
The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters Hospitality on Thursday, March 3rd, 2016 with President Brian Gallant in the Chair.

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

GUESTS: No guests.

ABSENT: Andrea Massingham.

CONFIRMATION OF QUORUM

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

CALL TO ORDER

The meeting called to order at 8:36 am.

AGENDA

MOTION to approve the Agenda as presented. (T. May) CARRIED

APPROVAL OF MINUTES

Minutes from February 4th, 2016 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the February 4th, 2016 Board meeting. (S. Arbuckle) CARRIED

TREASURER'S REPORT

D. Rigby provided a summary of the February 2016 Financial Statements. The net increase shown in the statements is due to the receipt of membership fees for the 2016 calendar year as well as increase in booth sales for the 2016 Lifestyle & Outdoor Adventure Show. It was also noted that the GST balance is high at this point in the year, but as we pay out expenses this number with decrease.

MOTION to approve the February 2016 Financial Statements as presented. (N. Smigel) (T. May 2nd) CARRIED

DISCUSSION ITEMS

- a) Lifestyle Show: S. Kilford will contact Sign Craft in Calgary for quotes as well as send out the potential vendor list to the board for the board to start contacting vendors to participate in the show. S. Kilford sent around the sign-up sheet for the board to sign-up for shifts at the chamber booth. Dawn volunteered to help with Thursday night set-up.

-
-
- b) Visitor Information Centre: S. Kilford will repost the job openings on facebook. D. Rigby, T. May and B. Gallant will form the hiring committee.

 - c) Chamber of Commerce Logos Revised: B. Gallant will send out revised logos for the board to review.

 - d) Visitor's Guide: B. Gallant mentioned that the board needs a policy in place on what content editorials can have in the Visitor's Guide. Articles should be requested from members to help fill space and replace existing articles, this should be requested in August. It was mentioned that ad sales should start in December to allow time to sell out the spaces.

 - e) Policy Committee: B. Gallant advised that the chamber should have a policy committee in place to make recommendations to the board on policy issues and to create a policy manual. It should have 5 people including 2 from the board of directors and 3 chamber members. S. Kilford will send out an invite to chamber members.

MOTION to approve the formation of a policy committee. (D. Rigby) CARRIED

- f) Office Display: S. Kilford will look into options for a business card display and pricing.

ADMINISTRATION

New members: No new members. Approximately 70% have paid for 2016 Membership.

NEXT MEETING

The next Chamber Board meeting to be held Thursday, April 14th, Country Encounters, 2:00pm.

ADJOURN

Meeting adjourned at 10:03 AM.

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

Director: