
The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at The Rum Runner on Monday, February 9th, 2015 with President Brian Gallant in the Chair.

PRESENT: Brian Gallant, Gary Farstad, Dawn Rigby, Sylvia Kilford, Tyler Hope, Tim May, Cathy Ward (non-voting, recording minutes)

GUESTS: No guests.

ABSENT: Sarah-Dash Arbuckle

CONFIRMATION OF QUORUM

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

CALL TO ORDER

The meeting called to order at 8:33 am.

AGENDA

MOTION to approve the Agenda (S. Kilford) CARRIED

APPROVAL OF MINUTES

Minutes from January 8th, 2015 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the January 8th, 2015 Board meeting. (T. Hope) CARRIED

TREASURER'S REPORT

D. Rigby provided a summary of the January 2015 Financial Statements. Bank balance has recovered to acceptable levels with collection of 2015 Membership renewals and revenue from the 2015 Visitor Guide. Suggested to replace at least \$5000 of the interim financing accessed in December 2014

MOTION to approve the January 2015 Financial Statements as presented. (T. Hope) CARRIED

MOTION to replace \$5000 to the Scotiabank investment Cash account. (G. Farstad/T. May) CARRIED

DISCUSSION ITEMS

- a) Alternate Director representative for the Lifestyle Trade Show Committee, to replace S. Arbuckle (short-term). T. May volunteered.

MOTION to appoint T. May to Lifestyle Trade Show Committee. (S. Kilford) CARRIED

- b) Alternate Director representative for the VIC Hiring Committee, to replace S. Arbuckle. T. May is alternate and agreed to step in.
- c) VIC Contract (revised) – requires review. Cathy to forward PDF scan to all Directors.
- d) Chamber of Commerce Office Lease renewal received. Monthly amount has increased by \$10 only. Remains cost effective to renew at present location.

MOTION to renew Chamber of Commerce Office Lease (G. Farstad) CARRIED

- e) Visitor Guide Update: G. Farstad provided an overview of advertising purchased to date. Suggestion made to include a book for visitors to sign at the VIC to obtain information about where visitors are from. Possible to ask the VIC Team to assist with gathering data.
- f) Chamber Brand Resolution: Request denied for the Chamber to purchase the Mountain Freedom logo, but authorized to continue to make use of same. Consensus to continue in this manner for the time being, although long-term intent to obtain a new logo specific to the Crowsnest Pass Chamber of Commerce. When a plan is initiated to change the logo, it will require accounting in budget (i.e. cost for new signage, letterhead, business cards, forms, etc.). To be discussed further at Planning Session.
- g) Online Project Tracking: The Chamber will endeavor to make use of accessible online documents such as Google Docs, investigate an e-mail management program, and look to set up online registration for events and membership payments.

ADMINISTRATION

New members: The One CNP Holiday Home, The Brick PC, PractiCar & the Shuttle.
Approximately 49% have paid for 2015 Membership.

Request received from the Municipality regarding information for the 2015 Spring/Summer Community Guide. Cathy to submit Lifestyle Show details and follow up with CITM for the Fall/Winter Community Guide.

Lifestyle Show update: Business Booths 50% sold. Home Business Zone 95% sold. Outdoor Adventure Zone just beginning to acquire registrations. Suggestion to contact Municipality to update information for their event page of the website.

Volunteers needed for Food Concession trailer at Wintervention event 28 February. Brian (2 hours), Gary (couple of hours), Cathy & Kevin (2 hours).

Frank Slide artists model requires pick up from Nelson, British Columbia prior to the 2015 VIC season. Cathy proposed to retrieve it if the Chamber would reimburse fuel.

MOTION for the Chamber to reimburse fuel receipt to retrieve the Frank Slide model from Nelson, B.C. (S. Kilford) CARRIED

The Chamber of Commerce has been invited to participate in the Summer Event Committee for the Municipality. Cathy attending the February 5th meeting. Consensus was the Chamber can support this Committee with attendance but has no funds to offer.

MOTION for the Chamber to send a representative of the Board of Directors as an official member or member of the public to the Municipality Summer Event Committee. (G. Farstad) CARRIED

MOTION to appoint S. Kilford as representative to the Municipality Summer Event Committee. (T. May) CARRIED

NEXT MEETING

The next Chamber Board meeting to be held Thursday, March 5th, location to be determined, 8:30 am.

ADJOURN

Meeting adjourned at 10:21 AM.

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

Director: