
A scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at the Kanata Motel on Thursday, November 27th, 2014 with President Brian Gallant in the Chair.

PRESENT: Brian Gallant, Gary Farstad, Dawn Rigby, Sylvia Kilford, Sarah-Dash Arbuckle, Tyler Hope, Tim May, Cathy Ward (non-voting, recording minutes)

GUESTS: No guests.

ABSENT: None absent.

CONFIRMATION OF QUORUM

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

CALL TO ORDER

The meeting called to order at 8:35 am.

AGENDA

Addition to the Agenda was requested. Chamber appointment to the Municipal Historic Resources Board.

MOTION to approve the Agenda, with addition. (S. Arbuckle) CARRIED

APPROVAL OF MINUTES

Minutes from October 8th and November 13th, 2014 Board of Directors meetings were distributed.

MOTION to approve the minutes of the October 8th Board of Directors meeting. (D. Rigby) CARRIED

Correction required on November 13th Board of Directors meeting minutes, to identify S. Kilford appointed as Secretary.

MOTION to approve the minutes of the November 13th Board of Directors meeting. (S. Kilford) CARRIED

TREASURER'S REPORT

D. Rigby provided a summary of the October Financial Statements. A loss of \$2171.56 was noted as a common occurrence at this time of year, attributed to salary.

MOTION to approve the Financial Statements of October 2014. (T. May/S. Kilford) CARRIED

DISCUSSION ITEMS

a) Committee Chair assignments:

- i. VIC Hiring Committee. Names put forward were G. Farstad, S. Arbuckle, T. Hope with T. May as alternate.

MOTION to appoint G. Farstad, S. Arbuckle & T. Hope as VIC Hiring committee, with T. May as alternate. (D. Rigby) CARRIED

- ii. Manager Review Committee. The President and Treasurer normally work closely with the Manager and typically provide the review.

MOTION to appoint B. Gallant and D. Rigby to the Manager Review Committee. (G. Farstad) CARRIED

b) Priorities for 2015: Input from all Directors was received, offering items to consider for the current year.

Possible summer event (must generate revenue). A music festival may be considered.

Park Beautification. A public rest stop, maintained by the Chamber.

Hockey Draft. Proceeds may be split with a Non-Profit organization.

Main Street Beautification. Continuation and growth of current initiative.

Chamber needs to define its role in local Tourism and proceed appropriately.

Show 'n' Shine hospitality event (dance or beer garden with live entertainment).

Web presence, use of online tools, development of Chamber App, e-mail management.

Connect more with businesses, revive the Chamber After Hours.

Chamber Office Manager to obtain Pro-Serve certificate.

Provide a new survey to Members asking for feedback.

Chamber brand. Engage Community Futures for adjustment and use of Mountain Freedom logo.

Collaborate with critical organizations such as Alberta SouthWest, regional Chambers, Community Futures, Economic Development.

Signage at highway entrances.

Director G. Farstad excused himself from the meeting at 9:30 AM.

- c) Lifestyle Show: S. Kilford is Chair, S. Arbuckle, B. Gallant to sit on Committee. Pam Vamplew indicated she would help the Committee. Consensus to hire an event manager using revenue previously given to non-profit organization.

MOTION to publish Request for Quote for Event Planner. (S. Arbuckle) CARRIED

- d) Chamber Visitor Guide: The Chamber needs to contract the tasks required for design and layout.

MOTION to publish Request for Quote for Visitor Guide design and layout. (D. Rigby) CARRIED

An additional Request for Quote regarding the sale of advertising space, is needed.

MOTION to publish Request for Quote for Visitor Guide advertising sales. (T. Hope) CARRIED

Cathy will send a copy of the complete 2014/2015 Budget to all Directors.

ADMINISTRATION

Cathy will print content for additional New Member Packages. S. Arbuckle will assist with assembly. Intention to deliver multiple packages to the Municipal office prior to year end.

NEXT MEETING

The next Chamber Board meeting will be held on Thursday, January 8th, location to be determined. Start time 8:30 AM.

ADJOURN

Meeting adjourned at 10:10 AM.

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on ____ of _____ 2015.

Director: