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The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at The Rum Runner Thursday, August 13<sup>th</sup>, 2015 with President Brian Gallant in the Chair.

**PRESENT:** Brian Gallant, Dawn Rigby, Sylvia Kilford, Sarah-Dash Arbuckle, Tim May, Cathy Ward (non-voting, recording minutes)

**GUESTS:** Nathan Smigel

**ABSENT:** None absent

### **CONFIRMATION OF QUORUM**

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

### **CALL TO ORDER**

The meeting called to order at 8:35 am.

### **AGENDA**

Brian asked to delete Agenda item 6 b (Chamber Survey). In the absence of hard copies, the Board of Directors will review a sample survey via e-mail.

MOTION to approve the Agenda with noted change (D. Rigby) CARRIED

### **APPROVAL OF MINUTES**

Minutes from June 4<sup>th</sup>, 2015 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the June 4<sup>th</sup>, 2015 Board meeting. (S. Arbuckle) CARRIED

### **TREASURER'S REPORT**

Profit & Loss and Balance Sheet reports for July 2015 were distributed. Dawn found no anomalies or issues with the reports. The bank balance is in good shape, however there is one large invoice from Lethbridge Exhibition which has not yet been received. This is relative to the Lifestyle Trade Show exhibit supplies rental. As well there has not yet been any contact or invoice from the Municipality regarding facility damage for the same event. Dawn has determined there is minimal revenue generated by the Visitor Information Centre management contract (approximately \$300/month). Suggested that if the Chamber wishes to submit a RFP for a new contract, to increase the revenue margin.

A request for volunteer auditors was made at the Chamber Luncheon on August 12<sup>th</sup>. Fiscal Year End is August 31<sup>st</sup>. Preliminary Financial Statements should be available at the September Board of Directors meeting.

MOTION to approve the July 2015 Financial Statements as presented. (S. Kilford ) CARRIED

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**DISCUSSION ITEMS**

- a) Recruitment/replacement of Vice President and Board Member – Nathan Smigel is the new Branch Manager for Servus Credit Union. Nathan indicated he was willing to step into a vacant seat on the Chamber Board of Directors.

MOTION to appoint Nathan Smigel to the Crowsnest Pass Chamber of Commerce Board of Directors, as a Director at large. (D. Rigby/T. May) CARRIED

The position of Vice-President is currently vacant. A request of Directors not currently holding an executive position to volunteer for Vice-President, was made. Sarah-Dash responded.

MOTION to appoint Sarah-Dash Arbuckle as Vice-President of the Crowsnest Pass Chamber of Commerce Board of Directors. (D. Rigby) CARRIED

- b) VIC Report – Cathy provided copies of the reports for June and July. The infrastructure at the Sentinel VIC site is experiencing ongoing issues as a result of high numbers of visitors using the amenities. The water well is going dry, the sani-dump is frequently full and requires closure until a pump truck is available to drain it. Staff deal with angry travelers when amenities are not available. The Chamber will purchase additional signage for next season, if rewarded the contract.

Suggestion to contact local Health Inspector to inquire about options, when water is unavailable. These issues will need to be taken into consideration if a new RFP is submitted.

Cathy contacted a Member business that installs security cameras and was quoted approximately \$1200 for a system and one camera. Consensus was that there are other more cost effective options to acquire this type of equipment. This will be followed up on in the off-season, if the Chamber submits an RFP for a new contract.

Cathy will ask Alberta Culture & Tourism if they have an RFP template for use.

- c) Cathy shared that Newcap Mountain Radio has contacted the Chamber regarding possible advertising spots for the upcoming Christmas in the Mountains event. Opinion was that radio advertising would follow the same budget and format as last year. Cathy will look into what was done in 2014. Sarah-Dash offered to do the on-air recording of advertising as she already does a weekly segment on Mountain Radio.

The Chamber discovered there is an off-road bike race to be held in Crowsnest Pass on the September long weekend. The organizer is a club based in Lethbridge (the sponsor Honda Canada) and is not working with any business or group in Crowsnest Pass. This may be the second time the race has been held in our area, but the community is not informed or aware. The organizer asked to name the Chamber of Commerce as a supporting organization. Consensus was this is too late to consider and the Chamber is not in favour of being named as support without full understanding of all plans.

\*Sarah-Dash left the meeting at 9:25 AM.

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**ADMINISTRATION**

New members: No new members. Approximately 91% have paid for 2015 Membership. Businesses invoiced are slowly responding and renewing. Membership total currently is 131.

**NEXT MEETING**

The next Chamber Board meeting to be held Thursday, September 3<sup>rd</sup>, at Full Moon Adventure Company office in Bellevue, 8:30 am.

**ADJOURN**

Meeting adjourned at 9:40 AM.

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on \_\_\_\_ of \_\_\_\_\_ 2015.

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Director: