

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at Sinister Sports on Thursday, March 2, 2017.

PRESENT:

PRESIDENT: Brian Gallant
TREASURER: Tim May
SECRETARY: Nathan Smigel

DIRECTORS: Keith Bott

ABSENT: Donna Bilyk
Sarah-Dash Arbuckle
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

- Add 6. h. Muni Meeting - Castle Parks
- Remove 6.c. as there is no information to report on at this time

Motion to adopt the agenda as amended. (T. May) CARRIED

APPROVAL OF MINUTES

Motion to approve the minutes from the February 9, 2017 Board Meeting. (K. Bott) CARRIED

APPROVAL OF FINANCIAL STATEMENTS

Tim presented the February 2017 Financial Statements. Comparing this fiscal year to date, with last year, the net income is up \$15,837 (46%). This is due, in part, to a significant increase in ad sales for the Visitor's Guide. It was also noted that all outstanding invoices from the previous fiscal year, showing as Accounts Receivable in the audited financials, were transferred to Account 6040 – Bad Debts (\$2778.37). To avoid this in the future, unpaid invoices for memberships will be removed before year-end.

Motion to approve the February 2017 Financial Statements as presented. (N. Smigel) CARRIED

BUSINESS ARISING FROM THE MINUTES

- a. **2017 Visitor's Guide Update**– Brian has been working on ad revisions and 90% of the ads are done. He has also been working with the designer. Because of the number of ads this year (over 24 pages), some of the articles will be cut back, or the designer will quote adding four more pages to the guide. The guide will be printed on higher quality paper this year and will be printed later in March.
- b. **Chamber Membership Stickers** – Brian will get a quote for window decals.
- e. ~~**Shop Local Program – Sticker Design**~~
- d. **Outstanding Membership Dues** – March 1, 2017 was the payment deadline for membership renewals. Jackie will remove any unpaid members from the website until they are paid.
- e. **Workshop on New Safety Codes** – The Municipality has offered facility space for the workshop. Jackie is waiting to hear back from the Muni with contact information for a workshop facilitator.
- f. **DMO Sub-Committee** – Jackie will arrange a meeting with Cameron Spence and sub-committee members for March 16, 2017.
- g. **Visitor Services Innovation Fund** – A grant application has been prepared to apply for funding for a customized pop-up tent, which will be used by VIC travel counsellors to deliver visitor services at community events.

Motion to approve submission of the Visitor Services Innovation Fund grant application for a total of \$1813.61, with the Chamber portion being \$453.40. (K. Bott) CARRIED
- h. **Muni Meeting - Castle Parks** – Pursuant to the Chamber's letter to Council regarding the Chamber's stance on the Castle Parks Draft Management Plan, Council has requested a meeting with the Chamber board. Brian will follow up with board members and the Municipality to coordinate a meeting time.

NEW BUSINESS

- a. **Registration for VIC Spring Training and Showcase (May 9 & 10, Edmonton)**

Motion that the Chamber registers four delegates (three VIC employees and the Office Manager) for Spring Training in Edmonton, May 9-10, 2017, and reimburses the mileage and meals not covered by Alberta Culture and Tourism. (T. May) CARRIED

- b. **Associated Company Membership** – Discussion took place about offering an Associate Membership at a reduced rate for small business owners who have more than one business. This would essentially be a fee to have that business listed on the Chamber website. The board agreed that further discussion was required before making a decision.
- c. **Dekra-Lite Engineered Holiday Tree** – The Municipality forwarded a catalogue of engineered Christmas trees, wondering if the Chamber might be interested in purchasing one for the community. While the board agreed it was a neat idea, there is not enough money in the budget for such a purchase.
- d. **Economic Development Committee Proposal** – Members of the board met with representatives from the Ec Dev Committee in February, and were asked to support the goCrowsnest.ca three-year marketing strategy.

Motion that the Chamber of Commerce support the goCrowsnest marketing plan, with funds and conditions to be determined after a budget review. (N. Smigel) CARRIED

- e. **VIC Hiring Committee** – Nine resumes have been received for the VIC.

Motion to appoint Tim, Nathan and Brian to the VIC Hiring Committee. (N. Smigel) CARRIED

OFFICE MANAGER'S REPORT

- Trade Show booked: Business = 22/67, HBB = 6/28, Outdoor = 5/15 + 2200 sq. ft.
- 2017 Memberships paid: 83, including 12 new members
- Busy month dealing with payments for ads, memberships and Lifestyle Show
- 16 ad payments still outstanding
- Submitted T4's and WCB annual report
- Prepared grant proposal for VIC pop-up tent
- Webinar on Smartphone Videos – video of skijoring had over 1600 views

Brian accepted Keith Bott's resignation from the board and wished him well on his future endeavours up north.

ADJOURN

Motion to adjourn the meeting at 10:01 am. (N. Smigel) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on April 6, 2017.

Director

Date