

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at the Community Futures Boardroom on Tuesday, January 9, 2018.

PRESENT:

PRESIDENT: Sacha Anderson
SECRETARY: Claire Rogers
TREASURER: Tim May

DIRECTORS: Cole Fawcett
Koral Lazzarotto
Kyle Schofield

ABSENT: Peter Bubik

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

APPROVAL OF MINUTES

Motion to approve the minutes from the December 12, 2017 Board Meeting. (C. Rogers) CARRIED

APPROVAL OF FINANCIAL STATEMENTS

Tim presented the December 2017 Financial Statements. Membership income was substantially higher than the previous year, as 132 members were invoiced, compared to 111 in December 2016. The Balance Sheet reflects a transfer of \$10,000 from savings to a 1-year cashable GIC. The remainder of the money in savings will be invested in a GIC once the Manulife account has been transferred to Scotiabank.

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

BUSINESS ARISING FROM THE MINUTES

a. Business Mentorship Program – Waiting to hear how the committee would like to proceed.

- b. **Construction Mitigation Program** – Sacha and Jackie will meet to come up with ideas to present to the Municipality. The Chamber will reach out to businesses in Coleman that will be affected by the construction in 2018, to get feedback.
- c. **Member Survey** – Claire will work on putting the survey together, with input/feedback from the board.
- d. **Collaborating with Nearby Chambers** – Sacha will meet with Sam (Pincher Creek) to discuss ways in which we can collaborate. Jackie will arrange a meeting in February/March with an administrator and board member from each nearby Chamber (Fernie, Elkford, Sparwood, Pincher Creek, and Fort MacLeod), to be held at the Community Futures Boardroom.
- e. **Community Cooperatives Seminar** – Waiting for more information on this opportunity.

NEW BUSINESS

- a. **QuickBooks Desktop Pro 2018** – There have been some recent challenges with the Chamber office's 2012 version of QuickBooks Desktop Pro. QuickBooks files are regularly backed up to an external hard drive. Jackie will also back up to Google Drive.

Motion to purchase QuickBooks Desktop Pro 2018 for \$209.99. (K. Lazzarotto, seconded by T. May) CARRIED

- b. **VSIF Grant** – Deadline for the 2018 Visitor Services Innovation Fund Grant is February 7, 2018. Community partnerships are eligible for more grant money than individual applicants. Board members will look over the information provided and share ideas by **Tuesday, January 16, 2017.**

(K. Schofield joined the meeting at 9:01 am.)

- c. **2018 Visitor's Guide – ad sales contract, design details** – Jackie will get a quote from Claris Media for design work, and ask for a printing quote for 17,500 copies vs. 20,000 copies. Jackie will contact the Economic Development Committee to see how many guides they want to order for 2018. The ad rate for the back page will be \$1750 for members, \$2000 for non-members. Board members will review the 2017 Guide and share feedback by **Tuesday, January 16, 2017.** Sacha will meet with Brian to discuss. A digital copy should go on the Chamber website and possibly the Municipal website, to allow for tracking. Design ideas:
 - i. “Ask the Locals” – this is great
 - ii. Need map showing Crowsnest Pass in relation to other communities

- iii. Add “Places of Worship”
- iv. Year on front s/b 2018/2019
 - v. Food Events
 - vi. APP Barracks
 - vii. Editorial on different communities – history, uniqueness, coming together
 - viii. Change top picture on Nordic skiing page to show groomed trails
 - ix. Find better Skijoring picture

Motion to enter into a contract with Krissy Ames for Visitor’s Guide ad sales, at a commission rate of 18%. (C. Rogers, seconded by K. Lazzarotto) CARRIED

- d. **Best Of Crowsnest Awards (Claire)** – Claire provided information on the Best of Halifax. She will look into timelines. Categories would have to be determined, then nominations would come from the community, followed by voting for favourites by the community. Information on how to nominate/vote could go into the 2018 Visitor’s Guide so visitors could also participate. 2018 winners would be featured in the 2019 Visitor’s Guide.

Claire reported that the Human Dogsled Race will take place at Pass Powderkeg Ski Hill during Wintervention (February 24 or 25). Businesses/organizations can compete to win a free booth at the 2018 Lifestyle & Outdoor Adventure Show, and individuals will compete for prize money. Teams of three people, entry fee = \$30. Register with Claire, payments made to Chamber. Prizes for best costumes.

- e. **Gazebo Park Skating Path (Peter)** – Peter is on a steering committee to install a skating path at Gazebo Park, pending approval from the Municipality’s Rec Board. In the draft plan, the Chamber would like to be listed as a “supporting organization”, not the “umbrella organization.”

Motion to pay for signage/minor incidentals for the Gazebo Park skating path, up to the amount of \$200, contingent on project approval by the Municipality of Crowsnest Pass. (C. Fawcett, seconded by T. May) CARRIED

(C. Rogers left the meeting at 9:32am.)

f. Office Lease

Motion to renew the office lease agreement with 840417 Alberta Ltd., effective March 1, 2018 to February 28, 2019. (K. Lazzarotto, seconded by K. Schofield) CARRIED

g. Lifestyle Show Event Manager Contract

Motion to enter into a contract with Jackie Woodman for the position of Lifestyle & Outdoor Adventure Show Event Manager, for the budgeted amount of \$4000. (C. Fawcett, seconded by T. May) CARRIED

ROUNDTABLE

Tim

- Asked about the VIC – Jackie will create an employment ad before the end of January

Sacha

- Meeting with Council and other groups should be forthcoming
- February luncheon speaker will be Linda Erickson, Manager of Regional Economic Development Services for Alberta Economic Development and Trade
- Possible evening meeting in March, instead of a luncheon – possibly a Conversation Cafe

Jackie

- The Trade Show Committee met and revised the exhibitor registration form
- Members were invoiced on December 21, 2017 for 2018 Memberships and payments have been coming in

ADJOURN

Motion to adjourn the meeting at 9:57 am. (K. Lazzarotto) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on February 15, 2018.

Director

Date