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The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at The Rumrunner on Thursday, January 7<sup>th</sup>, 2016 with President Brian Gallant in the Chair.

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

**GUESTS:** No guests.

**ABSENT:** Andrea Massingham, Jackie Rowley.

### **CONFIRMATION OF QUORUM**

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

### **CALL TO ORDER**

The meeting called to order at 8:33 am.

### **AGENDA**

B. Gallant added discussion of monthly luncheon speakers to the agenda.

B. Gallant moved that discussion item 6(b)Lifestyle show & 6(c) Visitors Guide be moved to In Camera to discuss the RFP's.

MOTION to approve the Agenda as amended. (S. Dash-Arbuckle) CARRIED

### **APPROVAL OF MINUTES**

Minutes from December 10<sup>th</sup>, 2015 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the December 10<sup>th</sup>, 2015 Board meeting. (T. May) CARRIED

### **TREASURER'S REPORT**

D. Rigby provided a summary of the December 2015 Financial Statements. The loss shown in for the Christmas party was noted and was due to low ticket sales this year.

MOTION to approve the December 2015 Financial Statements as presented. (N. Smigel) CARRIED

### **DISCUSSION ITEMS**

- a) Christmas in the Mountains & Christmas Party 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 need to be contacted early to confirm participation in fundraising events in order to make decisions about park activities.

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The Artisan Market at the Elk's Hall was a very well attended. The hall and Gazebo Park are now booked for the first Saturday in December, 2016.

- b) Monthly Luncheon Speakers: Brian suggested that the board think of some speakers that could be approached for upcoming luncheons, so that we are a couple months ahead on planning. Sarah suggested Wayne Wingenback, Arron Hemphill. Nathan suggested someone with the Bear Smart program in spring/summer. Brain noted that luncheons need to be educational to businesses and other programs should be after hours events.

### **IN CAMERA**

MOTION to go In Camera at 9:13 am (T. May) Carried

MOTION to come out of Camera at 9:43am (D. Rigby) Carried

MOTION to allow the Chamber President or Office manager to engage with potential applicants to negotiate and confirm contract services. (D. Rigby) CARRIED

Note – B. Gallant left meeting (9:45 am – 9:50 am) for the duration of this discussion.  
MOTION to award the project to Ignite Design Solutions. (T. May) CARRIED

### **ADMINISTRATION**

New members: No new members. Approximately 26% have paid for 2016 Membership.

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

Sylvia noted that the Municipality has requested an EFT form be completed so all payments received from the municipality will now be by EFT.

### **NEXT MEETING**

The next Chamber Board meeting to be held Thursday, February 4<sup>th</sup>, TBD, 8:30 am.

### **ADJOURN**

Meeting adjourned at 9:57 AM.

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

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Director: