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

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

**GUEST:** No Guest Presenter

**ABSENT:** Janis Entem

### **CONFIRMATION OF QUORUM**

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

### **CALL TO ORDER**

The meeting called to order at 5:36 pm.

### **AGENDA**

Agenda approved with two additions:

- 1) Laptop purchase for Chamber Office
- 2) Membership Certificates format

MOTION to approve the Agenda with noted additions. (D. Rigby) CARRIED

### **APPROVAL OF MINUTES**

Minutes from February 4<sup>th</sup> Board of Directors meetings were distributed prior to the meeting, for review.

MOTION to approve the Minutes of the February 4<sup>th</sup>, 2014 Board meeting. (K. Gilmour) CARRIED

### **COMMITTEE REPORTS**

**Lifestyle Show Committee:** K. Gilmour provided an update regarding the Lifestyle Trade Show. The Business Booth area is 58% SOLD out, Home Based Business area is 100% SOLD out and the Outdoor Adventure area is approximately 95% SOLD out.

Volunteers are needed to man the Chamber Booth. Cathy will send out an e-mail request to members. Volunteers are required for the Trade Show. A schedule based on limited amounts of time and tasks, is to be created. (B. Gallant volunteered to assist with set-up)

The Municipality has not yet identified a contract for the concession stand. If one is not found prior to the Trade Show, the Chamber may be able to approach a group to handle it for our event only. John Warlow had expressed interest, also the suggestion was made to contact Pincher Creek Colony to ask if they would run it.

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There will not be a cash machine on site for the Trade Show. New laws reducing the fees that can be charged per transaction, makes this cost prohibitive.

A request has been made to obtain the Exhibitor List from the Trade Show.

MOTION to post the Lifestyle Trade Show exhibitor name list on the Chamber website. (B. Gallant)  
CARRIED

**DISCUSSION ITEMS**

- a) Publication: L. Lockhart will sell advertising space in the publication. B. Gallant will do layout and Black Press has provided the most cost effective print quote with the largest distribution. Patrick will send a letter to Shannon of Shootin the Breeze, to inform her of the choice for printer.

B. Gallant provided the choices of resource to obtain an excellent photo for the cover.

MOTION to provide a budget of \$200 to obtain a high quality photo for the cover page. (L. Lockhart)  
CARRIED

- b) Chamber office lease: Discussion regarding new charges invoiced to the building tenants for paper towel and soap. Suggested the lease be negotiated to include these costs in the lease.
- c) Chamber donations to events: Donations must be limited to within the budget amount for advertising and promotion, have a recognizable benefit to members and attract tourism. To be reviewed on a case by case basis.

Suggestion made to offer a Chamber Membership as a donation to an event.

Consensus is to defer a decision until it can be presented to members at a member meeting. Ask the question, "How would you like to see the Chamber of Commerce support groups and/or events?"

- d) VIC Hiring: The Chamber has received 8 resume's. Closing date is Friday, March 7<sup>th</sup>.
- e) Board of Director vacancy: Chris Hopkyns has tendered his resignation from the Board of Directors. Chamber Bylaws state that a replacement can be appointed by the Board. Tyler Hope will be approached to see if he would consider sitting as a Director.
- f) Calgary Outdoor Show: The delegation to attend the Outdoor Show, including the Municipality and the Chamber of Commerce, may not proceed. Changes at the Municipality may indicate a review of the exercise. The Chamber requires confirmation that the plan will go ahead. Patrick to contact the Economic Development Office.

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- g) Membership Certificates: Suggestion was offered to distribute Membership Certificates with multi-year fields, to save time, cost and waste of paper. Cathy to prospect appropriate certificate supplies.

MOTION to create certificates with the ability to display five (5) years of membership seals, beginning with certificates distributed this year. (L. Lockhart) CARRIED

#### **ADMINISTRATION**

No New members in February 2014.

Chamber membership payments for 2014 is now at 78%. A list of outstanding membership fees was reviewed and each Director volunteered to make calls to remind or discuss.

Office laptop – research to obtain pricing and specifications of repair or purchase, not complete. D. Rigby to seek appropriate size and obtain for office.

#### **NEXT MEETING**

The next Chamber Board meeting to be held on Tuesday, April 1st, 2014. Location to be determined. Start time 5:30 PM.

#### **ADJOURN**

Meeting adjourned at 7:39 PM.

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

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L. Lockhart,  
Secretary