

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at The Rum Runner on Wednesday, October 11, 2017.

PRESENT:

PRESIDENT:	Brian Gallant
TREASURER:	Tim May
VICE-PRESIDENT:	Donna Bilyk
DIRECTORS:	Peter Bubik
RECORDING SECRETARY:	Jackie Woodman

CALL TO ORDER

B. Gallant called the meeting to order at 8:34 am.

CONFIRMATION OF QUORUM

Quorum confirmed.

APPROVAL OF AGENDA

- Remove the following items as they will be discussed during Budget deliberations:
 - o *7. b. New CNP Picture Book*
 - o *7. f. Community Events Calendar – September 8, 2017 meeting*
 - o *7. g. Lorrie O'Brien – Research Project Proposal*
- Add *7. e. Transfer to Reserves*

Motion to adopt the agenda as amended. (P. Bubik) CARRIED

APPROVAL OF MINUTES

Motion to approve the minutes from the September 7, 2017 Board Meeting. (T. May) CARRIED

APPROVAL OF FINANCIAL STATEMENTS

Tim presented the September 2017 financial statements. It was noted that the final wages for VIC staff were paid out and the last invoice was sent to Alberta Culture and Tourism. Two new members joined in September and Christmas in the Mountains revenue is from Artisan Gift Market vendor payments. Jackie reported that the Manulife Savings account pays 0.85% interest, is easily accessible with some paperwork, and signing authorities need to be updated. ScotiaBank can offer comparable rates and once set up, signing authorities would be updated every year as they are updated with the chequing account. This will be brought up with the new board in November for further discussion.

Motion to approve the September 2017 Financial Statements as presented. (D. Bilyk) CARRIED

NEW BUSINESS

- a. **Authorization for e-Transfer Access** – The Chamber office is regularly asked if we accept payment by e-Transfer. A \$200 limit on e-Transfers would cover most of those requests, and would also give the Office Manager access to sending e-Transfers up to that amount.

Motion to approve authorization of a \$200 limit for e-Transfers for the Chamber of Commerce chequing account at ScotiaBank. (P. Bubik) CARRIED

- b. **Halloween Spooktacular** – The Chamber was asked to decorate a door and hand out Halloween candy at the Halloween Spooktacular event on October 28, 2017. We are not able to participate this year, but will promote the idea to members in our weekly email.

- c. **2017/2018 Budget** – A draft budget was presented and the following discussion took place:

- **Lifestyle Show** – add \$4000 back to income (acct 4600) and expenses (acct 5600) and continue with professional draping at show, with possible options to save on tables, etc. and pass on those savings to vendors
- **DMO Start-up** – reduce to \$500 (acct 5300) since no money was used last year
- **Business Mentorship Program** – reduce to \$200 (acct 5400) to cover cost of incidentals like coffee meetings
- **VIC Operations and Training** – add \$300 (acct 5890) to cover any computer/IT issues
- **Advertising and Promotion** – increase to \$500 (acct 6010) because of advertising for election forum
- **Wages Expense** – increase by \$4500 (acct 6900)
- **Marketing** – (new Account #5500) add \$2850 to cover Calgary Tourism Marketing Partner fee (\$350) and the amount that was previously committed to the Ec Dev marketing plan (\$2500)

Other Initiatives

- **Lorrie O'Brien proposed research project** – the Chamber will offer support but no money budgeted at this time
- **CNP Photo Book** – no money budgeted at this time (acct 5270), but it was noted that expenses would be around \$9000, with possible revenue in the first year around \$3600. To pursue this project, the Chamber would have to look for grants/partnerships.
- **Community Events Calendar** – no money budgeted at this time but it would cost ~\$2000 to develop the site, plus ongoing admin costs. Jackie will contact Ec Dev to see if they plan to pursue an all-inclusive community events calendar.

Motion to approve the 2017/2018 Budget as amended. (T. May) CARRIED (Attached)

d. Pro-rated Membership Fees

Motion that the Chamber offer pro-rated membership fees for new members joining between September 1st and December 31st each calendar year. (D. Bilyk) CARRIED

e. Churches listed in Visitor's Guide – One of our members requested that the Visitor's Guide include a listing of churches/faith services in the area. This will be added to planning discussions for the 2018 Guide.

BUSINESS ARISING FROM THE MINUTES

a. Business Mentorship Program – meeting October 12, 2017– Brian and Jackie will meet with Inez and Helen on October 12 to discuss guidelines for the Mentorship Program, basic terms of reference and tools needed.

b. AGM – speaker, venue, Board members – The AGM will take place on Tuesday, November 7 at Country Encounters. We are still exploring options for a guest speaker. Board nomination forms have been emailed to members. Business Awards have previously only been open to Chamber members. Since this is confusing to the general public, and other Chambers have attracted new members by opening up the nominations to all businesses, the 2018 Business Awards will be open to all local businesses.

c. Position Statement Regarding CNP HWY 3 Twinning – Brian will draft a letter based on the points outlined below.

