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The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters on Tuesday, June 3<sup>rd</sup>, 2014 with President Patrick Sager in the Chair.

**PRESENT:** Patrick Sager, Dawn Rigby, Kathy Gilmour, Brian Gallant, Tyler Hope, Cathy Ward  
(non-voting, recording minutes)

**GUEST:** No guest

**ABSENT:** Janis Entem

### **CONFIRMATION OF QUORUM**

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

### **CALL TO ORDER**

The meeting called to order at 5:35 pm.

### **AGENDA**

MOTION to approve the Agenda as presented. (K. Gilmour) CARRIED

### **APPROVAL OF MINUTES**

Minutes from May 13<sup>th</sup> Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the May 13<sup>th</sup>, 2014 Board meeting. (B. Gallant) CARRIED

### **TREASURER'S REPORT**

D. Rigby presented Financial Statements for May 2014. The approved \$4000 to be moved from the Chamber bank account to Manulife Savings account has not been processed as there are outstanding receivable amounts from Alberta Tourism Parks and Recreation and Black Press (regarding Visitor Guide). Once received, a cheque will be generated to facilitate this.

Payroll processing for the Chamber Office Manager has included pay out of Vacation pay, in error. The position was changed from hourly to salaried as of the hiring of C. Ward April 1, 2013. The amount paid out over thirteen months is close to the same value of banked hours accumulated in overtime. Choices are to either apply banked time to vacation hours requested or to approve vacation hours without pay.

MOTION to apply banked time to vacation hours requested (84.5 hrs). (D. Rigby/K. Gilmour) CARRIED

MOTION to approve vacation time off as requested. (D. Rigby/B. Gallant) CARRIED

MOTION to accept Financial Statements as presented. (K. Gilmour/T. Hope) CARRIED

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**DISCUSSION ITEMS**

- a) Visitor Guide publication: four outstanding invoices need to be paid prior to Black Press forwarding the final calculation with payment.
- b) Board Vacancy: With less than five months before the Chamber Annual General Meeting, President P. Sager recommended the Board of Directors run the balance of the year with the current Directors.

MOTION to continue with the current Board of Directors until the 2014 Annual General Meeting, at which time all required vacancies will be filled via the election of the 2014/2015 Directors. (B. Gallant/D. Rigby) CARRIED

- c) Cultural & Heritage Committee Liaison: President P. Sager approached Susan Wagner to represent the Crowsnest Pass Chamber of Commerce on this Committee. Consensus is that this would be a good fit providing there is distinction of roles as Ms. Wagner is involved in another Municipal Committee as a member of the public.
- d) Christmas in the Mountains: The resignation of L. Lockhart leaves the Chair for the Christmas in the Mountains Committee open. The Chamber Board of Directors will schedule a meeting prior to the end of June to outline in general terms, the plan for the 2014 event. Consensus to choose a limited number of activities that provide the best return for local businesses and families in the community. Establish the event at a manageable level and grow it each year.
- e) Membership renewal packages: C. Ward to forward the new format of Membership Certificates to T. Hope with member list data file. K. Gilmour to search seal stickers.
- f) VIC beverage dispenser: Research into obtaining a soft drink vending machine finds there is likely not enough demand at the Sentinel VIC to maintain viability. Suggestion made to purchase a limited amount of soft drinks and make them available for sale by VIC staff. If demand warrants, the Chamber will consider the purchase of a small cooler for next season.
- g) Guest Speakers: Assistance is still required to identify quality guest speakers for luncheons and events. June Chamber Luncheon will have 4 – 6 speakers with short updates.
- h) Yurek Panek (artist): President P. Sager spoke to Mr. Panek regarding his proposed largest Miners Lamp in Canada. Mr. Panek was seeking an organization that would facilitate his vision. He was informed the Chamber does not have the resources to follow through with his request. It was suggested he speak directly to the Bellevue Underground Mine (Crowsnest Pass Ecomuseum Trust Society).

**ADMINISTRATION**

New member: No new Members in May.

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Chamber membership is now at 142 (125 businesses + 17 Non-profit organizations). 93% of the members have paid for 2014.

Lifestyle Show estimated revenue to be +/- \$12,400. Lethbridge Exhibition invoice coming soon, computer issues have delayed this.

CVENT event management webpage and demonstration information provided to Board of Directors. Cost for number of events and registrants is likely prohibitive. B. Gallant suggested Benchmark e-mail management. Cost under \$300 per year and ability to manage monthly meetings, Chamber sponsored events and Annual events (AGM, Christmas party, etc.).

The Holy Trinity Catholic Church banquet room has been tentatively reserved for Thursday, November 6<sup>th</sup> from 4 pm – 11 pm for the Chamber AGM. Cost \$75, Damage deposit \$250.

### **NEXT MEETING**

The next Chamber Board meeting to be held on Tuesday, July 8<sup>th</sup>, 2014. Location to be determined. Start time 5:30 PM.

### **ADJOURN**

Meeting adjourned at 7:20 PM.

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on \_\_\_\_ of \_\_\_\_\_ 2014.

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Director: