

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at the Community Futures Boardroom on Tuesday, December 12, 2017.

PRESENT:

PRESIDENT: Sacha Anderson
VICE-PRESIDENT: Peter Bubik
SECRETARY: Claire Rogers
TREASURER: Tim May

DIRECTORS: Koral Lazzarotto
Kyle Schofield

ABSENT: Cole Fawcett

RECORDING SECRETARY: Jackie Woodman

CALL TO ORDER

S. Anderson called the meeting to order at 8:32 am.

CONFIRMATION OF QUORUM

Quorum confirmed.

APPROVAL OF AGENDA

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

DELEGATION

Joey O'Brien presented information on the winter operations at Pass Powderkeg Ski Hill, along with future plans for summer programming

APPROVAL OF MINUTES

Motion to approve the minutes from the November 14, 2017 Organizational Meeting. (K. Schofield) CARRIED

Motion to approve the minutes from the November 14, 2017 Board Meeting. (C. Rogers) CARRIED

APPROVAL OF FINANCIAL STATEMENTS

Tim presented the November 2017 Financial Statements. The year-to-date net income is slightly higher than in 2016, with a healthy balance in the chequing and savings accounts.

Motion to approve the November 2017 Financial Statements as presented. (K. Lazzarotto, seconded by C. Rogers) CARRIED

BUSINESS ARISING FROM THE MINUTES

- a. Christmas in the Mountains Debrief** – The board reviewed a summary report of Christmas in the Mountains 2017. Board comments included:
- Because it is a potential safety issue, candy should not be tossed from motor vehicles during the parade but should be handed out by people walking
 - Request that cups for hot chocolate be made of paper and not Styrofoam
 - A committee should be formed with interested business people to organize and grow the event
 - A passport program might be a way for retail outlets to bring in more customers
 - Should CITM be an event for the community, an event to focus on shopping local, or both?

Jackie will start asking members to be on a planning committee for CITM 2018.

- b. Business Mentorship Program – Board Member on Committee?** – Jackie will follow up with Brian to see what needs to happen next for the Mentorship Program to move forward. Perhaps the program could focus on educational programs/speakers, with optional one-on-one mentoring.
- c. Construction Mitigation Program** – The Municipality does not have an official Construction Mitigation Program, but they are hosting an open house on December 19 to provide information on the Coleman Revitalization Project. This is a great first step and the Chamber plans to continue the conversation with the Municipality. Jackie will put together some suggestions based on research of other municipalities, to present to Council in the New Year.
- d. Savings Accounts – Investment Options**– Different investment options were presented through correspondence with Tyler Folkard, Branch Manager at Scotiabank.

Motion to invest money currently held in the Scotiabank Savings Account and Manulife Savings Account as follows:

- \$10,000 in a 1-year cashable GIC at 0.99%, fully refundable at any time without penalty
 - The remainder (approximately \$23,242) in a 1-year GIC at 1.7%
- (T. May, seconded by K. Lazzarotto) CARRIED

e. Chamber Credit Card

Motion to change the Chamber's Scotiabank Visa cardholder to the current administrator (Jackie Woodman). (C. Rogers, seconded by T. May) CARRIED

- f. Memberships** – The board will look further into membership details/fee structure in 2018, and research what other Chambers are doing. The Municipality is not willing to include Chamber membership information in their business license mail-out this year. The Chamber will pursue this for 2019. The Municipality will provide the Chamber with a complete listing of businesses in the community with contact information. This can be used to provide membership information to non-member businesses.
- g. Member Survey** – A survey will be sent out to the business community in January 2018. Claire will help put the survey together, with input/feedback from the board.
- h. Year-Round Maintenance of Community Trail** – Communication was received from Patrick Thomas, acting CAO for the Municipality, regarding winter maintenance of the community walking trails. He reported that this subject is under review and until Council approves, the trails will not be maintained through the winter. Sacha will communicate this to the member who initially approached the Chamber regarding this issue.
- i. Travel Alberta Visitor Information Centre – Update** – The Chamber was awarded the contract to manage the VIC for the 2018 season. Employment ads for VIC staff will go out in January. A Hiring Committee will be established at the January Chamber board meeting.

NEW BUSINESS

- a. 2018 Calendar** – This will be reviewed further in January.
- b. Collaborating with Nearby Chambers** – Jackie will arrange a meeting in January/February with an administrator and board member from each nearby Chamber (Ferne, Elkford, Sparwood, Pincher Creek). This will provide an opportunity to share information and scheduling of events with our neighbours.
- c. Wintervention 2018** – Claire is organizing the Human Dogsled Races for Wintervention in February. The Chamber will help out by encouraging businesses to participate and promoting a competition between businesses. Koral and Jackie will help with this event.
- d. Community Cooperatives** – The Alberta Community and Cooperative Association is looking at providing a seminar in Crowsnest Pass, describing what a Community Cooperative is and how it can be used as an alternative to borrowing for raising local capital. Sacha will gather more information with respect to the Chamber hosting this seminar.

ROUNDTABLE

Peter

- Attended a Trail Alliance meeting and will represent the Chamber as an interested party
- Enquired about the Roger Brooks Destination Development Organization – Community Futures has purchased a membership and may be able to assign login information to the Chamber
- Would like to pursue a skating path at Gazebo Park, an ice sculpture competition, and keeping downtown businesses open later

(T. May left the meeting at 10:40am.)

Claire

- ‘Best Of’ Awards – competition held in Halifax with many different categories (e.g. Best Burger, Best Patio). The list of winners would be a nice addition to the Visitor’s Guide. Claire will email examples to the board.

Sacha

- The Community Futures Board would like to rekindle regular meetings with the Municipality and the Chamber. A request has been sent to the Muni for a meeting in January/February.
- Visitor’s Guide – what needs to be done? Jackie will ask Krissy Ames if she is interested in selling ads for the same commission rate as last year, contact Fernie Fix about designing/printing, and talk to Brian about editing.
- Access to Chamber website? Brian has set up an editing interface that is easy to use.
- Attended the Municipal Heritage Plan workshop
- Lorrie O’Brien research project – Jackie will email the board with correspondence from Lorrie regarding her MBA research project
- How can the Chamber add value for members?

Jackie

- Society annual return was filed in November
- Met with Deepy Sharma/Scott Walls regarding the Chambers of Commerce Group Insurance Plan
- Business Decorating Contest winner will be announced December 14
- Luncheon speaker suggestions – benefits of membership, Chambers Group Insurance Plan, survey results, marijuana in the workplace, new Employment Standards
- 45 hours banked

ADJOURN

Motion to adjourn the meeting at 11:10 am. (C. Rogers) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on January 9, 2018.

Director

Date