

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at Sinister Sports on Thursday, September 7, 2017.

PRESENT:

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| 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 9:41 am.

CONFIRMATION OF QUORUM

Quorum confirmed.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion to approve the minutes from the August 15, 2017 Board Meeting. (P. Bubik) CARRIED

APPROVAL OF FINANCIAL STATEMENTS

Tim presented the August 2017 financial statements. The only expenditure of note was for the second printing of the 2017 Visitor's Guide. There is considerably more money in the chequing account at the end of this fiscal year, compared with the previous year's ending balance. At the October meeting, the board will decide on an amount to transfer from chequing to reserves. Jackie will explore why we have two savings accounts, and how liquid the money is in the Manulife account. It was also noted that money budgeted for Beautification and the DMO Start-up was not used.

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

BUSINESS ARISING FROM THE MINUTES

- a. **Business Mentorship Program** – Jackie will talk to a Municipal Councilor regarding an information package for new business owners. A meeting will be set after September 25 with Brian, Jackie, Inez and Helen.
- b. **VIC Update** – Brian and Jackie went out for supper with the VIC staff near the end of August. Monday, September 4 was the last day for the VIC and it was very busy with people wondering about forest closures in the area. Jackie and Carolyn closed the site on September 5. The door count for the year was 16,777 - up 8% over 2016. The number of Visiting Parties was up 15% (from 2767 in 2016 to 3174 in 2017). Offsite Counselling reports seem to be missing so Jackie will gather the information and submit to Shannon at Alberta Culture and Tourism.
- c. **Experience Publications** – Peter was in touch with Bob Harris with *Experience the Mountain Parks* and other publications. There is a possible opportunity to market Crowsnest Pass in this guide, for a fee. The board will consider adding \$5000 for marketing to the 2017/2018 budget.
- d. **Municipal Election Candidate Forum – October 4 & 5** – Municipal Council approved the waiving of rental fees for MDM for the all-candidates forum on October 4 and 5. Jackie has contacted a potential moderator, but has not heard back. Jackie will request that the municipality provide a list of candidates with contact information after nomination day. Chamber members will be asked to submit questions for candidates through email.
- e. **New CNP Picture Book** – Funding for this project will be considered during budget deliberations. Money will be needed to pay for photos from professional photographers. Paying out annual royalty fees might also serve as compensation.
- f. **AGM – speaker, venue, Board members** – Jackie will continue to look for a speaker. There will be four board vacancies to fill. The AGM will be scheduled for after November 5.
- g. **Position Statement Regarding CNP HWY 3 Twinning** – One Chamber member has sent in a letter with opinions on the twinning of Hwy 3. Board members will each email their thoughts to the office before the next meeting, at which time a position statement will be discussed.
- h. **Expression of Support for Bamboo Bistro to Municipal Council** – Waiting for further information from the owners.

- i. **Audit Committee** – Three members have volunteered to be on the Audit Committee. Jackie and Tim will review financials and schedule a meeting with the committee.

NEW BUSINESS

- a. **Letter of Resignation – Sarah-Dash Arbuckle** – Accepted as information.

- b. **Construction Mitigation Program**

Motion to defer discussion on a Construction Mitigation Program. (T. May) CARRIED

- c. **2017/2018 Budget** – The board will have a special meeting to discuss the budget in early October. Jackie and Tim will generate a draft budget to work from.
- d. **Community Events Calendar** – It was suggested that the Chamber take over an all-encompassing Community Events Calendar. Brian and Jackie will meet with Joey O'Brien to discuss this further.
- e. **Opportunity South Conference – October 3 & 4, Lethbridge** – Board members are unable to attend this conference. Information has also been sent out to the membership.
- f. **Lorrie O'Brien – Research Project Proposal** – Lorrie has offered to assist in the development of a plan for the resurgence of CNP downtown(s) as part of an MBA research project. Jackie will contact Lorrie to get more information (schedule, associated costs, etc.) and the board will discuss during budget deliberations.
- g. **Castle Parks Management Plan Meeting – September 13, Pincher Creek** – Jackie or Peter will attend this meeting on behalf of the Chamber.

OFFICE MANAGER'S REPORT

- Back to regular office hours: Monday – Thursday, 8:30-1:30
- Breakfast meeting at Golf Course on August 16
- Roger Brooks Webinars – Resurgence of Downtowns (August 16, September 6)
- August 23 – Webinar: Chamber Connector App
- Chamber tent at Crowsnest Community Market on August 17 – Take a Hike brochures were popular
- VSIF Grant – interim report submitted, final report due September 15, 2017
- VIC Staff Appreciation dinner – August 17
- Mailed out membership stickers with letter detailing the benefits of membership
- Closed up the VIC on September 5

ADJOURN

Motion to adjourn the meeting at 10:45 am. (P. Bubik) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on October 11, 2017.

Director

Date