

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at Artist's Touch on Thursday, May 4, 2017.

**PRESENT:**

<b>PRESIDENT:</b>	Brian Gallant
<b>VICE PRESIDENT:</b>	Donna Bilyk
<b>SECRETARY:</b>	Nathan Smigel
<b>TREASURER:</b>	Tim May
<b>DIRECTORS:</b>	Sarah-Dash Arbuckle Peter Bubik
<b>RECORDING SECRETARY:</b>	Jackie Woodman

**CALL TO ORDER**

B. Gallant called the meeting to order at 8:32 am.

**CONFIRMATION OF QUORUM**

Quorum confirmed.

**APPROVAL OF AGENDA**

- Add 6. d. *Provincial Response to Castile Parks Letter*
- Add 7. e. *VIC Training Update*

**Motion** to adopt the agenda as amended. (S. Arbuckle) CARRIED

**APPROVAL OF MINUTES**

**Motion** to approve the minutes from the April 6, 2017 Board Meeting. (N. Smigel) CARRIED

**APPROVAL OF FINANCIAL STATEMENTS**

Tim presented the April 2017 Financial Statements. It was noted that the Chamber's financial position is quite favorable compared to the previous year.

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

### **BUSINESS ARISING FROM THE MINUTES**

- a. **Shop Local Program Stickers – distribution plan** – stickers were given out at the trade show. Jackie will distribute with membership stickers, place some in a few retail businesses, and advertise on social media for businesses to pick up stickers at the Chamber office.
- b. **Workshop on New Safety Codes** – Jackie followed up with the Municipality and they are still working to find a workshop facilitator. Brian will discuss this with Lorrie O’Brien. Other ideas included a round table discussion with developers and the creation of a development handbook to give to first-time developers.
- c. **Visitor Services Innovation Fund – tent design** – Impact Canopy has been contacted about graphic design on the customized pop-up tent. The Chamber logo and Government of Alberta logo will be used, along with “Visitor Information.” Jackie will inquire about incorporating photos into the design, and whether the tent comes with sides that can be printed on.
- d. **Provincial Response to Castle Parks Letter**

**Motion** to accept as information, the letter of response from Andre Corbould, Deputy Minister, Alberta Environment and Parks. (T. May) CARRIED

### **NEW BUSINESS**

- a. **Coleman Revitalization and the Creative City Summit** – The Municipality has asked the Chamber to help with the revitalization of downtown Coleman. More specifically, the Chamber’s role would be to approach building owners, find out what their plans are for the building, and possibly connect them with funding opportunities, volunteers, artists, pop-up shop vendors, etc. The Chamber will have to undertake some research to find out what options are available/have proven useful for others. Jackie will work on compiling information and Peter will volunteer some time towards this initiative.

**Motion** that the Chamber work with the Municipality on a Coleman revitalization strategy. (P. Bubik) CARRIED

The Creative City Summit will take place in Halifax on October 18-20, 2017. Some members of the board are interested in attending. Brian will follow up with Lorrie O’Brien.

**Motion** that if the Municipality will pay for registration fees, the Chamber will consider sending members to the Creative City Summit. (D. Bilyk) CARRIED

- b. **Business Mentorship Program** – This was included in the 2017/18 budget and the intention was to connect new business owners with more experienced entrepreneurs. Jackie will send out an email asking for members to sign up as potential mentors. It was also suggested that a brochure with steps to starting your own business in Crowsnest Pass would be very useful. Jackie will ask members for the top suggestions they would give to a new business owner, and compile a list.
- c. **Visitor’s Guide Distribution** – Using the list from 2016, Jackie and board members will deliver whatever guides they can while traveling, and the rest will be mailed out. ABC Brochure Distribution has 60 rack locations between Cranbrook and Lethbridge, and has approached the Chamber about distributing the Visitor’s Guides for a fee.

**Motion** to enter into an agreement with ABC Brochure Distribution to distribute the 2017 Visitor’s Guide at 60 locations, for one year, for the fee of \$1250. (S. Arbuckle)

**Amendment:** 60 locations, for six months, for the fee of \$800. (N. Smigel) CARRIED

**Amended Motion** to enter into an agreement with ABC Brochure Distribution to distribute the 2017 Visitor’s Guide at 60 locations, for six months, for the fee of \$800. (S. Arbuckle) CARRIED

- d. **Membership – Personal, Government Agency, Trades/Professional Award (2012)** – A request was made for the Chamber to have a membership category for individuals who are not business owners but have an interest in being a part of the business community. Also, there is a Government Agency category but none of the current Chamber members have been invoiced under this category. These issues will be examined further before the next AGM. There was a request that the Chamber reinstate the award for *Business of the Year – Trades/Professional* (last awarded in 2012) but it was decided that the Chamber’s award categories are sufficient and all-encompassing.
- e. **VIC Training Update** – Spring Training for VIC staff will take place in Edmonton from May 8-11. Employees will be paid for travel time, and anyone driving will be paid mileage from the VIC to the hotel in Edmonton, and back. Instead of collecting receipts, staff will be paid set rates (provided by Alberta Culture and Tourism) for meals that are not included in training. A FAM Tour will be organized for May 15-17 in the Canmore/Calgary area, after checking out the showcase at Spring Training, and choosing several attractions that staff would like to experience. Jackie will coordinate the FAM Tour. VIC Staff will be reimbursed for First Aid training, once they provide a copy of their receipt.

### OFFICE MANAGER'S REPORT

- Trade Show was a success: 1716 wristbands given out, door revenue: \$5160 (\$5473 in 2016), evaluations have been positive, feedback is appreciated to aid in planning for next year
- Castle Region Tourism Strategy Consultation – interesting conversations about tourism in the area, one participant commented that there is a lack of participation/direction from the Chamber
- May luncheon is at Country Encounters, May 17, Fred Bradley speaking about heritage initiatives
- Office will be closed May 8-11 for VIC training in Edmonton

### ADJOURN

**Motion** to adjourn the meeting at 10:25 am. (S. Arbuckle) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on June 1, 2017.

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Director

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Date