

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at the Community Futures Boardroom on Thursday, July 5, 2018.

**PRESENT:**

<b>PRESIDENT:</b>	Sacha Anderson
<b>SECRETARY:</b>	Claire Rogers
<b>DIRECTORS:</b>	Koral Lazzarotto Kyle Schofield Tim May
<b>ABSENT:</b>	Julia Hicks Peter Bubik
<b>RECORDING SECRETARY:</b>	Natalie Dzioba Jackie Woodman

**CALL TO ORDER**

S. Anderson called the meeting to order at 8:35 am.

**CONFIRMATION OF QUORUM**

Quorum confirmed.

**APPROVAL OF AGENDA**

**Motion** to adopt as presented the July 2018 agenda. (Claire Rogers) CARRIED

**APPROVAL OF MINUTES**

**Motion** to approve the minutes of the June 5, 2018 board meeting. (Tim May) CARRIED

**APPROVAL OF FINANCIAL STATEMENTS**

Jackie presented the June 2018 Financial Statements.

- Compared to last year at this time, expenses are \$3000 higher.
- Visitor Information Centre (VIC) expenses are 25% higher than 2017 due to an extra staff person and pay increases.
- Community Futures will contribute at least \$2500 towards CNP Adventure Advisor expenses.
- 2018 Lifestyle and Outdoor Adventure Trade Show profit was \$10000.

- One 2017 membership was written off and four are still owing for 2018.
- Natalie will review the bylaws to confirm when and how much money needs to be transferred to savings.

**Motion:** To approve the June 2018 financial statements as presented. (Koral Lazzarotto, seconded by Claire Rogers) CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

### **A. Construction Mitigation Program**

- The tender is out for the Coleman Revitalization Project with a return deadline of July 12, 2018.
- Received positive feedback about Jackie's construction mitigation hand-out and communication. Jackie will send the tender deadline information to affected Coleman businesses.

### **B. Visitor Information Centre (VIC)**

- At this time, VIC numbers are down 27% from last year. However, staff are interacting with more people than last year and feedback about their interaction has been positive.
- Work Alone – To ensure staff at the VIC are safe, they text Sacha when they arrive at the VIC then the last staff member working will text whoever they were working with when they leave.
- Natalie will work on an employee handbook for next 2019.

### **C. CNP Adventure Advisor (Anna)**

- Doing well, very positive feedback. She attends the weekly Community Market, along with other events in and around the community. Thanks to Jackie for volunteering to attend the Community Market on August 2<sup>nd</sup> when Anna can't.
- Sacha indicated that we're still waiting for branded clothing for Anna, Sacha will continue to follow-up with the supplier.
- Anna is doing a great job keeping the Chamber's Facebook and Instagram content fresh and interesting.
- AG Society donated \$800 to buy items that Anna can give away. Anna will buy the items and be reimbursed by the Chamber. Examples of items bought are Frank Slide passes, ice cream vouchers, and pool passes.

### **D. Best of Crowsnest Awards**

Jackie reported that the Best of Crowsnest Awards are going well.

- As of July 4<sup>th</sup> have had 576 responses.
- Anna is distributing cards and will promote the awards on social media. Will confirm that the hashtag #bestofcrowsnest is being used.
- Next meeting we should talk about what we'll do for the winners. Some suggestions are:
  - Gift vouchers for Best Burger
  - Winner Decals for Business Window
  - Paper ad – acknowledging winners
  - Put it in Visitor's Guide
  - Website/Social Media

#### **E. Tourism Calgary Partnership**

- We have signed up for the Tourism Calgary partnership, and sent them 5 boxes of Visitors Guides.
- Natalie will check if there's anything else that needs to be sent to Tourism Calgary, and will report back to the Board with the total number of guides that have been distributed to date.

#### **F. Christmas in the Mountains Committee**

Need to start planning this event earlier this year.

- Would like a committee of 6-8 members of the community and chamber. Claire has agreed to Chair the committee, and Lynn McKee, who decorated the gazebo last year, is interested in being on the committee. Natalie will send out an email asking members to join, and will ask Anna to put a post on the Chamber Facebook page calling for committee members.
- Suggestions for committee discussions are:
  - What is the Chambers' focus for this event?
  - Confirm there isn't a date conflict with other events, last year Pincher Creek had their Black Friday event at the same time.
  - Advertising plan - website, Facebook, Instagram, what else?
  - Have activities before the parade?
- Business feedback from last year was that the Chamber should provide a template for businesses to use – print, Facebook, Instagram.

#### **G. Energy Futures Lab Roadshow - <http://energyfutureslab.com/>**

Claire and Sacha met with staff from the Energy Futures Lab Roadshow, who have selected Crowsnest Pass as their first rural community.

Designed to engage communities in how to shift to alternative energy, Energy Futures Lab will host a public Open House along with invite only sessions, in mid to late September. All events are organized and managed by them.

#### **H. Government Competing with Business**

Early this year, there was concern expressed about the Municipality providing the same services to residents at a lower cost than local businesses. Sacha is going to follow-up with Municipality regarding this.

#### **I. Credit Card Processing Options**

Our current TD Merchant product contract has expired. Rather than continuing with TD Bank, Jackie suggested the Chamber move credit card processing to the Bank of Nova Scotia, and to a mobile credit card device. This change would consolidate all banking services to one location, save Office Manager time, and would allow us to receive credit card payment away from the office which is a great service to our members.

**Motion:** To move to a mobile credit card service that administration decides will best suit the Chambers' needs. (Tim May, seconded by Claire Rogers) CARRIED

**Motion:** To remove Jackie Woodman and add Natalie Dzioba as signing authority on the Scotia Bank Visa. (Kyle Schofield, seconded by Koral Lazzarotto) CARRIED

### **NEW BUSINESS**

#### **A. AGM**

The 2017 AGM was held on November 7. Next meeting we need to decide if the AGM should be held during Small Business Week which is October 15-19, 2018 and what topic we want to present so we can find a speaker.

#### **B. Monthly Newspaper Column**

Shannon at Shooting the Breeze asked if the Chamber would be interested in submitting a monthly column. Natalie will confirm if this is a free offer and come back to the next board meeting with findings.

#### **C. Highway 3 Stance**

Anna from The Crowsnest Pass Herald approached Sacha asking for the Chambers' position on the twinning of Hwy 3. Sacha asked everyone in attendance if they were comfortable with the message conveyed in the letter sent to the Alberta Government by previous Chamber President,

Brian Gallant. All agreed that they were comfortable with the content of the letter. Sacha will send a response on behalf of the Anna at the Herald on behalf of the Chamber.

**D. Joint Meeting Update (Council, Community Futures, Economic Development, and Chamber)**

Feedback from participants was that the facilitator did a great job and exceeded participants expectations. It was very helpful for everyone to receive the same information.

**E. CARES Grant**

<https://www.alberta.ca/community-regional-economic-support-program.aspx>

Community Futures submitted the CARES grant proposal. This is a matching grant request with funding from the community coming from the following sources:

\$25,000 Riversdale  
\$10,000 Municipality of Crowsnest Pass  
\$10,000 Community Futures

The grant would fund a study with goals of:

- Baseline of what industry is in the CNP.
- What is here, what happens if Riversdale doesn't go ahead?
- Services needed if Riversdale goes ahead?
- Housing and Infrastructure needs?
- Business retention and expansion.

**ROUNDTABLE**

**Claire**

- Riversdale is waiting for provincial cabinet meeting, nothing outstanding on Riversdale part.
- Anticipate once cabinet meeting is complete, anticipate 12 – 15 months after before anything starts.

**Tim**

Has been busy but it's been challenging keeping kitchen staff. Have applied for foreign workers, they work hard and are guaranteed to stay on.

**Koral**

Business is picking up and have a new building contract for Southmore.

**Sacha**

- Sacha attended the Beautification Workshop which was intended to develop a plan for the Crowsnest Pass. There was lots of good discussion, what to do with the large crows and public

art were just some of the topics discussed. Claire mentioned that Fernie is promoting dumpster painting.

- TGIF Grant Application – waiting to hear, expected to hear the end of June.
- Waiting to hear if Patrick Thomas can attend the next member’s luncheon meeting.

#### **OFFICE MANAGER’S REPORT**

- Jackie Woodman said her farewell to the Chamber she has accepted a new position at Riversdale Resources.
- Natalie Dzioba introduced herself and thanked the Board for the opportunity.

#### **NEXT MEETING**

8:30am, Thursday, August 16<sup>th</sup>, 2018

#### **ADJOURN**

**Motion** to adjourn the meeting at 10:25am (C. Rogers) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on August 16, 2018.

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Director

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Date