Motion that the Chamber's position statement on the twinning of Highway 3 include:

- 1) Questioning whether the bypass is required and if a needs assessment has been done
- 2) The need for connectivity
- 3) Potential loss of revenue and businesses
- 4) Loss of trails – province should set aside money for new trails/underpasses
- 5) Suggestion that no new businesses be allowed on bypass to encourage traffic into towns
- 6) The need for promotion/signage on the highway

(P. Bubik) CARRIED

d. Construction Mitigation Program

Motion to defer discussion on a Construction Mitigation Program. (D. Bilyk) CARRIED

- e. **Transfer to Reserves** – Tim and Jackie recommended that \$7000 be transferred to reserves as \$4000 was transferred out of savings in May 2016 and not replaced, and the 2016/2017 Budget showed \$3000 going to savings.

Motion to transfer \$7000 from the ScotiaBank chequing account to savings. (T. May) CARRIED

OFFICE MANAGER’S REPORT

- Dog park meeting with Joey O’Brien – September 8
- VSIF progress report and final report completed and submitted
- VIC staff final pay and ROE completed
- Final invoice for \$7000 sent to AB Culture and Tourism
- Luncheon donation of \$250 from Riversdale to Crowsnest Creative Minds
- Hwy 3 Business Stakeholder Meeting – September 21
- AVIP Conference in Brooks – September 23-25
- Election Forum – October 4
- Meeting with CCSS – October 10
- Chamber luncheon – October 11
- 28/31 tables sold for CITM Artisan Gift Market
- Taking Monday, October 16 off

ADJOURN

Motion to adjourn the meeting at 11:23 am. (P. Bubik) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on November , 2017.

Director

Date

2017/18 BUDGET

Sep '17 -
Aug 18

Income	
4000 · Program Income	
4040 · Chamber Group Insurance	3,000.00
4050 · Christmas in the Mountains	4,000.00
4250 · Beautification	500.00
4270 · Books/Banner	50.00
4350 · Meeting/AGM (Luncheon/Afterhours)	4,500.00
4360 · Membership	18,600.00
4600 · Lifestyle Show	30,500.00
4700 · Visitor Guide	32,500.00
Total 4000 · Program Income	93,650.00
4800 · VIC Revenue	
4810 · Reimbursements and Advances	57,000.00
4850 · VIC Sales	600.00
Total 4800 · VIC Revenue	57,600.00
4900 · Hiring Credit	250.00
4950 · Interest Income	100.00
Total Income	151,600.00
Cost of Goods Sold	
5000 · Program Expense	
5050 · Christmas in the Mountains	2,600.00
5250 · Beautification	800.00
5300 · DMO Start-up	500.00
5350 · Meeting/AGM (Lunch/Afterh/Brk)	4,280.00
5360 · Membership	1,800.00
5380 · Mobile Kiosk	100.00
5400 · Business Mentorship Program	200.00
5500 · Marketing	2,850.00
5600 · Lifestyle Show	
5650 · Contractor Expense	4,000.00
5600 · Lifestyle Show - Other	20,500.00
Total 5600 · Lifestyle Show	24,500.00
5700 · Visitor Guide	
5750 · Contractor Expense	5,500.00
5700 · Visitor Guide - Other	20,200.00
Total 5700 · Visitor Guide	25,700.00

5800 - VIC Expense	
5810 - VIC Wages	34,000.00
5820 - VIC CPP	1,700.00
5830 - VIC EI	800.00
5890 - VIC Operations and Training	<u>5,000.00</u>
Total 5800 - VIC Expense	<u>41,500.00</u>
Total COGS	<u>104,830.00</u>
Gross Profit	46,770.00
Expense	
6000 - Administration	
6010 - Advertising and Promotion	500.00
6050 - Bank/ Merchant Service Charges	1,600.00
6100 - Conference and Registration	500.00
6300 - Insurance	1,450.00
6510 - Office Supplies	500.00
6540 - Postage	100.00
6600 - Rent	5,142.50
6650 - Repair and Maintenance	
6655 - Office Repairs/ Maintenance	250.00
6658 - Office Equip Repairs/ Maintenanc	<u>100.00</u>
Total 6650 - Repair and Maintenance	350.00
6800 - Telephone and Communication	1,980.00
6900 - Wages Expense	
6910 - Wages	31,040.00
6920 - CPP	1,650.00
6930 - EI	850.00
6950 - WCB	<u>200.00</u>
Total 6900 - Wages Expense	<u>33,740.00</u>
Total Expense	<u>45,862.50</u>
Net Income	<u><u>907.50</u></u>