber of Commerce is committed to the Riverhead community and that spirit is reflected in the annual scholarship program. A scholarship application must be drawn up and presented to both Mercy and Riverhead High Schools. The chairperson must work closely with the guidance department of both schools in order to distribute applications and notify them of recipients. Typically Mercy High School makes its own presentation of the scholarship, whereby Riverhead High School has a ceremony. The President or Chairperson should be available to present the scholarship at Riverhead High School on or about the first Monday in June.

Action Steps:

Finalize draft of Scholarship Application	Jan. 19, 2007
Scholarship Application Deadline	March 9, 2007
Present Scholarship candidates to BOD for approval	April 19, 2007
Attend Scholarship Ceremony and distribute scholarship(s)	June, 2007 TBA

Awards

The Chamber recognizes outstanding members of the community for a variety of accomplishments and celebrates their success annually at the December annual awards dinner. Typically on the second Thursday of December, an event is held in their honor. Categories include but are not limited to: Business of the Year, Person of the Year, Director of the Year, a Gold Key Award, a Cultural or Agri-Tourism Award, and the like. The nominating committee may recruit additional chamber members to assist with this specific event.

Action Steps:

Procure event location	July 9, 2007
Request nominations through email Blast	Sept 12, 2007
Begin nomination process for award recipients	Sept 12, 2007
Present Award recipient nominations to BOD for approval	Oct 18, 2007
Contact Award recipients	Oct 19, 2007
Send Award Recipients letters of acknowledgement, request biographies and a mailing list	Oct. 19, 2007
Prepare and mail Award invitations	Nov. 9, 2007

Board Member Nominating

This committee shall nominate to the board of directors, as many members to the board as there are vacancies on the board to be filled. The nominations shall be made and submitted for the Board's approval no later than the October Board Meeting. With approval, members must be notified ten days prior to the November Members Meeting of the nominated slate of directors, for a member vote. The Board of Directors shall then vote and approve the nominees at the November board meeting.

Action Steps:

Begin Nomination Process for Chairpersons	Aug. 16, 2007
Present BOD Nominations to Board	Sept. 20, 2007
Present BOD Nominations to Membership	Oct. 18, 2007
Board Approval of BOD nominations	Nov. 15, 2007

B. FINANCE COMMITTEE

Chairperson Monique Gablenz. This committee works under the direction of the Treasurer, who will always be the chairperson. This committee shall be comprised of the following board members: Barry Karlin, Tom Lennon, Andrea Lohneiss, Janine Nebons.

Budgets

An annual budget must be prepared each year for the following year. Enough time must be allotted in order to meet, forecast, and approve the budget. Consideration of each committee is imperative in order for the budget to be accurate. It is this committee's responsibility to provide a treasurer's report at each board meeting. The Executive Director will provide the treasurer's report to the committee prior to the Board Meeting so that it can be reviewed in advance and made ready for each board meeting. (Third Thursday of every month) Review reporting process and adopt better monthly communication to BOD.

Action Steps:

Review current budget	Sept. 11, 2007
Plan/begin process of 2008 Budget	Oct. 3, 2007
Present proposed 2008 Budget to Board	Oct. 18, 2007
Request Board Approval for 2008 Budget	Nov. 15, 2007

Business Plan

This committee formulates the annual Business Plan that includes an outline of chamber committees, mission statement, calendar of events, action items and necessary funds to complete the annual plan. This plan is updated annually and is spearheaded by Janine Nebons and open to the executive board and board of directors.

Action Steps:

2007 Business Plan Posted on Website	Feb 1, 2007
2008 Business Plan Seminar	Sept. 17, 2007
2008 Business Plan Wrap-up	Oct 15, 2007
Distribution of final Business Plan	Jan. 2008

Grants

This committee's purpose is to attain grant monies to assist in sponsoring special events, promotion of Riverhead, and possibly grants with a focus on downtown revitalization and community programs.

Action Steps

Committee Meeting to determine availability of grants	Feb. 15, 2007
Apply for Grants by deadline dates	As required

C. Promotion

Chairpersons Thaddaeus Hill and Angie Reese. This committee shall be comprised of the following board members: Susan Burke, Phil Christensen, Linda Dieterich, Bill Fields, Bob Lanieri, Tom Maddaloni, Ursula Massoud, Lou Salvatico, Tracy Stark, Peter Quaresima

This committee works within the Chamber to help keep the Chamber of Commerce in the public's eye. The committee does this by keeping the media informed of all chamber events and accomplishments. The chairperson as well as the other members of this committee work with the executive director to prepare written press releases, to ensure that volunteers representing the Chamber take part in community events, and to keep information flowing in and out of the chamber office.

Special Events:

This committee is broken down into groups, which depend on the chamber's scheduled events. Some examples would be fund-raisers, fairs, brochures and awards. A different chairperson will be chosen accordingly for each event based upon the need for the creation of the individual committees. Action Steps for each event will follow throughout the year and will be determined by the committee chairperson. The executive director will monitor ALL expenses and sponsorship packages. The following special events have been planned for 2007:

April 22 nd	1 st Annual River 5k Run/Walk
TBD	Government Relations Day
May 22 nd	Spring Employment Expo - Atlantis Marine World (5:30 - 7:30 p.m.)
June 7 th	Wine Tour Outing / Agritourism Seminar
Oct 7 th	Riverhead Country Fair
October 23 rd	Fall Employment Expo - Atlantis Marine World (5:30 - 7:30 p.m.)
Dec 6 th	50/50 Holiday Raffle Drawing at Annual Awards Dinner

Annual River 5k Run / Walk

In 2007 The Riverhead Chamber Of Commerce will introduce the first annual Chamber 5k Run / Walk along Riverhead's downtown riverfront. This committee will be responsible for the organization and logistics of the course location, promotional campaign, sponsorship solicitation, marketing material and day of event management.

Action Steps:

Define Course Location	Feb. 2007
Recruit Sponsorships	Feb. 2007
Advertise River 5k Run /Walk	Feb through April
Solicit Volunteers for Event	March. 2007

Organize racers check in crew
Ensure set up is appropriate on the day of race

April 2007
April 22, 2007

East End Economic Summit

A day long event focusing on issues of interest to east end businesses culminating with a high profile keynote speaker. Event details to be determined by the committee.

Action Steps:

Recruit Event Planner	Jan, 2007
Solicit Speakers & sponsors	Feb, 2007
Finalize Program	TBA
Program	TBA

Wine Outing / Agritourism Seminar

This committee is responsible for coordinating this inaugural event. Program will begin at 1 P.M and will include a welcome by the President followed by a guest speaker whose topic will be the evolution of the agritourism and wine industry on Long Island. Immediately following the education program attendees will depart on trolleys to tour wineries. The wine tour will conclude at 5 P.M. followed by dinner with keynote speaker. Responsibilities include negotiating a catering facility for dinner, securing vineyard locations, arranging trolley/bus transportation, soliciting five ten thousand dollar sponsors who will have exclusive promotional right to the event, responsibilities also include managing a budget, taking photographs and emceeding the day of the event.

Action Steps:

Define Vineyard locations	Feb. 14, 2007
Procure Event Sponsors	Feb. 28, 2007
Save the date email	March 1, 2007
Mail Wine invitations	April 26, 2007
Outing Response Date	May 24, 2007
Host Event	June 7, 2007

Spring Employment Expo

This committee is to work collaboratively with the Town of Riverhead IDA and Empire Zone in establishing a semi-annual job expo for Riverhead residents and businesses. The overall objective is to place job seekers with local businesses and to encourage chamber membership. The committee is responsible for securing the location, advertising, recruiting companies and door prizes, press releases, hosting the event, creating a database of attendees and distributing door prizes.

Action Steps:

Secure Employment Expo location	March 19, 2007
Recruit participating companies / Sponsorship	March 20, 2007
Advertise Employment Expo	April 9, 2007
Host Event	May 22, 2007

Riverhead Country Fair

This committee is responsible for the promotion and solicitation of vendor space; collecting payments, tax identification information and applications; attending the Town Country Fair Committee meetings and assisting the town on the morning of the fair by checking-in attendees.

Action Steps:

Solicit Business Vendors for Country Fair	Jul 18, 2007
Solicit Volunteers for Country Fair through email blast	Sep 7, 2007
Volunteer meeting for Country Fair	Sep 20, 2007
Deadline for payment, tax information, booth reservations	Sept. 28, 2007
Organize morning check in crew	Sept. 28, 2007
Mail confirmation letters and parking passes	Oct. 1, 2007
Ensure set up is appropriate on Main Street on the day of the Fair	Oct. 7, 2007

Fall Employment Expo

This committee is to work collaboratively with the Town of Riverhead IDA and Empire Zone in establishing a semi-annual job expo for Riverhead residents and businesses. The overall objective is to place job seekers with local businesses and to encourage chamber membership. The committee is responsible for securing the location, advertising, recruiting companies and door prizes, press releases, hosting the event, creating a database of attendees and distributing door prizes.

Action Steps:

Secure Employment Expo location	Sept. 14, 2007
Advertise Employment Expo	Sept. 24, 2007
Recruit participating companies / Sponsors	Sept. 25, 2007
Host Event	Oct. 23, 2007

Publicity

The Executive Director is responsible for the upkeep of news releases regarding all special events, free listings for our luncheon networking meetings, and photo opportunities at events. Our web site must be continually updated and must list all current events. Newspaper quotes/inquiries are directed to Thaddaeus Hill.

Passport Publication

This committee oversees the timeline and content of the annual publication.

Action Steps:

Send Passport info letter to members as newsletter insert	Jan. 2007
Determine Passport target and format	Jan. 26, 2007
Passport Publications – status of solicitation meeting	Feb. 21, 2007
Passport Publications – Complete Chamber editorial section	March 16, 2007
Passport Publications – Review proof of 2007 publication	May 1, 2007
Passport Publications – Distribute Passports	May 25, 2007

Riverhead Golf Tour Cards

A new and exciting program available exclusively to members which will allow for play on some of the premiere golf courses in the Riverhead area.

Action Steps:

Promotion Meeting for Golf Tour Cards	Jan. 2007
Determine Golf Tour Card target audience	Feb. 2007

Golf Card status of solicitation /sponsorship meeting
Launch of Riverhead Golf Cards

Feb. 2007
TBA

Radio Program

The Riverhead Chamber Of Commerce will launch in 2007 a bimonthly radio program (every two months). The Executive Director, Board of Directors and committee will work with local Radio Station TMO Radio to produce a monthly segment on “Doing Business in Riverhead.” The above-mentioned will generate content for radio programs and will invite Chamber members to participate within the show. The Chambers radio program will provide services to the greater Riverhead and Suffolk County area and will focus on Chamber members, local Riverhead community, tourist information, and special events.

Newsletter

This committee is responsible for producing a newsletter on a quarterly basis. The newsletter information must have sponsors, president’s letter, meeting information and general announcements. Committee Chairs are responsible for submitting pertinent written articles for inclusion in newsletter and upcoming event notifications.

Action Steps:

Email Reminder President’s Letter

Jan 5, 2007
Apr. 13, 2007
July 6, 2007
Oct. 12, 2007

Deadline to submit info to printer

Jan. 12, 2007
April 20, 2007
July 13, 2007
Oct. 19, 2007

Mailing of newsletter

Winter Newsletter	Jan. 24, 2007
Spring Newsletter	April 25, 2007
Summer Newsletter	July 25, 2007
Fall Newsletter	Oct. 31, 2007

D. Government

Committee Chairperson Barry Karlin. This committee shall be comprised of the Executive Board: Monique Gablenz, Connie Gevinski, Thaddaeus Hill, Tom Lennon, Angie Reese, Lauren Von Ende.

The Chamber shall utilize the government resources available and provide economic stimulus programs to encourage business development. The Chamber has the responsibility to work with other business and tourist-oriented agencies such as the Business Improvement District (BID), Long Island Farm Bureau, Long Island Wine Council, Cornell Cooperative Extension, East End Arts Council. A variety of large private interests such as Splish Splash, Tanger, Atlantis Marine World, Dinosaur Walk Museum, Riverhead Raceway, Railroad Museum, Gingerbread University, Long Island Science Center, The Vail-Leavitt Music Hall, not to mention the vineyards, restaurants, farm stands, B&B's and lodging facilities, shall be solicited to work with the Chamber on a collaborative effort to market the Riverhead area. While each of these entities must focus on their own primary issues, the overall success and future vision must integrate each of the unique specialty areas to produce a cohesive strategy that builds on success.

While the Chamber provides a Candidates' Night for election years, there is tremendous opportunity for growth in promoting collaborative and strategic development of good business policies that benefit all interested parties. Election Day is November 6, 2007 the government committee will need to coordinate a Candidate Night with the local candidates.

Action Steps:

Contact candidates	Sept. 21, 2007
Secure Candidates' Night location	Oct. 2007
Host Event	TBA

Office Management

The Chamber operates the general business and administration office on East Main Street. Staffing is comprised of the Executive Director and part time seasonal employees as required. The Chamber receives an estimated 20,000 inquiries annually, generated by phone calls, emails, visits to the website, walk in visitors. Brochure distribution is exclusively limited to Chamber members. Office Management, according to the Riverhead Chamber bylaws is the responsibility of the Executive Committee.

Government Liaison

A representative from the Riverhead Town Board is invited to every Board Meeting. Town Council Person Blass will continue to be our liaison for 2007.

Action Steps

Send invites to Town Hall Representatives with weekly press releases.

Chairperson Nominating

Nominations for the 2008 committee chairpersons shall be made for each committee. Committee chairs should be informed of their nomination prior to being appointed. Board should approve chairpersons at November board meeting.

Action Steps:

Begin Nomination Process for Chairpersons	Aug. 16, 2007
Present Nomination for Chairpersons at BOD Meeting	November 15, 2007

Bylaws

This committee is charged with the task of reviewing the bylaws of the Riverhead Chamber of Commerce. The latest version of the bylaws was revised in 2004. Updates will be proposed as necessary.

D. Membership

Committee Chairperson Lauren Von Ende. This committee shall be comprised of the following board members: Connie Gevinski, Andrea Lohneiss, Bill London and Pat Snyder.

This committee is responsible for the solicitation and development of our membership. There are approximately 2,000 businesses in the Riverhead area, of which 300 are members of the Chamber of Commerce

Action Steps:

Develop incentives for Chamber Members	Ongoing
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Membership renewal reminder letter	Jan. 30, 2007
Membership renewal Phone reminder	Feb. 13, 2007
Membership renewal deadline	March 14, 2007
Annual review of dues structure	Sept. 11, 2007
Annual membership renewal notification	Nov. 9, 2007

Riverhead Chamber Membership Map

In 2007 The Chamber will introduce a comprehensive map of the Town of Riverhead that will exclusively promote Chamber Members at no additional cost. The map will be included in newcomer welcome materials, tourist packs and distributed at major attractions. Members are also invited to distribute maps at their locations. Please contact the Chamber Office for additional copies. Maps will in be printed and distributed in May of each year, following the annual Membership deadline of March 14th to be included.

Welcome Package

The Chamber receives numerous informational requests for information about Riverhead from a variety of sources. Two different packages are available and include: a tourist package and a newcomer package. Chamber members that wish to distribute promotional material pay a nominal \$50.00 annual fee, or may be included in both packages for a \$100.00 distribution fee. Chamber members are invited to participate in either or both of the welcome options. Member must provide the appropriate materials to be included. Quantities should be discussed with the Executive Director. This is a good opportunity for businesses to introduce themselves to potential customers.

Member Resources

Chamber Members are invited to work with the Executive Director for networking and business research. The Executive Director maintains extensive data lists including but not limited to: business referral, networking functions, website listing, group insurance information, flyer insert programs (\$50.00 per insertion), committee work assignments, tourism sources, mailing labels (Cost \$50.00) membership list (\$50.00) Business card advertising in quarterly newsletter (\$100.00 per issue), Website sponsorship (\$150.00 monthly rate), Quarterly Newsletter sponsorship (\$250.00 per issue).

Job Postings Webpage

New for 2007 The Riverhead Chamber Of Commerce offers a job listing service on our website to Chamber members. All members are invited to utilize the job listing service to attract quality employees while those seeking employment or new opportunities will log on to research prospects. A listing of your organizations name, available positions and your contact information will be included in the job listing section of our website for a minimal cost of \$25 per listing per month.

Membership Only Page on Chamber Website

New for 2007 The Riverhead Chamber Of Commerce will launch a membership only page on our website. This page will list exclusive discount programs and special promotional offers available exclusively for Chamber members.

Discount Program

This member only discount program promotes our patronage of local businesses, encourages local economic growth and will ultimately boost membership by offering yet another benefit to becoming a member. Each member can decide to participate and what type of discount they would like to offer and the specifications. Each Chamber Member will be issued an identifying card to present at the time of purchase or service. The cards will be distributed through the chamber office only to members in good standing, and

a listing of participating business will be posted on our website under the membership only page. Discounts will be valid during the membership year, and can be renewed year after year.

Action Steps:

Solicit discount program / email blast	Feb 14, 2007
Send discount information to printer	March 15, 2007
Update website listing of discount members/ send out email blast	Ongoing
List discount participants in newsletter	Quarterly

Program Committee / Networking Meetings

The Chamber is charged with the responsibility to educate the community on economic development and opportunities that abound in Riverhead's unique environment. These opportunities are developed through existing programs and the creation of new programs that foster good spirit and appreciation for the Chamber and its ability to support and more importantly bring together members of the business community. This Committee shall determine the location of networking meetings as well as select the guest speakers. The Guest Speakers should have a relevant topic to the Chambers Mission Statement. The cost of the meetings will be determined at the discretion of the committee. The Committee should submit the list of speakers and locations at least 2 months prior to the event to allow the Executive Director ample time to publicize the schedule.

January 25th	Luncheon
May 10 th	Luncheon
September 20 th	Luncheon
November 8 th	Speed Networking Luncheon

Action Steps:

The actions steps for each of these programs are to plan for them at least two months in advance. We must procure a location and speaker for each networking meeting with announcements being included in our Newsletter and email blast.

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2 - Solicit Tourist Booth Donations	3	4	5 - Reminder President's Letter	6
7	8	9	10	11	12 - Newsletter to Printer	13
14	15	16	17	18 - BOD Meeting	19 - Finalize draft of Scholarship Application	20
21	22	23	24 - Mailing of Winter Newsletter	25 - January Networking Luncheon	26 - Determine Passport target & format	27
28	29	30 - Membership renewal reminder letter	31			

2007

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 -Business Plan Posted on Website	2	3
4	5	6	7	8	9	10
11	12	13 - Membership renewal phone reminder	14 - Solicit Discount card program participants - Define Vineyard locations for Wine Tour	15 - BOD Meeting - Meeting to determine grant availability	16	17
18	19	20	21 - Passport: Status of solicitation meeting	22	23	24
25	26	27 - Define course location for 5k Run / Walk & begin soliciting sponsos for event	28 - Secure sponsors for Wine Tour			

