

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

**PRESENT:**

**PRESIDENT:** Sacha Anderson  
**VICE PRESIDENT:** Peter Bubik  
**SECRETARY:** Claire Rogers

**DIRECTORS:** Julia Hicks  
Koral Lazzarotto  
Kyle Schofield

**ABSENT:** Tim May

**RECORDING SECRETARY:** 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 the agenda as presented. (C. Rogers) CARRIED

Julia Hicks was welcomed as a new board member.

**APPROVAL OF MINUTES**

**Motion** to approve the minutes from the May 3, 2018 Board Meeting. (K. Lazzarotto) CARRIED

**APPROVAL OF FINANCIAL STATEMENTS**

Jackie presented the May 2018 Financial Statements. There was a \$1500 reduction in management fees for the VIC in May, and an additional \$2000 for the extra staff person. As a result, even though there are four staff this year, the net income from Alberta Culture and Tourism is only \$500 more than in May 2017. Wages for the CNP Adventure Advisor were covered by the VSIF Grant, but money will be forthcoming from Community Futures to cover some of the future expenses.

**Motion** to approve the May 2018 Financial Statements as presented. (P. Bubik, seconded by K. Schofield) CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

- a. **Construction Mitigation Program** – Jackie requested an update from the Municipality. Once that is received, Jackie will email affected Coleman businesses/organizations with an update and the Construction Survival Guide.
- b. **Member Survey Results** –Sacha and Claire reviewed the survey responses and narrowed them down to two areas of focus:
  - clarifying the values and benefits of the Chamber
  - training for members – sessions and/or how-to documents in marketing, staff retention, etc.
- c. **VIC – update, computer, working alone** – All staff attended Spring Training in Edmonton and helped with the Crowsnest Pass booth at the Showcase. The following week, they completed a two-day FAM Tour from Vulcan to Banff. The VIC opened on May 18, with one person working at the Frank Slide Interpretive Centre from Thursdays to Mondays. There was no internet at the site until the following Friday. Jackie and Sacha attended the site visit with Elaine Too from Alberta Culture and Tourism and staff from Edon Management. Janet noted that there was no marked accessible parking and that cleaning in the middle of the day was distracting (Edon put up a disabled parking sign and rescheduled cleaning to later in the day). Staff are currently planning individual FAM Trips, setting goals and planning offsite counselling events. The Chamber purchased computers for the VIC in May 2013 and they can be quite slow. Jackie will bring out the Chamber’s laptop and see if that improves the situation. There needs to be a Working Alone Policy to ensure that staff arrive and leave safely each day. Jackie has asked the staff to conduct a hazard assessment. Claire will look into Riversdale’s policy. Jackie will ask other VIC’s what they do.
- d. **Best of Crowsnest Awards – update** – Google Forms was used to create a voting form and 427 responses have been received. Posters for nominees were sent out in the member email. Business cards will also be printed and dropped off at nominated businesses to encourage people to vote.
- e. **Tourism Calgary Partnership - update** – Payment and form were sent to Tourism Calgary and the application is currently being processed.
- f. **Chamber Committees – Christmas in the Mountains** – No volunteers have stepped forward for this committee. The Crowsnest CanDo highway sign in Frank has been booked to advertise Christmas in the Mountains (two to four weeks prior to the event, depending on availability).

- g. Energy Futures Lab Roadshow** – Peter and Joey O’Brien have had two meetings with the Energy Futures Lab folks. They are aiming for a two-day session in mid-September, and are still discussing scope. The point of the Roadshow is to stimulate discussion on the challenges faced by the community and generate ideas around opportunities that can reduce the carbon footprint.
- h. Government Competing with Business – meeting summary** – Jackie attended a meeting with fitness providers and the Community Services Department. Local businesses were concerned with the Municipality offering similar programs at similar times for a much lower rate. There was a desire to coordinate and collaborate with the Municipality, and to work together to promote fitness in the community. Sacha will follow up with Patrick to see where Council is at with this topic and look into what other communities do.
- i. CNP Adventure Advisor – update, insurance, working alone** – Anna has been roaming around to different events and areas, delivering visitor info and posting on social media. An iPad and a mountain bike with accessories were purchased with VSIF Grant money. Sweet Riders has been offering Anna bike lessons for free. The Chamber may be able to compensate Karey with a Visitor’s Guide ad. The Chamber’s insurance coverage is for premises only. Jackie has requested a quote for coverage for Anna and any staff doing offsite work. Jackie will follow up with Fort McMurray and Leduc to see what they did with their biking travel counsellors. A policy for working alone will be developed in conjunction with the VIC.

### NEW BUSINESS

- a. Office Manager – Letter of Resignation** – Jackie submitted a letter of resignation and will work until July 6 with the last two weeks of June off for vacation. Accepted as information.
- b. Office Manager – recruitment plan** – Jackie and Sacha will work on a job posting, using previous ads for the position. Closing date will be June 18, 2018.
- c. Transfer of Chamber Membership to New Owners of a Business** – Since the business owns the membership, the Board sees no issue with transferring to new owners. Refunds are not given on memberships.

- d. **Guideline for Retail Sales at VIC** – Retail items from local artisans/businesses were sold at the VIC in 2017 and the Chamber did not charge a fee or commission for this service. As of 2018, the following guidelines will be in effect:
- i. Annual fee for retail space: \$25 + GST for Chamber members, \$50 + GST for non-members
  - ii. Items must be produced/created locally and/or be representative of Crowsnest Pass
  - iii. Due to limited available space, only one vendor in a category will be accepted (e.g. one pottery vendor, one soap-maker, etc.)
  - iv. Vendors from the previous year will be given first right-of-refusal
  - v. Final decision on acceptable vendors will be at the Chamber's discretion
- Jackie will work on an agreement that vendors will be required to sign. VIC staff will contact last year's vendors.
- e. **Blairmore Main Street Planters – planting date** – SpringBreak Flower Farm will help with planting and watering on Thursday, June 7 at 6pm, meeting in front of Steiger Flooring. Jackie will ask for volunteers.
- f. **TD Merchant Services – updating signing authorities** – The Chamber's credit card processing system is through TD Merchant Services. Signing authorities need to be updated in person, at a branch. To simplify things, Jackie has asked Scotia Bank for information on a comparable service. Jackie will also look into Square and pass information onto the Board.

## **ROUNDTABLE**

Claire

- Riversdale hosted some information sessions that were well-attended

Sacha

- Will find out about grant for a Regional DMO by the beginning of July
- Travel Alberta is currently promoting Waterton-Castle-Crowsnest Pass as a mountain region
- Attended an update on the goCrowsnest.ca website
- Community Futures is bringing in a facilitator for the Council workshop on June 21
- Will contact Patrick Thomas about speaking at a June luncheon

## **OFFICE MANAGER'S REPORT**

- Attended meeting with fitness providers and Muni
- Attended Spring Training and Showcase in Edmonton
- Attended the Museum After Hours Event
- In Japan from June 15-30

**ADJOURN**

**Motion** to adjourn the meeting at 10:40 am. (P. Bubik) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on July 5, 2018.

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Director

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Date