

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at Artist's Touch on Thursday, February 9, 2017.

**PRESENT:**

**PRESIDENT:** Brian Gallant  
**VICE PRESIDENT:** Donna Bilyk  
**SECRETARY:** Nathan Smigel

**DIRECTORS:** Sarah Dash-Arbuckle  
Keith Bott

**ABSENT:** Tim May  
Peter Bubik

**RECORDING SECRETARY** Jackie Woodman

**CALL TO ORDER**

B. Gallant called the meeting to order at 8:40 am.

**CONFIRMATION OF QUORUM**

Quorum confirmed.

**APPROVAL OF AGENDA**

- Add to 6. *Business Arising from the Minutes:* g. *Economic Development Meeting*

**Motion** to adopt the agenda as amended. (K. Bott) CARRIED

**APPROVAL OF MINUTES**

**Motion** to approve the minutes from the January 5, 2017 Board Meeting. (N. Smigel) CARRIED

**Motion** to approve the minutes from the February 2, 2017 Special Meeting. (D. Bilyk) CARRIED

**APPROVAL OF FINANCIAL STATEMENTS**

The January financial statements were reviewed and it was noted that compared to January 2016, there was approximately \$4000 more in the bank. The Membership expense incurred in January was the Alberta Chamber of Commerce membership fee.

**Motion** to approve the January 2017 Financial Statements as presented. (K. Bott) CARRIED

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

- a. **2017 Visitor's Guide – Krissy Ames** – Krissy Ames attended the meeting and informed the Board that over 21 pages of ads have been booked so far. This number is up significantly from last year and means the Guide will be 48 pages instead of 40. Brian has been working with the designer to put ads and editorial content together. It was agreed that advertising on the back page of the Guide could be sold for a premium to a Chamber member.
- b. **Chamber Membership Stickers** – Brian presented four design options for a membership sticker. There was consensus to go with the square design. Brian will look into getting removable window stickers.
- c. **Shop Local Program** – Donna will work on a design for a shop local sticker.
- d. **Outstanding Membership Dues** – Some members who did not pay in 2016 have renewed their memberships for 2017. Jackie and Tim will consult with Dawn Rigby to determine how to write off unpaid invoices in QuickBooks.
- e. **Development Committee – Update from CAO** – Brian met with CAO, Lorrie O'Brien, and they discussed working together to put on a workshop for the construction and trades industry. The Municipality is taking steps to work with industry and foster development in the community.
- f. **DMO Sub-Committee** – Jackie to contact Cameron Spence to set up a meeting with the committee members.
- g. **Economic Development Meeting** – Board members have been invited to a meeting with the Economic Development Committee on February 16, 2017. It was discussed that Community Futures should also be involved in the meeting.

### **NEW BUSINESS**

- a. **Brooks Chamber Request**

**Motion** that with regard to the Brooks Chamber letter and petition against the Carbon Levy, the Crowsnest Pass Chamber of Commerce will follow the lead of the Alberta Chamber of Commerce on this matter. (K. Bott) CARRIED

- b. **Inviting Politicians to Speak at Luncheons** – It was discussed that if provincial or federal politicians are invited to speak at a luncheon, it is not meant to be a platform for them to

campaign. Also, since 2017 is a municipal election year, the Chamber needs to make plans to host candidate debates.

c. **Chamber-Hosted Workshop on New Safety Codes**

**Motion** that the Chamber collaborate with the Municipality to organize a workshop on new safety codes for the construction and trades industry, facilitated by a third-party Safety Codes Officer. (S. Arbuckle) CARRIED

d. **Update from Province** - Brian met with Rick Blackwood from the province to discuss the Chamber's concerns over the Castle Provincial Park. Brian will follow up with a letter to the province.

e. **Update from Special Meeting** - The Special Meeting held on February 2, 2017, was reviewed for those Board members unable to attend. The meeting addressed the Chamber's position on the new Castle Provincial Park, and details can be found in the meeting minutes.

f. **Advocacy Meeting with Lethbridge Chamber** – Brian attended a presentation on advocacy at the Lethbridge Chamber. Advocacy can be done with a carrot (building relationships) or a stick (relationship changes, adversarial). The ACC has a policy book directed at the provincial/federal governments. Brian suggested that a bank of internal policies that small chambers could use would be very helpful.

g. **Visitor Services Innovation Fund** – Grant funding is available to enhance visitor services. The purchase of pop-up tents was discussed.

**Motion** that Jackie further investigates the Visitor Services Innovation Fund. (D. Bilyk) CARRIED

### **OFFICE MANAGER'S REPORT**

- Trade Show booked: Business = 6/67, HBB = 4/28, Outdoor = 600 sq. ft.
- 2017 Memberships paid: 53, including a few new members
- Recently received Christmas in the Mountains sponsorship cheque from Teck for \$3000
- VIC – 4 resumes received so far, an ad will run in the Pass Herald next week, 250 National Parks passes coming in April to distribute through the VIC
- March luncheon – speaker from Teck
- Working on T4's

**ADJOURN**

**Motion** to adjourn the meeting at 10:05 am. (N. Smigel) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on March 2, 2017.

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Director

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Date