

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at Sinister Sports on Thursday, June 8, 2017.

**PRESENT:**

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

**CALL TO ORDER**

B. Gallant called the meeting to order at 8:37 am.

**CONFIRMATION OF QUORUM**

Quorum confirmed.

**APPROVAL OF AGENDA**

**Motion** to adopt the agenda as presented. (N. Smigel) CARRIED

**APPROVAL OF MINUTES**

**Motion** to approve the minutes from the May 4, 2017 Board Meeting. (D. Bilyk) CARRIED

**APPROVAL OF FINANCIAL STATEMENTS**

Tim presented the May 2017 Financial Statements. He noted that out of 122 members, there are 12 outstanding membership invoices, and those businesses have been contacted again. Income and expenses for the 2017 Lifestyle & Outdoor Adventure Show were very similar to the previous year. Overall, the Chamber is in good financial shape at this time.

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

**BUSINESS ARISING FROM THE MINUTES**

- a. **Workshops on New Safety Codes** – There have been no further developments on this initiative.

- b. **Visitor Services Innovation Fund – tent** – The tent has been ordered from Impact Canopy and will be ready in a couple of weeks. The Chamber will endeavour to have the tent, with Visitor’s Guides, at a few events throughout the summer. It will also be available for members and/or community market vendors to use, as long as they take Visitor’s Guides to hand out as well.
- c. **Coleman Revitalization** – Jackie will contact the Municipality and work on a plan to collaborate with them.
- d. **Creative City Summit** – Brian will talk to Lorrie O’Brien about this.
- e. **Business Mentorship Program** – Jackie will email members next week to find mentors and solicit advice for new business owners.
- f. **Visitor’s Guide Distribution** – Peter dropped off guides in Red Deer and Calgary, and Jackie dropped off in Okotoks and Edmonton. Some guides have been mailed to VIC’s that have requested them. Chinook Country picked up guides to distribute to Lethbridge and area. ABC Brochure Distribution has started distributing guides to all 60 of their rack locations.
- g. **VIC Update** – Jackie, Aislinn, Carolyn and Emily attended training in Edmonton. VIC staff then did a FAM Trip to Canmore/Banff, using connections made at spring training. Visitation to the VIC has been up this year compared to last year. Many American and international visitors are heading to the National Parks, and the Harvest Spoon food truck has also drawn people into the VIC. Two offsite counselling trips are planned, and individual FAM Trips are being planned by staff (two per person). Shannon, from Alberta Culture and Tourism, visited our site on May 29 and was pleased with how the centre was running. Staff is using Imonggo - a free, cloud-based POS system – to track inventory of National Park Passes, as well as some retail items from local artisans (Crowsnest Coffee, pottery by Heather Fletcher, Hillcrest Naturals soap). The Chamber is hosting a Meet & Greet event on June 8 at the Crowsnest Café & Fly Shop, for members to meet with VIC staff and inform them of the products/services they offer.

## NEW BUSINESS

- a. **Crowsnest Community Market – Sponsorship Request** – The Crowsnest Community Market is looking for sponsors to help pay for entertainment at the weekly market. The Chamber will support the market by lending them the Chamber PA system and the Chamber’s pop-up tent for non-profit groups, and by passing on information through the weekly member email.

- b. **New Office Safe** – The Chamber needs a new safe, preferably not digital.
- c. **Projector** – It seems that the Chamber’s projector was swapped with a low-quality projector, sometime last year. Projectors have been borrowed for the last several luncheons. Jackie will ask Dawn Rigby what kind of projector she has.

**Motion** to authorize the Office Manager to purchase a new projector and safe for the Chamber. (D. Bilyk)

### OFFICE MANAGER’S REPORT

- New Chamber members (18 of them) are being posted on Facebook each day over three weeks.
- The Chamber now has an Instagram account (@crowsnestchamber), which is being maintained by the office and VIC staff.
- The trade show summary report has been emailed to committee members and a meeting is planned in the near future.
- Blairmore flower planters were planted Monday night with help from volunteers and Spring Break Flower Farm. Businesses will be encouraged to water the planters regularly.
- June 14<sup>th</sup> luncheon will be at Limber Pine Smokehouse, with Courtney Cann as the guest speaker. Aaron Hemphill will speak at the September luncheon.
- There will not be a luncheon or board meeting in July. Possible breakfast meeting in August, and board meeting in August before fiscal year-end.
- 36.5 hours banked
- Vacation in July: July 17-20
- Summer hours may change to 9am-2pm (instead of 8:30-1:30), depending on summer childcare.

### ADJOURN

**Motion** to adjourn the meeting at 9:21 am. (T. May) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on August 3, 2017.

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Director

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Date