

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at The Rum Runner on Thursday, November 10, 2016.

PRESENT:

PRESIDENT:	Brian Gallant
VICE PRESIDENT:	Donna Bilyk
TREASURER:	Tim May
SECRETARY:	Nathan Smigel
DIRECTORS:	Sarah Dash-Arbuckle Keith Bott Peter Bubik
RECORDING SECRETARY	Jackie Woodman

CALL TO ORDER

B. Gallant called the meeting to order at 8:55 am.

CONFIRMATION OF QUORUM

Quorum confirmed.

APPROVAL OF AGENDA

B. Gallant added: 7.e) Development Review
Motion to adopt the agenda as amended. (S. Arbuckle) CARRIED

APPROVAL OF MINUTES

- a. **Motion** to approve the minutes of the October 6, 2016 Board Meeting. (N. Smigel)
CARRIED
- b. **Motion** to approve, *as a draft*, the minutes from the 2016 AGM. (S. Arbuckle) CARRIED

APPROVAL OF FINANCIAL STATEMENTS

J. Woodman provided a summary of the October 2016 Financial Statements.

Motion to approve the October 2016 Financial Statements as presented. (D. Bilyk) CARRIED

BUSINESS ARISING FROM THE MINUTES

- a. **Chamber Credit Card** – Nathan to talk to ScotiaBank
- b. **Utility Rate Survey** – Survey was completed. Discussion that the Municipality has worked to rectify the issues with business classifications. Brian will follow up with the Muni.
- c. **Outstanding Membership Dues** – Jackie will contact the remaining businesses who have not paid their 2016 dues and the next step will be to follow up with the letter drafted by Nathan.
- d. **Christmas Party** – the cut-off date for RSVP'ing will be November 30, 2016. If there are not enough people interested, the event will be canceled.
- e. **Christmas in the Mountains** – Market is sold out, parade entry forms are available, bonfire at Gazebo Park, Jackie is selling booklet ads, Brian will take Santa photos on December 3 (time and place TBD), Crowsnest Rentals is allowing the Chamber to advertise on their highway sign.

NEW BUSINESS

- a. **Signing Authority** – Jackie will arrange for the executive to sign at ScotiaBank.
- b. **December Luncheon/After Hours?** – Jackie will use the weekly email to find someone to host a Chamber After Hours in December. Donna offered her space as a back-up plan.
- c. **Jocelyn Thomas – print/pictorial map** –It was agreed that the Chamber is not in the business of retail and would not be interested in selling the print/map. Discussion turned to trailhead signage and Keith provided an update on the signage project that Riversdale Resources, Crowsnest Conservation and others are working on.

Motion that the President write to the relevant parties regarding the Chamber's interest in helping to fund a trailhead signage initiative. (S. Arbuckle) CARRIED

- d. **Lifestyle & Outdoor Adventure Show – Committee** – Nathan, Sarah, Donna and Brian volunteered to sit on the committee. A meeting will be scheduled in the near future to determine Show structure and pricing.
- e. **Development Review** – It was noted that several businesses have had issues with Municipal development regulations.

Motion that the Board gather information on local development concerns and engage in a dialogue with the Municipality regarding these concerns. (P. Bubik) CARRIED

OFFICE MANAGER'S REPORT

The office manager has been quite busy and has been working extra hours as needed, recorded as time in lieu. It was noted that vacation requests should be forwarded to the president and he will consult the rest of the board.

ADJOURN

Motion to adjourn the meeting at 10:22 am. (N. Smigel) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on December 8, 2016.

Director

Date