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The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters Hospitality on Tuesday, April 1<sup>st</sup>, 2014 with President Patrick Sager in the Chair.

**PRESENT:** Patrick Sager, Janis Entem (joined at 5:45 pm), Dawn Rigby, Kathy Gilmour, Brian Gallant, Cathy Ward (non-voting, recording minutes)

**GUEST:** No Guest Presenter

**ABSENT:** Lisa Lockhart

### **CONFIRMATION OF QUORUM**

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

### **CALL TO ORDER**

The meeting called to order at 5:38 pm.

### **AGENDA**

Agenda approved with two additions:

- 1) CNP Municipal Historic Resources Board

MOTION to approve the Agenda with noted additions. (B. Gallant) CARRIED

### **APPROVAL OF MINUTES**

Minutes from March 3<sup>rd</sup> Board of Directors meetings were distributed prior to the meeting, for review.

MOTION to approve the Minutes of the March 3<sup>rd</sup>, 2014 Board meeting. (D. Rigby) CARRIED

### **TREASURER'S REPORT**

The Financial Statements from February 2014 (missed at the March meeting), and the Financial Statements from March 2014, distributed for review and discussion.

MOTION to approve the February 2014 and March 2014 Financial Statements as presented. (J. Entem) CARRIED

### **COMMITTEE REPORTS**

**Lifestyle Show Committee:** K. Gilmour provided an update regarding the Lifestyle Trade Show. The Business Booth area is 85% SOLD out (14 booths left), Home Based Business area is 100% SOLD out and the Outdoor Adventure area is approximately 100% SOLD out.

Cathy to send e-mail to additional booth prospects.

Volunteers still needed to man the Chamber Booth.

Cash Machine to be installed (fee changes have not yet taken effect).

Quad Squad to be charged for their space \$210.

The Municipality has issued a contract for the concession stand, to Vito's. Concession will offer breakfast items on Saturday, May 3<sup>rd</sup>.

Country Encounters Hospitality will co-sponsor the Volunteer t-shirts. D. Rigby will organize the Vendor Social for Friday, May 2<sup>nd</sup>.

### **DISCUSSION ITEMS**

- a) Visitor Guide publication: Approximately \$19K in sales to date. Waiting on Content, letter from President of the Chamber. Noted that each unit requires "Printed in Canada for FREE Distribution" & U.S. tariff number for any copies going to the United States.
- b) Tourism Grant Opportunity: Discussion regarding submission. Consensus to submit an application.
- c) Chamber Website: D. Rigby migrating current website to new domain host. Most content will appear very similar with subtle differences, but will be more user friendly to update for Chamber office administration.
- d) Policy on Event Donations from the Chamber: Cathy to seek recommendation(s) from Alberta Chambers of Commerce. Consensus that any donation must be offset by a tangible value. Chamber will set donation budget annually and once depleted no additional requests will be considered.
- e) VIC Hiring: The Chamber has hired a Site Supervisor and three Travel Counsellors. L. Lockhart to attend VIC Training session in Edmonton as Chamber Contract Representative.
- f) Board of Director vacancy: P. Sager to e-mail both candidates from AGM who were not elected, to determine willingness to stand. If both agree, the Board will appoint one of them.

### **ADMINISTRATION**

New members: Normera Power Solutions, Crowsnest Courier, Shootin' the Breeze, Silver Moon Café & Grill, (Steiger Flooring completing their membership form) THANK YOU LISA FOR ALL YOUR WORK!

Chamber membership is now at 147 (131 businesses + 16 Non-profit organizations). 90% of the members have paid for 2014.

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Dawn has updated the membership list on the webpage - THANKS!!!

Next priority is completing datafill on the Smartphone App in time for Visitor Guide distribution.

**NEXT MEETING**

The next Chamber Board meeting to be held on Tuesday, May 6<sup>th</sup>, 2014. Location to be determined. Start time 5:30 PM.

**ADJOURN**

Meeting adjourned at 7:40 PM.

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on \_\_\_\_ of \_\_\_\_\_ 2014.

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L. Lockhart,  
Secretary