2007

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 - Save the Date Email for Wine Tour	2	3
4	5	6	7	8	9 - Scholarship Application Deadline	10
11	12	13	14 - Membership renewal deadline	15 - BOD Meeting - Discount card information to printer	16 - Passport: Complete Chamber editorial section	17
18	19 -Secure Employment Expo location	20 -Recruit participating companies & sponsorships for Employment Expo	21	22	23	24
25	26	27	28 -Solicit volunteers help for 5k Run / Walk	29	30	31

2007

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4 -Update website listing of discount members	5	6	7
8	9 - Advertise Employment Expo	10	11	12	13 - Reminder President's Letter	14
15	16	17	18	19 - BOD Meeting -Present Scholarship candidates to BOD for approval	20 - Announce Tourist Booth Sponsors -Newsletter to printer	21
22 -First Annual 5k Run /Walk	23	24	25 -Mailing of Spring Newsletter	26 -Mail Wine Tour invitations	27	28
29	30					

2007

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 - Passport: Review proof	2	3	4	5
6	7	8	9	10 - Luncheon	11	12 - Tourist Booth hiring
13	14	15	16	17 - BOD Meeting	18 - Approve Tourist Booth staffing (Exec. Committee)	19
20	21	22 - Employment Expo 5:30 – 7:30 P.M.	23	24 - Response Wine Tour	25 - Distribute Passports	26 - Open Tourist Booth
27	28	29	30	31		

2007

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7 -Wine Tour Outing / Agritourism Seminar	8	9
10	11	12	13	14	15	16
17	18	19	20	21 - BOD Meeting	22	23
24	25	26	27	28	29	30

2007

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6 -Reminder Presidents Letter	7
8	9 - Procure event location for Annual Awards	10	11	12	13 -Newsletter to printer	14
15	16	17	18 - Solicit Business Vendors for Country Fair	19 - BOD Meeting	20	21
22	23	24	25 -Mailing of Summer Newsletter	26	27	28
29	30	31				

2007

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 <small>- BOD Meeting - Begin BOD nomination process</small>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2007

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7 -Solicit volunteers for Country Fair	8
9	10	11 - Review current budget -Annual review of dues structure	12 -Begin nomination process for Annual Awards	13	14 -Secure Employment Expo Location	15
16	17 -Business Plan Seminar / Review	18	19	20 - BOD Meeting - Luncheon - Present BOD nominations to Board - Volunteer meeting for Country Fair	21 -Contact candidates for Candidates' Night	22
23	24 - Advertise Employment Expo	25 - Recruit participating companies for Employment Expo	26	27	28 - Payment, tax info & booth reservations due for Country Fair -Organize morning check in crew for Country Fair	29
30						

2007

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 - Mail confirmation letters & parking passes for Country Fair	2	3 -Plan / begin process of 2008 Budget	4	5	6
7 - Country Fair (confirm appropriate set-up)	8 - Close Tourist Booth	9	10	11	12 -Reminder President's letter	13
14	15 -2008 business plan wrap-up	16	17	18 - BOD Meeting - Present Award nominees for BOD approval - Board approval of BOD nominees -Present proposed 2008 budget to BOD -Present BOD Nominations to Membership	19 -Newsletter to printer -Contact award recipients -Send Award recipients letter of acknowledgement, request bios & mailing list	20
21	22	23 -Fall Employment Expo 5:30 -7:30 P.M.	24	25	26	27
28	29	30	31 -Mailing of Fall Newsletter			

2007

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8 - Luncheon	9 - Prepare and mail Award invitations - Annual membership renewal notification	10
11	12	13	14 - Update website listing of discount members - List discount participants in Newsletter	15 - BOD Meeting - Board approval of BOD nominations - Request Board approval of 2008 Budget	16	17
18	19 -Reminder President's Letter & Business Profile	20	21	22	23	24
25	26 -Mailing of newsletter	27	28	29	30	

2007

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6 <small>- Awards Dinner -50/50 Holiday Raffle</small>	7	8
9	10	11	12	13 <small>- BOD Meeting</small>	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2007