
The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters Hospitality on Thursday, April 14th, 2016 with President Brian Gallant in the Chair.

PRESENT: Brian Gallant, Dawn Rigby, Andrea Massingham, Sarah-Dash Arbuckle, Nathan Smigel, Tim May, Sylvia Kilford (non-voting, recording minutes)

GUESTS: No guests.

ABSENT: Jackie Rowley.

CONFIRMATION OF QUORUM

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

CALL TO ORDER

The meeting called to order at 2:04pm.

AGENDA

MOTION to approve the Agenda as presented. (T. May) CARRIED

APPROVAL OF MINUTES

Minutes from March 3rd, 2016 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the March 3rd, 2016 Board meeting. (N. Smigel) CARRIED

TREASURER'S REPORT

D. Rigby provided a summary of the March 2016 Financial Statements. The net decrease shown in the statements is due to the Lifestyle Show fees that have been paid out for the 2016 as well as the outstanding receivables from the membership renewals, Visitor's Guide and the Lifestyle Show.

MOTION to approve the March 2016 Financial Statements as presented. (S. Dash-Arbuckle) CARRIED

DISCUSSION ITEMS

- a) Lifestyle Show Overview: D. Rigby asked that dates for next year's show be emailed out to this year's vendors for them to plan for 2017. The Lifestyle Show Committee has not completed their wrap up meeting, a full report will be provided at the next board meeting. D. Rigby asked that the board send out an RFP for the 2017 show set-up as she had a company express interest. Vendors had given positive reviews of the event this year, noting better quality interactions with customers due to lower attendance.

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- b) Visitor Information Centre: S. Kilford will contact Shannon about the training for the VIC Staff & office manager in Edmonton. D. Rigby may be able to take the office managers place at the training on May 2&3, if the new office manager is unable to attend.
- c) Chamber of Commerce VISA: S. Kilford spoke with the branch manager at Scotia Bank about a VISA card for the office. The board would be required to submit the financials and a copy of the minutes of the meeting approving the application for a VISA. N. Smigel will look into what Scotia Bank requires and what Servus Credit Union requires to see what is the best option for the chamber.
- d) Policy Discussion:
- Endorsement of Members:
 - Financial Reserves: D. Rigby advised that a policy for moving money to reserves needs to be developed.
 - Board Representation to the Public: B. Gallant noted that the Chamber requires a policy on how to handle requests from local business' that are asking for the Chamber to endorse a project/ service. S. Kilford will look into Alberta Chamber of Commerce policies as well.
 - Payment of Chamber Services Policy: B. Gallant noted there is an issue with invoices that are unpaid over 60 days. The policy committee will need to develop a policy on the process of collecting on unpaid invoices.
- e) Policy Committee: Discussed in point (d) Policy Discussion.
- f) Website Redesign & Brand Rollout: B. Gallant will work on a new website for the Chamber of Commerce to help with the formatting issues on the old site and to help launch the new logo. D. Rigby noted that the current hosting site renews in November and that the goal should be a new site around that time.
- g) Office Manager Position: S. Kilford has given her written letter of resignation with the last day worked being April 22, 2016. B. Gallant has posted the job on social media and applications will be accepted until April 22 @ noon. The hiring committee will be T. May, D. Rigby and A. Massingham.

ADMINISTRATION

New members: No new members. Approximately 80% have paid for 2016 Membership, invoices have been sent out again as a reminder. Two Chamber Group Insurance members have been advised that non- payment of membership dues will result in cancellation of their Chamber Group Insurance Plan. S. Kilford will email out to the board a list of upcoming events/ AGMs for the board to plan to attend.

NEXT MEETING

The next Chamber Board meeting to be held Thursday May 6, 2016, Country Encounters at 8:30am.

ADJOURN

Meeting adjourned at 4:00pm AM.

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

Director: