
The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters on Thursday, February 4th, 2016 with President Brian Gallant in the Chair.

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

GUESTS: No guests.

ABSENT: Sarah Dash-Arbuckle, Tim May.

CONFIRMATION OF QUORUM

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

CALL TO ORDER

The meeting called to order at 8:39 am.

AGENDA

MOTION to approve the Agenda as presented. (D. Rigby) CARRIED

APPROVAL OF MINUTES

Minutes from January 7th, 2016 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the January 7th, 2016 Board meeting. (A. Massingham) CARRIED

TREASURER'S REPORT

D. Rigby provided Profit & Loss and Balance Sheet reports for January 2016. Dawn noted that the outstanding payment to Lethbridge Exhibition was cleared from the books as the invoice was paid.

MOTION to approve the January 2016 Financial Statements as presented. (A. Massingham) CARRIED

DISCUSSION ITEMS

a) Chamber office

-Business information display: A. Massingham had mentioned that the chamber office should look into a business card display in the office for all chamber members. S. Kilford will speak with John Redekopp about if a display can be placed in the front reception area and report to the board with the response.

-Lease Agreement: S. Kilford presented the board with the new lease agreement for the office space, and noted no changes from the 2015 lease agreement.

MOTION to approve the 2016 lease agreement as presented. (D. Rigby) CARRIED

-Membership: S Kilford noted the request by a retired business owner for a new category on the membership forms so that any retired business people can become chamber members. B. Gallant requested the contact info for the retired business owner to discuss this with him. There are outstanding invoices for membership dues, B. Gallant asked that the invoices be resent with the goal to collect all dues by the end of March.

-Review Chamber of Commerce logos: B. Gallant & J. Rowley presented designs for a new logo. The board asked that logos 1, 3 & 5 have changes done to them and presented to review at the next board meeting.

b) Lifestyle Show

-Lethbridge Exhibition: B. Gallant & S.Kilford updated the board on the conference call with Lethbridge Exhibition to get ready for the 2016 Lifestyle show. S. Kilford explained that there was an invoicing error & the 2015 bill was now paid.

-Update: S. Kilford mentioned that the registrations are coming in slowly right now, there is a lot of interest in the event with many businesses asking for information. B. Gallant mentioned that the board should start contacting businesses directly to discuss the event and boost registration.

c) Visitor's Guide: B. Gallant updated the board on the ad sales progress for the visitor's guide. The ad sales are down from last year, the main reason given is due to the economy. B. Gallant and E. Fairhurst are working hard towards the goal of 18 pages of ads. The guide will go to print at the end of February.

d) Visitor's Information Centre: S. Kilford informed the board that the chamber's proposal was accepted by the Minister of Culture and Tourism. D. Rigby, B. Gallant and A. Massingham volunteered to form the hiring committee for the VIC. D. Rigby will look into the wages over the last three years to help set the wages for 2016. S. Kilford will edit the supplied employment ad and send it out to the local papers, as well as posting it online.

e) CanAus Meeting: S. Kilford & J. Rowley will attend the Municipal Council meeting on Feb. 16, 2016 and report back to the board on the presentation given by CanAus on their proposed coal mine operations.

f) Plastic Bag Usage: D. Rigby wanted to discuss the ongoing conversation on Facebook about the Crowsnest Pass working towards banning plastic bags. The chamber could look into selling ads for reusable bags.

MOTION to investigate the process other cities/ towns went through. (N. Smigel) CARRIED

g) Riversdale update: J. Rowley provided an update to the board on the application to the Alberta Energy Regulator. The AER has asked for more information, but Riversdale does not feel that this will affect the original application timeline given to the community.

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- h) Policy Update: B. Gallant expressed the need for a policy book for the Crowsnest Pass chamber, following the structure of the Alberta chamber policy book. D. Rigby noted that there is no need for a membership vote to amend policies. It was agreed that the Crowsnest Pass chamber needs to develop a policy book.

ADMINISTRATION

Crowsnest Pass Music Festival is looking for sponsors It was agreed that the chamber can volunteer time, but does not sponsor events as it is a non-profit as well.

Alberta Chambers Executives is looking for the next location to hold the 2017 ACE Professional Development Summit. S. Kilford will get more information on this for the board to review.

NEXT MEETING

The next Chamber Board meeting to be held Thursday, March 3th, Country Encounters, 8:30 am.

ADJOURN

Meeting adjourned at 10:44 AM.

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

Director: