
A scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters on Thursday, November 12th, 2015 with President Brian Gallant in the Chair.

PRESENT: Dawn Rigby, Brian Gallant, Andrea Massingham, Jackie Rowley, Tim May, Sylvia Kilford (non-voting, recording minutes)

GUESTS: No guests.

ABSENT: Nathan Smigel, Sarah Dash-Arbuckle.

CONFIRMATION OF QUORUM

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

CALL TO ORDER

The meeting called to order at 8:29am.

AGENDA

MOTION to approve the Agenda. (A.Massingham) CARRIED

APPROVAL OF MINUTES

Minutes from October 8th, 2015 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the October 8th, 2015 Board meeting. (D. Rigby) CARRIED

TREASURER'S REPORT

Profit & Loss and Balance Sheet reports for October 2015 were distributed. Dawn indicated the bank balance is consistent with this time of year when you take into consideration this time of year with no revenue generating projects.

MOTION to approve the October 2015 Financial Statements as presented. (T.May/ A.Massingham) CARRIED

WELCOME NEW DIRECTORS

APPOINTMENT OF EXECUTIVE

President: Brian Gallant, nominated and accepted nomination.

MOTION to appoint Brian Gallant to the position of President (T.May) CARRIED

Vice-President: Andrea Massingham, nominated and accepted nomination.

MOTION to appoint Andrea Massingham to the position of Vice-President (D. Rigby) CARRIED

Treasurer: Dawn Rigby, nominated and accepted nomination.

MOTION to appoint Dawn Rigby to the position of Treasurer (A.Massingham) CARRIED

Secretary: Tim May, nominated and accepted nomination.

MOTION to appoint Tim May to the position of Secretary (J.Rowley) CARRIED

Crowsnest Pass Chamber of Commerce Board of Directors for 2015-2016:

President, Brian Gallant
Vice-President, Andrea Massingham
Treasurer, Dawn Rigby
Secretary, Tim May
Director at Large, Sarah-Dash Arbuckle
Director at Large, Nathan Smigel
Director at Large, Jackie Rowley

DISCUSSION ITEMS

- a) Board Executive: It was discussed that the minutes for this Nov 12, 2015 meeting would be distributed and approved via e-mail. Once the minutes are approved Sylvia will send the required information to Scotia Bank to have new forms ready to update the signing officers.
Upcoming events: Chamber Luncheon/Christmas in the Mountains/Christmas Party/Lifestyle Show/Visitor Guide. A brief summary of the primary revenue generating events sponsored by the Chamber of Commerce was provided to the Board of Directors. All Directors were encouraged to participate in the events and on the organizing committees.
- b) Christmas in the Mountains: There will be no official committee this year; Brian will make the spreadsheet available to all of the board members to look at. Jackie discussed the possibility of window painting for the businesses to help make the windows look festive. Andrea agreed to talk to councilor Doreen Glavin about trying to get more lights put on the tree in Gazebo Park, it was discussed that the money could come from the chambers beautification fund. Sylvia contacted Art Garland about doing the hay rides again this year and he was happy to do so. Brian has found a Santa for the Santa photos at spry. It was discussed that Sylvia will send out some emails to help promote the artisan market and the parade, Brian will also promote the events on Facebook. Dawn, Tim and Andrea will all talk to their food providers to help out with the BBQ at Gazebo Park on Fri night and Sat day. The brochure ads are being sold by Jen this year and Brain will be designing and printing them. The chamber is waiting on a response from the municipality about getting the tree decorated, having the mayor do the lighting and if the road can be closed for the parade.

- c) Christmas Party: Brain noted that the chamber should give Desiree 2 free tickets as she booked a band for the chamber, as well as a free ticket for Cathy to show the chamber appreciation for her work this year. Sylvia will call the church to check if the room is available for decorating on Friday. The bartender and clean up staff has been booked as well.
- d) Visitors Guide RFP: Brain is finishing up the RFP and will post it by the end of November and have the deadline for Dec 24. There will also be an ad sale RFP for the visitor guide that he will have completed.
- e) Trade Show Manager RFP: Brian is also putting the finishing touches on the trade show manager RFP to have posted by the end of November and a deadline for submissions by Dec 24. It was noted that if the manager does not have their own WCB then the chamber WCB will automatically be extended to cover them as well.

ADMINISTRATION

No Administration.

IN CAMERA

MOTION to go in Camera (T. May). CARRIED 9:44am

MOTION to come out of Camera (D.Rigby) CARRIED 9:52am

NEXT MEETING

The next Chamber Board meeting will be held on Thursday, December 10th in the location TBD.
Start time 8:30 AM.

ADJOURN

Meeting adjourned at 9:55am.

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

Director: