
The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters Hospitality on Thursday, January 8th, 2015 with President Brian Gallant in the Chair.

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

GUESTS: No guests.

ABSENT: None absent.

CONFIRMATION OF QUORUM

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

CALL TO ORDER

The meeting called to order at 8:32 am.

AGENDA

- D. Rigby added presentation of the December 2014 Financial Statements to the agenda.
- B. Gallant confirmed that change of signing officers was included in Administration.

MOTION to approve the Agenda as amended. (T. Hope) CARRIED

APPROVAL OF MINUTES

Minutes from November 27th, 2014 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the November 27th, 2014 Board meeting. (S. Kilford) CARRIED

TREASURER'S REPORT

D. Rigby provided a summary of the November 2014 Financial Statements. The net loss noted in the statements is typical of the time of year. Expenses from the Annual General Meeting and staff payroll do not have an offset of received revenue during this time.

MOTION to approve the November 2014 Financial Statements as presented. (S. Arbuckle) CARRIED

D. Rigby provided a summary of the December 2014 Financial Statements. The net increase shown in the statements is due to the receipt of membership fees for the 2015 calendar year (approximately 30%) as well as Christmas in the Mountains and the Business Christmas party which show net revenue.

MOTION to approve the December 2014 Financial Statements as presented. (S. Arbuckle) CARRIED

DISCUSSION ITEMS

- a) Christmas in the Mountains debrief (with DRAFT financials): The event was generally well received by the community. The consensus is that we have a good template for a local community event that can be built on each year. Community groups will be contacted early this year to consider participation in fundraising events.

There was discussion regarding the comparison of financial detail from 2013 and 2014. The addition of the Artisan Market at the Elk's Hall was a win. The hall and Gazebo Park are now booked for the first weekend in December, 2015.

- b) Review RFP responses for Event Manager – Lifestyle Show: One submission received and discussed.

MOTION to allow Chamber President to engage with applicant to negotiate and confirm contract services. (G. Farstad) CARRIED

- c) Review RFP responses for Design and Layout of Visitor Guide: Note – B. Gallant left meeting (9:45 am – 10:05 am) for the duration of this discussion.

Two submissions received and reviewed. Six Directors voted on preference of submission.

MOTION to award the project to Ignite Design Solutions. (T. Hope) Five votes in favour, one opposed. CARRIED

- d) Review and discuss list of 2015 projects:

MOTION to defer Review of 2015 list of projects to next regular meeting. (S. Arbuckle) CARRIED

- e) Quad Squad billing and Lifestyle Show Participation (In Camera at 10:09 am/out of Camera at 10:34 am):

MOTION for President to compose a letter to Quad Squad outlining status and offer of booth for 2015 Trade Show, and direction to communicate with Chamber of Commerce exclusively through the President. (T. Hope) CARRIED

- f) Chamber Brand Resolution:
g) Online Project Tracking:

MOTION to defer items f) and g) to the next regular Board meeting. (D. Rigby) CARRIED

- h) Formalize Lifestyle Show Subcommittee: S. Kilford and S. Arbuckle

MOTION to appoint S. Kilford and S. Arbuckle to the Lifestyle Show Subcommittee. (D. Rigby) CARRIED

- i) Formalize Visitor Guide Subcommittee: T. Hope, T. May and D. Rigby

MOTION to appoint T. Hope, T. May and D. Rigby to Visitor Guide Subcommittee. (S. Kilford)
CARRIED

ADMINISTRATION

New members: No new members. Approximately 30% have paid for 2015 Membership.

Chamber Office Lease renewal due at end of February. Other option put forth by SunLife. Cathy to gather numbers and provide to Board for review.

Wintervention sponsorship/participation request. Chamber to provide an activity or service on the day of Wintervention event (possible food Trailer) to reciprocate for Sugar Shack at Christmas in the Mountains.

Various conferences and training opportunities available. Cathy to forward via e-mail to Board for review.

NEXT MEETING

The next Chamber Board meeting to be held Thursday, February 5th, Rum Runner, 8:30 am.

ADJOURN

Meeting adjourned at 10:45 AM.

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

Director: