

## DASHBOARD

(as at 6<sup>th</sup> September 2016)

- **Membership renewals:** 567 (525 corporate, 42 associate) – 93.94% retention rate – CI\$309,219
- **New members for reporting period:** 10 (10 corporate)
- **Total membership:** 614 (565 corporate, 49 associate) - \$325,573
- **Total account balances:** CI\$558,093 or US\$680,601 (as of 6 September, 2016)

## New Members (8<sup>th</sup> August – 6<sup>th</sup> September 2016)

Company Name	Type	Beneficial Owners
Veracity Consulting Ltd.	Corporate	Joe Chiazza
Grand Harbour Medical	Corporate	Stephen Pickering
Summit Trust	Corporate	Marcus Parker
Box Buddies	Corporate	Owen Foster
Aguru Limited	Corporate	Allen Bernardo
George's Watersports	Corporate	George Wauchope
STAR 92.7 FM	Corporate	John Watler
Salt Technology	Corporate	J. Paul Drake & Blair S. Lilford
Trac Automotive	Corporate	Allen Bernardo
Bank of China	Corporate	Zhu Depeng

As of September 6 there have been 567 member renewals (525 Corporate, 42 Associate - \$309,219) and 47 new members. Total membership now stands at 614 Members (565 Corporate, 49 Associate) with total membership income of \$325,573 inclusive of upgrades and joining fees. This is a 93.94% retention rate.

- 2016 Membership billing sent 17 December 2015. 627 billed for total of \$329,150.00. Invoices sent both electronically and via regular mail.
- 30 day late notices (235) sent week of February 22 via mail.
- 60 day personal calls for late investments begun April 1
- 90 day email notices distributed April 22.
- 90 day mailed notices sent April 29.
- 120 day late notices mailed June 8.
- 120 day late notices emailed July 7.
- 13 late members for a total of \$3,097 as of September 6. All members have been contacted personally by the Administrative Assistant, Nikita Durrant.

## Chamber Administrative Report

8<sup>th</sup> July – 6<sup>th</sup> September 2016

- Final follow ups are being conducted. List of delinquent members has been sent to Council. Aim to complete and drop all unpaid members by the end of September.
- Membership database update began on May 1. All Members have been directly contacted for information and almost all have replied and been updated. The exercise will be continuing through the summer as some members are more difficult to receive replies from than others.

### FINANCIAL POSITION (as at 6<sup>th</sup> September 2016 compared to 6<sup>th</sup> September 2015)

	As of September 6 2016 (CI dollars)	As of September 6 2015 (CI dollars)	As of September 6 2016 (US dollars)	As of September 6 2015 (US dollars)
<b>BOB CI CHQ (02 101 032821)</b>	\$ 243,387.46	\$ 201,353.13	\$ 296,813.98	\$ 245,552.60
<b>BOB CI FIXED (02 301 032821)</b>	\$ 67,245.13	\$ 67,137.94	\$ 82,006.26	\$ 81,875.54
<b>BOB CI SAV (02 201 032821)</b>	\$ 6,735.51	\$ 3,720.08	\$ 8,214.04	\$ 4,536.68
<b>BOB US CHQ(01 101 032821)</b>	\$ 44,959.83	\$ 7,044.97	\$ 54,829.06	\$ 8,591.43
<b>BOB US FIXED (01 301 032821)</b>	\$ 188,249.20	\$ 188,025.36	\$ 229,572.20	\$ 229,299.22
<b>BOB US SAV(01 201 032821)</b>	\$ 7,515.64	\$ 7,534.75	\$ 9,165.41	\$ 9,188.72
<b>CNB (012 33250)</b>		\$ 3,044.97		\$ 3,713.38
	<b>\$ 558,092.77</b>	<b>\$ 477,861.20</b>	<b>\$ 680,600.94</b>	<b>\$ 582,757.56</b>

- All chequing accounts reconciled as at the end of July 2016.
- Accounts receivables are \$2,350 for Training, \$300 for website/publications, \$715.31 for events. All outstanding amounts have been contacted.
- In the process of review of the binder for the 2015 annual audit. Auditor would like to begin late September.

### FINANCIAL REPORT (as at 6<sup>th</sup> September 2016 as compared to 6<sup>th</sup> September 2015)

Programme/Service	2015	2016	2016 Income - As of September 6	2015 Income - As of September 6	2016 Expense - As of September 6	2015 Expense - As of September 6	2016 Budget	% of Budget attained
New Members	40	47	\$ 14,124.71	\$ 8,670.95	\$ -	\$ -	\$ 8,000.00	176.56%
Renewals	565	567	\$ 309,218.66	\$ 300,939.89	\$ -	\$ -	\$ 308,663.00	100.18%
Website-Caymanchamber.ky			\$ 12,300.00	\$ 12,275.00	\$ 2,003.71	\$ 4,339.32	\$ 17,000.00	72.35%
Economic Growth Matters Campaign			\$ 50,100.00	\$ -	\$ 30,502.81	\$ -	\$ -	0.00%
<b>EVENTS</b>								
Career Expo			\$ 25,050.00	\$ 24,000.00	\$ 9,010.81	\$ 10,901.47	\$ 21,000.00	119.29%

## Chamber Administrative Report

8<sup>th</sup> July – 6<sup>th</sup> September 2016

Earth Day	\$ 42,000.00	\$ 38,500.00	\$ 24,756.78	\$ 19,588.34	\$ 38,000.00	110.53%
Christmas Clean-Up	\$ 500.00	\$ 1,500.00	\$ -	\$ -	\$ 8,000.00	6.25%
Golf Classic	\$ 47,252.20	\$ 19,300.00	\$ 13,246.48	\$ -	\$ 50,000.00	94.50%
CayShop	\$ -	\$ 4,700.00	\$ -	\$ -	\$ 35,500.00	0.00%
Business After Hours	\$ 3,000.00	\$ 2,000.00	\$ -	\$ -	\$ 10,000.00	30.00%
Legislative Luncheon	\$ -	\$ 15,500.00	\$ 3,280.00	\$ 9,840.00	\$ 18,000.00	0.00%
<b>PROGRAMMES</b>						
Leadership Cayman	\$ 57,543.00	\$ 64,746.45	\$ 34,129.91	\$ 35,897.83	\$ 75,471.00	76.25%
Mentoring Cayman	\$ 12,525.00	\$ 9,025.00	\$ 5,751.98	\$ 5,543.47	\$ 9,025.00	138.78%
Training Courses	\$ 67,875.00	\$ 61,882.54	\$ 28,236.40	\$ 33,724.90	\$ 75,000.00	90.50%
SME Workshops	\$ 12,025.00	\$ -	\$ 2,979.36	\$ -	\$ 12,025.00	100.00%
<b>ADMINISTRATIVE</b>						
Salaries & Benefits	\$ -	\$ -	\$ 218,078.83	\$ 173,098.22	\$ 291,600.00	74.79%
Calendar Advertising	\$ 8,400.00	\$ 2,400.00	\$ -	\$ -	\$ 14,400.00	58.33%
e-Blast Advertising	\$ 9,575.00	\$ 3,860.00	\$ -	\$ -	\$ 1,800.00	531.94%
Rental Income	\$ 41,105.00	\$ 38,287.48	\$ -	\$ -	\$ 54,839.00	74.96%
Salary Survey Sales	\$ 18,100.00	\$ 100.00	\$ 26,119.29	\$ -	\$ 25,000.00	72.40%
	<b>\$ 730,693.57</b>	<b>\$ 607,687.31</b>	<b>\$ 398,096.36</b>	<b>\$ 292,933.55</b>		

### PROGRAMMES

#### PROFESSIONAL DEVELOPMENT & TRAINING CENTRE

- Courses held 8 July – 6 September 2016
  - Basic Grammar & Writing part 1 – 21 July – Cancelled at instructor’s request
  - Basic Grammar & Writing part 2 – 28 July – Cancelled at instructor’s request
  - Time Management & Productivity – 4 August – Sold out with 17 persons
  - Providing Optimum Customer Service – 18 August - Sold out with 18 persons
  - FREE Quickbooks Training Session – 24 August – 19 persons
  - Essentials of Supervision – 1 September – 18 persons
- Upcoming courses:
  - Project Management Courses conducted by Key Consulting have been added for the last quarter of the year
  - Employment Basics – 15 September – 2 persons registered
  - Moving into Management – 20 September – 5 persons registered

## Chamber Administrative Report

8<sup>th</sup> July – 6<sup>th</sup> September 2016

- Employment: Pensions – 22 September 2016 – 2 persons registered
- Basic Grammar & Writing 1 – 22 September – 2 persons registered
  
- Still negotiating with Steve Cesse from Virtual College in the UK. The opportunity exists to become a reseller of their online training modules.

### SME WORKSHOPS

- Workshop Conducted:
  - How to Maximise your Spend across Digital Media and Telephony – 25 August – Conducted by Digicel – 29 people registered
- Upcoming Workshops
- **"Tips for Developing a Successful Business Plan"** to be held on Wednesday, 28th September from 5:30 - 7:30 p.m. at the Chamber of Commerce in Governors Square.
- Contract with the Ministry of Commerce has been renewed until 31 December 2017. This contract requires the Chamber to conduct 18 workshops in 18 months.

### LEADERSHIP CAYMAN (LC)

- Orientation sessions for the 2017 programme have been scheduled for:
  - 14 September, 5:30 – 6:30 p.m. – Chamber Conference Room
  - 21 September, 5:30 – 6:30 p.m. – Chamber Conference Room
  - 3 October, 5:30 – 6:30 p.m. – Chamber Conference Room
- Active recruiting for participants has begun
- Cox Lumber has signed on as major sponsor
- Planning Committee will meet Tuesday, 13<sup>th</sup> September. Members include Faramarz Romer (Chair), Pamela Small (Deputy Chair), Martin Ruben (Past Chair), Lilian Curbelo-Bush (Past Chair) and CEO Wil Pineau.
- LC Alumni will hold a reception on 28<sup>th</sup> September at Eduardo's Restaurant. All LC Alumni have been invited to attend and to bring a potential applicant for this year's programme. Chamber PE Kyle serves as Chair of the LC Alumni group this year. He will be joined by a small LC group to organise the work of the alumni.

### MENTORING CAYMAN

- Active recruitment for Mentors for the 2017 programme has begun. 25 mentors have signed up to date.

<b>EVENTS</b>
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## CHAMBER MEMBER ORIENTATION/SPEED NETWORKING SESSIONS

- Another successful Speed Networking session was held 5 August with 18 registrants.
- The next member orientation session is scheduled for 23 September

## BUSINESS AFTER HOURS

- Car City scheduled for 13 October

## MARKETPLACE

- This new event will be held in place on Wednesday 26<sup>th</sup> and Thursday, 27<sup>th</sup> October at the ARC Camana Bay
- Event to be held in partnership with the Department of Agriculture, Ministry of Agriculture and Department of Tourism
- Celebrating Agriculture during the Caribbean Week of Agriculture
- Businesses from the Cayman Islands and wider Caribbean territories will be showcasing agricultural-based products & services

## BUSINESS EXCELLENCE AWARDS

- Scheduled for Friday, 3 February 2017.
- Kimpton has agreed to host the event and are in the process of determining their level of sponsorship.
- Digicel has confirmed major sponsorship and will be designing a website to compliment the event.
- Cayman National has confirmed as Reception sponsor.

## WINE AFTER HOURS

- Held 14 July, 5:30 pm – 7:30 pm in the Chamber conference room.
- Event was hosted by WineSchool 3.
- Almost 25 persons attended

## LEGISLATIVE LUNCHEON

- Scheduled for 19 October to be held at the Ritz Carlton
- “Promotional Partner” sponsorship category added for CI\$1,200
- Yellow Pages has confirmed their VIP Partnership
- Nine tables reserved to date

## Chamber Administrative Report

8<sup>th</sup> July – 6<sup>th</sup> September 2016

- Governor, Ministers, Official members and senior Government department heads invited to attend

### GOLF CLASSIC

- Scheduled for 4 November at the North Sound Golf Club
- Kirk Freeport has confirmed Platinum Sponsorship again this year
- RE/MAX has lowered their sponsorship

### CAREERS, EDUCATION & TRAINING EXPO

- Scheduled for 24 March 2017 at UCCI

## COMMUNICATIONS

### 5<sup>th</sup> CHAMBER SALARY & BENEFITS SURVEY

- 76 surveys have been purchased to date for a total of \$8,100. Email blasts go out regularly to encourage purchase. Goal: 100 surveys sold.

### WEBSITE

- The Caymanchamber.ky website is in the process of being reviewed and rewritten if necessary by Communications Assistant, Ross Taylor. Menu items are being rearranged, new photographs are replacing the old and online reservation/sponsorship forms are being added in order to make it more user-friendly.

### 2017 Chamber Desktop Calendar:

- Calendar has been sold out (12 spots)
- Design is being completed

## COMMITTEES

- **Community and Membership Development** – The first meeting takes place on Thursday, 15<sup>th</sup> September at 4 p.m. at the Chamber. President-Elect and Committee Chair Kyle has sent a letter to the volunteers encouraging them to attend. He will outline the work of the committee and discuss the establishment of subcommittees for work assignments.

- **Government Relations** – The first meeting took place on 29<sup>th</sup> August. President Paul chaired the meeting and discussed the work of the committee. North Side MLA Ezzard Miller was invited to address the group but was unable to attend due to a constituency matter that he had to address. He apologized and asked to meet with the Executive Committee today. He will arrive at 1 p.m. The committee will be invited to attend a lunch presentation for Health City Cayman Islands.
- **Marketing and Communications** – The Economic Growth project is progressing with four scripts and story boards nearly complete. The first animated video will be completed this month. President Paul wrote to all sponsors to update them on the project and to seek their financial contributions. A date for the first full committee meeting will be confirmed with Chair Colin this month.

### OPERATIONS

- An RFP for computer services was distributed and responses are being reviewed.
- An RFP for mobile phone services was distributed and Cable & Wireless has been selected as provider.
- Marketing RFP was distributed and New Member Aguru has been selected to update the Leadership Cayman, Mentoring Cayman and PD&TC materials

### STAFFING

- Trisha Meyerhoff, Administrative Assistant, submitted her resignation. Last day to be Friday, 9 September
- Fiona Chambers was hired on 18 August to replace Trisha, but due to health issues resigned on 31 August
- Job posting for Administrative Assistant role has been posted to the NWDA website
- Work Permit renewal was submitted for Ross Taylor, Communications Assistant
- Nikita Durrant, Administrative Assistant celebrated her 1 year anniversary at the Chamber on 7 September
- Operations Manager, Kerry Pratt has been on extended leave due to a repeat operation on her ankle. She has been working from home and expected to return on 19 September

