

Chamber Administrative Report

10th March – 7th April 2017

DASHBOARD

(as at 7th April 2017)

- **Membership renewals:** 481 (445 corporate, 36 associate) – 84.54% retention rate – CI\$291,407
- **New members for reporting period:** 8
- **Total membership:** 500 (462 corporate, 38 associate) - \$298,965
- **Total account balances:** CI\$746,352 or US\$910,186 (as of 7 April 2017)

New Members (10th March – 31st March 2017)

Name	Type	Beneficial Owners
Starfish Village	Corporate	Jeifrene Small
Loeb Smith	Corporate	Gary Smith
Emerold Grace	Corporate	Simone Proctor, C.F. Jackson
Oasis Medical Group	Corporate	Dr. Michelle Mon Desir
FTS	Corporate	Paul Byles
Get Nailed & More	Corporate	Ken Thompson
YMCA	Associate	N/A
Face to Face	Corporate	Sayam Ebanks

As of April 7, there have been 481 member renewals (445 Corporate, 36 Associate - \$291,407) and 8 new members. Total membership now stands at 500 Members (462 Corporate, 38 Associate) with total membership income of \$298,965 inclusive of upgrades and joining fees. This is an 84.54% retention rate.

- 90 day notice to be sent 12 April.
- 133 outstanding dues payments for a total of \$53,534 as of 7th April. Follow-up phone calls by the Member Relations Coordinator have begun.

FINANCIAL POSITION (as at 7th April 2017 compared to 7th April 2016)

	As of 7 April 2017 (CI dollars)	As of 7 April 2016 (CI dollars)	As of 7 April 2017 (US dollars)	As of 7 April 2016 (US dollars)
BOB CI CHQ (02 101 032821)	436,788.37	321,149.05	532,668.74	391,645.18
BOB CI FIXED (02 301 032821)	74,009.57	67,164.72	90,255.57	81,908.20
BOB CI SAV (02 201 032821)	-	3,714.26	-	4,529.59
BOB US CHQ(01 101 032821)	39,576.61	31,675.61	48,264.16	38,628.79
BOB US FIXED (01 301 032821)	195,977.81	188,114.22	238,997.33	229,407.59

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BOB US SAV(01 201 032821)	-	7,530.21	-	9,183.18
CNB (012 33250)	-	3,045.12	-	3,713.56

\$	746,352.36	\$	622,393.19	\$	910,185.80	\$	759,016.09
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- All chequing accounts reconciled as at the end of February 2017.
- Accounts Receivables are \$975 for Training and \$715 for Events.
- 2016 Audit Binder is being prepared.
- Draft 2017 budget has been developed and is under review.

FINANCIAL REPORT (as at 7th April 2017 compared to 7th April 2016)

Programme/Service	2016	2017	2017 Income - As of 7 April	2016 Income - As of 7 April	2017 Expense - As of 7 April	2016 Expense - As of 7 April	2017 Budget	% of Budget attained
New Members	20	19	\$ 7,108.00	\$ 9,878.75	\$ -		\$ 8,000.00	88.85%
Renewals	470	481	\$ 291,406.94	\$ 262,594.74	\$ -		\$ 308,663.00	94.41%
Website-Caymanchamber.ky			\$ 7,099.97	\$ 7,075.00	\$ 2,104.83	\$ 949.88	\$ 17,000.00	41.76%
ADVOCACY								
Economic Growth Matters Campaign			\$ 35,600.00	\$ -	\$ 27,719.00	\$ 3,150.00	\$ -	0.00%
EVENTS								
Career Expo			\$ 23,250.00	\$ 24,500.00	\$ 8,873.03	\$ 8,984.56	\$ 21,000.00	110.71%
Earth Day			\$ 25,000.00	\$ 31,000.00	\$ 13,379.11	\$ -	\$ 38,000.00	65.79%
Golf Classic			\$ -	\$ 37,475.00	\$ -	\$ 2,827.80	\$ 50,000.00	0.00%
Business Excellence Awards			\$ 14,000.00	\$ -	\$ -		\$ 40,000.00	35.00%
Business After Hours			\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	25.00%
Legislative Luncheon			\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	0.00%
Candidates Forums			\$ 5,850.00	\$ -	\$ 3,435.12	\$ -	\$ 25,000.00	23.40%
Golden Apple Awards			\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	0.00%
PROGRAMMES								
Leadership Cayman			\$ 67,546.00	\$ 51,905.50	\$ 16,617.06	\$ 17,399.69	\$ 75,471.00	89.50%
Mentoring Cayman			\$ 3,000.00	\$ 1,500.00	\$ 4,251.92	\$ 4,616.01	\$ 9,025.00	33.24%
Training Courses			\$ 28,987.50	\$ 25,350.00	\$ 13,625.47	\$ 10,188.20	\$ 75,000.00	38.65%
SME Workshops			\$ -	\$ -	\$ 1,150.11	\$ 259.77	\$ 12,025.00	0.00%

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ADMINISTRATIVE

Salaries & Benefits	\$	-	\$	-	\$	90,972.87	\$	79,454.55	\$	291,600.00	31.20%
Calendar Advertising	\$	-	\$	-	\$	-	\$	-	\$	14,400.00	0.00%
e-Blast Advertising	\$	6,050.00	\$	5,525.00	\$	-	\$	-	\$	1,800.00	336.11%
Rental Income	\$	18,710.00	\$	15,455.00	\$	-	\$	-	\$	54,839.00	34.12%
Salary Survey Sales	\$	750.00	\$	15,650.00	\$	-	\$	-	\$	2,000.00	37.50%
	\$	536,358.41	\$	487,908.99	\$	182,128.52	\$	127,830.46			

ECONOMIC GROWTH MATTERS CAMPAIGN (as of 7th April 2017)

Company	Pledged	In-Kind	Received	Due
Ernst & Young	\$ 20,000.00		\$ 20,000.00	\$ -
DART	\$ 10,000.00		\$ 10,000.00	\$ -
Greenlight RE	\$ 10,000.00		\$ 10,000.00	\$ -
CML	\$ 5,000.00		\$ 5,000.00	\$ -
Davenport Development	\$ 5,000.00		\$ 5,000.00	\$ -
Island Paving	\$ 5,000.00		\$ 5,000.00	\$ -
Silver Wheaton	\$ 5,000.00		\$ 5,000.00	\$ -
RBC	\$ 5,000.00		\$ 5,000.00	\$ -
CIIPA	\$ 5,000.00			\$ 5,000.00
KPMG	\$ 5,000.00		\$ 5,000.00	\$ -
Appleby	\$ 5,000.00		\$ 5,000.00	\$ -
Department of Tourism	\$ 5,000.00			\$ 5,000.00
Health City	\$ 5,000.00			\$ 5,000.00
Island Heritage Insurance	\$ 5,000.00		\$ 5,000.00	\$ -
Butterfield Bank	\$ 4,100.00		\$ 4,100.00	\$ -
High Water	\$ 4,100.00		\$ 4,100.00	\$ -
Scotiabank	\$ 3,500.00			\$ 3,500.00
Conyers Dill	\$ 3,000.00		\$ 3,000.00	\$ -
BDO	\$ 2,000.00		\$ 2,000.00	\$ -

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Burger King	\$	2,000.00		\$	2,000.00	\$	-	
Fidelity	\$	2,000.00		\$	2,000.00	\$	-	
FLOW	\$	2,000.00				\$	2,000.00	
Aon Insurance	\$	1,000.00		\$	1,000.00	\$	-	
Foster's Food Fair	\$	1,000.00		\$	1,000.00	\$	-	
Bankers Association	\$	1,000.00		\$	1,000.00	\$	-	
Governors Square Ltd.	\$	500.00		\$	500.00	\$	-	
DMS Organization			\$	10,000.00				
Pinnacle Publishing			\$	10,000.00				
Digicel			\$	6,000.00				
	\$	121,200.00	\$	26,000.00	\$	100,700.00	\$	20,500.00

Total Expenses to date: \$87,112

- The Premiere was held April 5, 2017 from 5:30 – 7:00 p.m. at the VIP theatre at Regal Cinemas in Camana Bay. Almost 100 invited guests attended making it necessary to hold two (2) screening sessions. Guests were treated to appetizers and cocktails at the event coordinated by Bliss.

PROGRAMMES

PROFESSIONAL DEVELOPMENT & TRAINING CENTRE

- Courses held during reporting period:
 - Basic Grammar & Writing Part 1 – 14 March – 9 participants
 - Employment: The Hiring Process – 14 March – 11 participants
 - Basic Grammar & Writing Part 2 – 21 March - 7 participants
 - Exceptional Customer Service – 23 March - 18 participants
 - QuickBooks Training – 28 March – 14 participants
 - Employment Basics – 4 April – 14 participants
 - Listening Skills – 6 April – 8 participants
- Upcoming:
 - Business Writing Skills – 11 April – 20 registrants

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- Product to Market – 25 April – 0 registered
- Immigration: Status & Naturalisation – 25 April – 4 registered
- Employment: Health Insurance – 1 registered
- Signed a contract with the Internet Marketing Association to deliver an online certification for Certified Internet Marketer. The Chamber is the exclusive partner in the Cayman Islands. <http://imanetwork.org/>
- In the process of launching a pilot programme of three online courses with Virtual College in the UK. If successful, the Chamber would become the exclusive distributor/promoter of the online platform in the Caribbean. <https://www.virtual-college.co.uk>

SMALL BUSINESS DEVELOPMENT CENTRE

SME WORKSHOPS

- Workshops Held during reporting period:
 - Cost of Doing Business – 16 March – 23 attendees – facilitated by Mr. Omar Chambers from Link International.
 - Online Marketing & Payment Options – 6 April – 41 attendees – facilitated by digital marketing experts Kartik Mehta & Mansi Patel from Netclues.
- Upcoming:
 - Forecasting & Budgeting – 27 April
 - Essentials of Management Communications – 18 May – facilitated by international marketing expert Mr. Michael Ferrier
- In the process of developing a listing of business support services for micro and small businesses. Omar Chambers has been appointed by President Kyle to lead this initiative and to chair the Chamber's Small Business Committee.
- Branding for the programme was redesigned as the "Small Business Development Centre".

LEADERSHIP CAYMAN (LC)

- Activity during reporting period:
 - Criminal Justice Seminar, held 22 March, was sponsored by Butterfield. The class toured Northward Prison, had dinner at Butterfield Place then arrived at the seminar held in the CI Courthouse. Speakers were Deputy Police Commissioner, Anthony Ennis; Director of Public Prosecutions, Cheryl Richards, QC and former inmate at Northward Prison & non-profit founder, George Roper.
 - Immigration Seminar held 5 April was sponsored by KPMG. The class toured Fairbanks Immigration Detention Centre, then proceeded to the seminar held at Walkers with speakers Deputy Governor, Hon. Franz Manderson, Head of Civil Service; President/CEO of Cayman Immigration Consultant Services Ltd., Sabrina Turner and Acting Assistant Chief Immigration Officer (Border Control), Rodney Parchment.
- Upcoming:

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- Cayman Islands Government – 19 April
- Health & Human Services – 3 May

MENTORING CAYMAN

- 51 successful matches with Students and Mentors
 - Luncheon at the Wharf was held 15 March. 37 students and their Mentors attended. Brianna Wilkerson, 2016 YCLA recipient, was the Keynote Speaker.
 - The Catamaran Cruise was held 4 April with Marine Land Tours taking Mentors & Students on a trip around North Sound.
- Future Programme Dates:
 - 6th Work Place Visit: Wednesday, 3 May
 - Closing Reception at the home of Her Excellency the Governor, Helen Kilpatrick – 1 June

EVENTS

CHAMBER ORIENTATION/SPEED NETWORKING SESSIONS

- Upcoming Sessions:
 - Tuesday, 25 April – New Members
 - Friday, 26 May – Speed Networking
 - Wednesday, 5 July – Members Information
 - Friday, 25 August – Speed Networking
 - Friday, 13 October – New Member
 - Friday, 15 December – Speed Networking

BUSINESS AFTER HOURS

- Guy Harvey Gallery & Shoppes BAH was held 16 March. Approximately 150 people attended. Dr. Harvey and staff were pleased with the results.
- Westin Grand Cayman Beach Resort and Spa has confirmed for 19 October.

BE INFORMED.

- “Education in the Cayman Islands” was held 22 March. Speaker Tara Rivers was unable to attend, however Christen Suckoo led the presentation.
- “The State of Opportunities in the Global Superyacht Market” was presented by Cayman Registry on 29 March.
- Upcoming sessions include: National Conservation Law, Trades Mark Law and Data Protection Law.

EARTH DAY CLEAN-UP

- Scheduled for 22 April 2017.
- Recruitment of volunteers is ongoing. 904 volunteers have been confirmed as of 31 March.
- Brunch will be held at the George Town Yacht Club.
- All materials aside from hats have been received.
- Packs for Sponsors are to be completed and delivered by 13 April.

BUSINESS EXCELLENCE AWARDS

- Scheduled for October 14, 2017.
- Award categories have been reviewed by the President, and will be presented to the Council at the next meeting for confirmation.

GOLDEN APPLE AWARDS FOR EXCELLENCE IN TEACHING

- Potential dates being discussed for 2017.

CAREERS, EDUCATION & TRAINING EXPO

- Held 24 March 2017 at UCCI. 32 organisations participated and approximately 750 students attended. Exhibitors were pleased with the turnout this year.
- Exhibitor Thank You letters and satisfaction survey have been developed and are to be sent by 12 April.

CANDIDATES FORUMS

- Dates and locations are as follows:

Date	Constituency	Location	Start/End time
Monday, 10 April	East End	Clifton Hunter High School	7:15 pm. – 9:30 p.m.
Tuesday, 11 April	North Side	Clifton Hunter High School	7:15 p.m. – 9:30 p.m.
Wednesday, 12 April	Bodden Town East	Bodden Town Civic Centre	7:15 p.m. – 9:30 p.m.
Wednesday, 19 April	Prospect	Prospect Primary School Hall	7:15 p.m. – 9:30 p.m.
Thursday, 20 April	Savannah	Savannah Primary School Hall	7:15 p.m. – 9:30 p.m.
Friday, 21 st April	West Bay West	John A Cumber Primary School Hall	7:15 p.m. – 9:30 p.m.

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Monday, 24 April	West Bay South	John Gray Memorial Church Hall	7:15 p.m. – 9:30 p.m.
Wednesday, 26 April	Red Bay	Mary Miller Hall	7:15 p.m. – 9:30 p.m.
Thursday, 27 April	George Town South	South Sound Civic Centre	7:15 p.m. – 9:30 p.m.
Friday, 28 April	Bodden Town West	Bodden Town Civic Centre	7:15 p.m. – 9:30 p.m.
Tuesday, 2 May	George Town West	Auditorium in the Cayman Islands Further Education Centre	7:15 p.m. – 9:30 p.m.
Wednesday, 3 May	West Bay Central	Church of God on Capt. Reginald Parsons Drive	7:15 p.m. – 9:30 p.m.
Thursday, 4 May	West Bay North	West Bay Assembly of God on Finch Drive	7:15 p.m. – 9:30 p.m.
Friday, 5 May	Newlands	Savannah Primary School	7:15 p.m. – 9:30 p.m.
Monday, 8 May	George Town East	First Baptist Church Hall	7:15 p.m. – 9:30 p.m.
Tuesday, 9 th May	George Town North	Arts and Recreation Centre, Camana Bay	7:15 p.m. – 9:30 p.m.
Thursday, 11 th May	George Town Central	George Town Town Hall	7:15 p.m. – 9:30 p.m.
DATE TO BE CONFIRMED	Cayman Brac East	Veterans & Seamen's Society Hall	7:00 p.m. – 9:00 p.m.
DATE TO BE CONFIRMED	Cayman Brac West & Little Cayman	Veterans & Seamen's Society Hall	7:00 p.m. – 9:00 p.m.

- Hurley's Media will be broadcasting live on Cayman 27 and/or on Rooster 101.
- \$5,000 sponsorship has been received from Foster's Food Fair and an \$850 sponsorship received from Puritan Cleaners. DART has pledged \$5,000 and assisted with confirming the terms with Hurley's Media to broadcast/record the forums at no cost.
- Candidates are being phoned to confirm participation.
- A booklet has been designed which will highlight the Candidate's biographies and views on selected issues. 19 guides will be developed (1 for each constituency) and distributed at the forums.

COMMUNICATIONS

CAYMANCHAMBER.KY STATISTICS as of 7 April 2017 (by number of sessions)

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Month	2015	2016	% change from 2015	2017	% change from 2016
January	7,952	7,960	0.10%	10,493	31.82%
February	7,669	8,095	5.55%	10,692	32.08%
March	5,738	8,368	45.83%	12,569	50.20%
April	5,970	9,213	54.32%		
May	5,813	9,197	58.21%		
June	5,836	9,742	66.93%		
July	5,799	7,868	35.68%		
August	6,097	8,969	47.11%		
September	6,794	9,285	36.66%		
October	8,012	8,864	10.63%		
November	6,855	8,451	23.28%		
December	5,812	7,207	24.00%		
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TOTAL BY YEAR	78,347	103,219	31.75%	33,754	

PRESS RELEASES/INFORMATIONAL RELEASES

- Activity during reporting period:
 - 82 news articles posted to the website caymanchamber.ky
 - 8 releases sent to the press
 - 29 e-Blasts
 - 5 Training notifications
 - 17 Chamber programme/event notifications
 - 7 Individual e-blasts for Members

ADVERTISEMENTS:

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- SME: Cost of Doing Business
 - ¼ page colour – Compass – March 14
 - ¼ page colour – Reporter – March 15: BOOKED BUT REPORTER DID NOT RUN
- SME: Online Marketing & Payment Options
 - ¼ page colour – Compass – March 29
 - ¼ page colour – Reporter – April 5: BOOKED BUT REPORTER DID NOT RUN
- Careers, Education & Training Expo
 - ¼ page colour – Compass – March 16 & March 23
 - ¼ page colour – Reporter – March 17 & 22
 - 88 30sec spots – DMS (Hot & Kiss) – March 13 – March 24
- Candidates Forums
 - Full page colour – Compass – March 29
 - 7 Report advertising – Radio Cayman – March 29
 - 100 30sec spots – DMS (Kiss) – April 10 – May 11
- Earth Day
 - ¼ page colour – Compass – April 6
 - ¼ page colour – Reporter – April 7
 - 112 30sec spots – DMS (Hot & Kiss) – March 27 – April 7

PUBLICATIONS

- New Chamber presentation folders have been received. Folders were designed by Aguru and will be used at Chamber functions and courses.

5th CHAMBER SALARY & BENEFITS SURVEY

- 83 surveys have been purchased to date for a total of \$19,250. Email blasts go out regularly to encourage purchase. Goal: 100 surveys sold.

WEBSITE/TEAM CONNECTIVITY

- Aguru completed updated e-mail signatures which include a banner ad which can be sold to members.
- Transition is in progress to Office 365, allowing Staff 24 hour access to email & files. Email server has been transitioned successfully, file sharing in development.
- Home Page banner ads on caymanchamber.ky have been modified. They have been enlarged and redesigned to focus on Chamber activities. Other areas of the Home Page have been redesigned to make the site more mobile-friendly.
- Member's Only section of the site is being redesigned to include access to Council minutes, CEO reports and agendas.
- A Candidates' Forum section has been developed which includes recordings of all 2009 and 2013 Forums.

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- A “Small Business Development Centre” page has been added.
- Member listing category codes have been streamlined, enabling increased SEO performance.