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The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Patrick Sager's residence on Tuesday, May 13<sup>th</sup>, 2014 with President Patrick Sager in the Chair.

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

**GUEST:** Pamela Vamplew

**ABSENT:** Lisa Lockhart

### **GUEST PRESENTATION**

Pamela Vamplew presented a report regarding the Lifestyle & Outdoor Adventure Show, including statistical results and feedback from 2014 and a valuable planning template for continuing years. Pamela will step down from the Committee Chair position and a new Lifestyle Committee Chair will be determined for the 2015 Show.

### **CONFIRMATION OF QUORUM**

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

### **CALL TO ORDER**

The meeting called to order at 6:30 pm.

MOTION to appoint Tyler Hope to the Crowsnest Pass Chamber of Commerce Board of Directors (B. Gallant/D. Rigby) CARRIED

### **AGENDA**

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

### **APPROVAL OF MINUTES**

Minutes from April 1<sup>st</sup> Board of Directors meetings were distributed, for review.

MOTION to approve the Minutes of the April 1<sup>st</sup>, 2014 Board meeting. (J. Entem) CARRIED

### **TREASURER'S REPORT**

The Financial Statements from April 2014, distributed for review and discussion. D. Rigby recommended moving \$4,000 into the Manulife Savings Account.

MOTION to approve the April 2014 Financial Statements as presented. (B. Gallant) CARRIED

MOTION to move \$4,000 into the Manulife Savings Account by the end of June 2014. (D. Rigby/J. Entem) CARRIED

## COMMITTEE REPORTS

**Lifestyle Show Committee:** K. Gilmour provided a brief summary of the completed Show. Waiting on additional invoices before the net profit can be determined. Estimate approximately \$10,000 net revenue from the 2014 Show.

## DISCUSSION ITEMS

- a) Visitor Guide publication: Approximately \$3,500 net revenue but Black Press has not yet completed the final calculation and forwarded the report with payment.
- b) Cultural Society Liaison: A Chamber representative is still required. Does not have to be a Director, can be a member. Request to be announced again at May Luncheon.
- c) Christmas in the Mountains: L. Lockhart will be initiating the plans for this year's event.
- d) Office Manager roles and responsibilities: Outline provided regarding the responsibilities of the Office Manager (attached).
- e) AGM: Suggestion made to hold AGM at the Catholic Church hall. Consensus that we need additional awards and better process to compile nominations and votes (Survey Monkey).
- f) Guest Speakers: Assistance is required to identify quality guest speakers for luncheons and events.
- g) Meet & Greet Municipality: Consensus to hold a casual event to mingle with new Council. No plan or decision determined.
- h) Shooting the Breeze: The only advertisement submitted that did not get included in the Visitor Guide. Discussion as to how to handle. P. Sager to contact via phone.
- i) VIC: format to reimburse for expenses to training (mileage or receipts for fuel). Receipts is the choice. Travel Alberta does not reimburse the Chamber for this expense.

## ADMINISTRATION

New member: LA Towing.

Chamber membership is now at 151 (134 businesses + 17 Non-profit organizations). 92% of the members have paid for 2014.

Dawn has migrated the webpage to the new platform (looks great) - THANKS!!!

Smartphone App data almost complete. Still require useable photos for profiles.

Local idea pitch x 3: Jurek Panik – local artist who wants to make a presentation to generate support for largest miners lamp in Canada. Grace Wingenback – tunnel tours and bottled water.

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Ken DeSmit – wants to bring Comic Con to Crowsnest Pass. P. Sager to contact Mr. Panik and Mr. DeSmit via telephone, to direct them to Economic Development at the Municipal Office.

**NEXT MEETING**

The next Chamber Board meeting to be held on Tuesday, June 3<sup>rd</sup>, 2014. Location to be determined. Start time 5:30 PM.

**ADJOURN**

Meeting adjourned at 8:30 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