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The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at The Rum Runner on Thursday, September 1, 2016, with President Brian Gallant in the Chair.

**PRESENT:** Brian Gallant, Dawn Rigby, Sarah-Dash Arbuckle, Tim May, Andrea Massingham, Jackie Woodman (non-voting, recording minutes)

**GUESTS:** No guests.

**ABSENT:** Nathan Smigel

### **CONFIRMATION OF QUORUM**

Chamber President, Treasurer, Secretary, and two Directors present. Quorum confirmed.

### **CALL TO ORDER**

The meeting was called to order at 8:35 am.

### **AGENDA**

MOTION to approve the Agenda as presented. (A. Massingham) CARRIED

### **APPROVAL OF MINUTES**

Minutes from the July 2016 Board of Directors meeting were not available. Jackie will look for the minutes and forward to the Board. TABLED

### **APPROVAL OF FINANCIAL STATEMENTS**

D. Rigby provided a summary of the June, July and August 2016 Financial Statements. It was noted that all three months were operating at a loss, comparable to other years for the same time period. An expense for the Lifestyle Show was recorded in August because the invoice from the Event Manager was not received until then.

Board members will work to finalize a budget for the next Board meeting.

MOTION to approve the June, July and August 2016 Financial Statements as presented. (T. May) CARRIED

### **NEW BUSINESS**

- a) Introduction of New Office Manager
  1. Stat holidays
    - the Chamber office is closed on Stat holidays
  2. Expectations
    - The office manager is expected to communicate and interact with members, including *weekly* updates, print agenda and financials for meetings and take

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minutes, put documents on Google Drive, frequently update Social Media, keep on top of bookkeeping and reporting to the Board, along with any other tasks listed in the job description.

- b) Closing the VIC
  - 1. What needs to be done and when?
    - Need to bring back CNP Visitor Guides and binder with reports
    - Jackie will contact Gail and set up a time for packing up and closing down.
- c) Christmas in the Mountains
  - 1. Date, details
    - First weekend in December
    - Parade, Santa photos, artisan market, awards for best-decorated businesses
    - Promote events that other groups are putting on that weekend
    - Sell ads in an event brochure
    - Food truck near Gazebo?
    - Jackie will confirm that the Elk's Hall has been booked
  - 2. The CoC's role
    - Discussion about getting other community groups to put on some of the events that were previously all run by the Chamber, e.g. hot dog stand, turkey bowling, etc. This will be discussed further in planning the event.
  - 3. The Chamber Christmas Party was also discussed. Jackie will confirm if the Catholic Church Hall has been booked. Jackie and Dawn will provide more detailed financial reporting from last year's Christmas Party.
- d) AGM
  - 1. Date, details?
    - First Thursday in November = November 3, 2016
    - Need to find a speaker
    - Promote as a social/networking event, possible silent auction
- e) Year End and Audit Committee
  - Dawn will ask for three volunteers at the September luncheon
  - Once the Board has approved the financial statements, the audit committee will review
- f) Election of New Members
  - The Board is looking for three new members
- g) Utility Rate Increase
  - 1. Survey
    - Brian will create a survey and send to the Board for review
    - All businesses will be encouraged to respond to the survey
  - 2. Respond to Municipal Council

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- A letter was sent by the Chamber to Municipal Council regarding the utility rate increase, but no response has been received.
  - **Brian** will draft a follow-up letter in an effort to solicit a response.
  - The Chamber will approach Council as a delegation, once the survey results are in.
- h) September Luncheon
- Country Encounters will host
  - Guest speaker – Dennis Robin

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

- a) Lifestyle Show Final Report – TABLED
- b) Brand Launch
  - new brand and website will be launched at the AGM
- c) Website
  - **Brian** will provide the Board with a couple of design options to look at

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

First day of work for the new office manager.

### **NEXT MEETING**

Date and time for the next meeting was not discussed.

### **ADJOURN**

Meeting adjourned at 10:14 AM.

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on \_\_\_\_ of \_\_\_\_\_ 2016.

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Director: