
A scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters on Thursday, December 10th, 2015 with President Brian Gallant in the Chair.

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

GUESTS: No guests.

ABSENT: None

CONFIRMATION OF QUORUM

Chamber President, Treasurer, and five Directors present. Quorum confirmed.

CALL TO ORDER

The meeting called to order at 8:35am.

AGENDA

MOTION to approve the Agenda. (N. Smigel) CARRIED

APPROVAL OF MINUTES

Minutes from November 12th, 2015 Board of Directors meeting were distributed by e-mail, for review and approval.

TREASURER'S REPORT

Profit & Loss and Balance Sheet reports for November 2015 were distributed. Dawn indicated that the reports did not show any financial concerns. The final numbers for Christmas in the mountains and the Christmas party would reflect on the December reports.

MOTION to approve the November 2015 Financial Statements as presented. (S. Dash-Arbuckle) CARRIED

DISCUSSION ITEMS

- a) Christmas in the Mountains Wrap-up: Brian discussed the increase in participation at the parade, some weekend activities had to be cancelled due to weather. Sylvia suggested that there be committee meetings in September to start preparing. There is a lack of volunteers to help put on too many more activities. Dawn suggested that we e-mail poll the market vendors and see if there is a need to have a Friday & Saturday market. Sylvia will send out an email to vendors to see if there is any interest and talk to the municipality about booking the Elks hall and Gazebo park for next year.

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- b) Christmas Party Wrap-up: Dawn, Brian, Andrea and Sylvia said that the people who attended the party enjoyed the food & entertainment. The board discussed the low ticket sales this year and if the chamber should consider cancelling the party in the future. The board felt that it is a feel good event for the community and will continue.
 - c) Membership Dues: Sylvia asked the board if the board was offering a free membership by drawing names of businesses that paid for 2016. Brian felt that discounting the membership fees does not make for good business. Sylvia also checked to make sure that any unpaid invoices by February would result in canceled chamber benefits.
 - d) Lifestyle Show: Brian, Nathan and Sarah agreed to be a part of the lifestyle show committee for 2016. It was decided that there would be no discounts for non-profit groups, the fees would be based on membership. There are options for a non-profit to have a booth sponsored by a company. Sylvia is to call Corrine with Lethbridge Exhibition to discuss the setup and takedown during the 2015 Lifestyle show. Sarah brought up the need for a walk thru checklist for the Coleman Sports Complex.
 - e) VIC RFP Review: Dawn & Brian will review the new RFP and the 2012 RFP. Sylvia mentioned that the fixed income and the fixed expenses look lower than previous years. A proposal will be drawn up and reviewed at a later date. Deadline for submission is Dec 21, 2015.
 - f) Riversdale Resources- Letter of support: Jackie brought information about the EIA process. Brian discussed providing a letter of support to Riversdale as the Chambers main focus is to support our members and local business. The letter is due by January 4, 2016. Jackie recused here self from voting.

MOTION to approve the drafting of a support letter for Riversdale. (S. Dash-Arbuckle)
CARRIED

ADMINISTRATION

- 1) The board has agreed that they will not provide sponsorship for wintervention 2016, but will instead participate in planned activities. Sylvia will email the Crowsnest Cando and advise them.

NEXT MEETING

The next Chamber Board meeting will be held on Thursday, January 7th in the location The Rum Runner. Start time 8:30 AM.

ADJOURN

Meeting adjourned at 9:47am.

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

Director: