

The regular scheduled meeting of the Crowsnest Pass Chamber of Commerce Board of Directors was held at Artist's Touch on Thursday, December 8, 2016.

**PRESENT:**

**PRESIDENT:** Brian Gallant  
**VICE PRESIDENT:** Donna Bilyk  
**TREASURER:** Tim May  
**SECRETARY:** Nathan Smigel

**DIRECTORS:** Sarah Dash-Arbuckle  
Keith Bott

**ABSENT:** Peter Bubik

**RECORDING SECRETARY** Jackie Woodman

**CALL TO ORDER**

B. Gallant called the meeting to order at 8:39 am.

**CONFIRMATION OF QUORUM**

Quorum confirmed.

**APPROVAL OF AGENDA**

B. Gallant added: Delegation – CAO Lorrie O'Brien  
7.d. QuickBooks update  
7.e. Wintervention discussion

**Motion** to adopt the agenda as amended. (S. Arbuckle) CARRIED

**DELEGATION**

Lorrie O'Brien, new municipal CAO, introduced herself to the board and expressed her desire for the Chamber and the Municipality to work together. She suggested that the two groups work together to facilitate discussion and education on changes to the building code and the possible formation of a Builder's Association. The board expressed its appreciation for the meeting and its willingness to work together in the future.

### APPROVAL OF MINUTES

- a. **Motion** to approve the minutes of the November 10, 2016 Organizational Meeting. (N. Smigel) CARRIED
- b. **Motion** to approve the minutes from the November 10, 2016 Board Meeting. (D. Bilyk) CARRIED

### APPROVAL OF FINANCIAL STATEMENTS

T. May provided a summary of the November 2016 Financial Statements. It was noted that the board would like to see reports that include the previous year's comparison.

**Motion** to approve the November 2016 Financial Statements as presented. (K. Bott) CARRIED

### BUSINESS ARISING FROM THE MINUTES

- a. **Christmas in the Mountains debriefing** – event went well with positive feedback. Next year the Chamber will encourage local businesses to provide photos with Santa, to eliminate the need for Chamber volunteers to provide this service. Jackie will contact the Municipality to book the Elk's Hall for December 2, 2017.
- b. **Chamber Credit Card** – ScotiaBank has approved a credit card for the Chamber. (*See June 2016 minutes for initial discussions on this topic.*)

**Motion** that the Crowsnest Pass Chamber of Commerce sign up for a \$5000 GIC-secured credit card with ScotiaBank, in the president's name. (T. May) CARRIED

- c. **Outstanding Membership Dues** – Jackie e-mailed outstanding invoices again and heard back from a few of the businesses. The next step will be to send a letter from the board, requesting partial payment of the 2016 dues.
- d. **Christmas Party - canceled** – the Chamber Christmas party was canceled due to a lack of RSVP's
- e. **December After Hours/Social**– in lieu of a December luncheon, the Chamber will have a Christmas Social on Wednesday, December 14 at 5 PM at The Rum Runner.

**Motion** that the Chamber host a Christmas Social for members at The Rum Runner on December 14, 2016, with the budget for appetizers not to exceed \$500. (S. Arbuckle) CARRIED

- f. **Development Committee** – discussion around the topic of how the Chamber can engage developers/builders. Brian will follow up with CAO, Lorrie O’Brien, to indicate the Chamber’s willingness to work with the Municipality in this area and to figure out what the next step should be.
- g. **DMO** – the Chamber would like to continue working towards the formation of a DMO with interested stakeholders.

**Motion** that the Chamber create a DMO Sub-Committee comprising of up to seven people, made up of three board members and four members at large. (N. Smigel) CARRIED

### NEW BUSINESS

- a. **2017 Membership Fees** – fees will remain the same as 2016 and the deadline for 2017 fees will be March 1, 2017.
- b. **Christmas ad in Shootin’ the Breeze** – the board agreed that ads will only be purchased to promote events.
- c. **Business Decorating Contest judging** – Brian will take any pictures that still need to be taken. Jackie will email pictures of entries to the board with a form for judging.
- d. **QuickBooks Update** – the Audit Committee suggested that the office QuickBooks Pro 2012 be updated. Discussion about the pros and cons of online vs. desktop versions. The board agreed to continue with the current program until it becomes necessary to upgrade.
- e. **Wintervention Discussion** – the Wintervention committee requested support from the Chamber for their event. As a non-profit organization, the Chamber will not be providing any financial support but will promote the event to members.

### OFFICE MANAGER’S REPORT

- The office manager reported that Christmas in the Mountains was quite successful and several vendors from the Artisan Gift Market had their highest sales to date.
- There have been a few inquiries about the Lifestyle & Outdoor Adventure Show and a committee meeting will be scheduled in the near future.
- The CAO will be contacted to speak at the January luncheon.
- The VIC will hand out free National Parks Passes in 2017 and VIC job posting templates will be forthcoming from Alberta Culture and Tourism.
- The Society Annual Return was recently mailed.
- The office was contacted about adding *Business Opportunities* to the Chamber website, where businesses can post if they are selling. Brian will create a form for businesses to input information.

**ADJOURN**

**Motion** to adjourn the meeting at 10:19 am. (D. Bilyk) CARRIED UNANIMOUSLY

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on January 5, 2017.

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Director

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Date