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A scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Servus Credit Union on Thursday, November 13<sup>th</sup>, 2014 with Interim President Tyler Hope in the Chair.

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

**GUESTS:** No guests.

**ABSENT:** None absent.

### **CONFIRMATION OF QUORUM**

Chamber Interim President, Treasurer, and five Directors present. Quorum confirmed.

### **CALL TO ORDER**

The meeting called to order at 12:10 pm.

### **AGENDA**

MOTION to approve the Agenda. (B. Gallant) CARRIED

### **APPROVAL OF MINUTES**

Minutes from October 8<sup>th</sup>, 2014 Board of Directors meeting were deferred to the first official meeting of the new Board of Directors.

### **TREASURER'S REPORT**

Deferred to the first official meeting of the new Board of Directors.

### **WELCOME NEW DIRECTORS**

Packages were distributed to Directors, including contact information, Strategic Plan, Committee structure, events list and one-page Board of Directors information sheet.

### **APPOINTMENT OF EXECUTIVE**

A request was made for definition of the roles of the Executive Committee. Cathy will seek the document and distribute.

**President:** Brian Gallant, nominated and accepted nomination.

MOTION to appoint Brian Gallant to the position of President (D. Rigby/S. Arbuckle) CARRIED

**Vice-President:** Gary Farstad, nominated and accepted nomination.

MOTION to appoint Gary Farstad to the position of Vice-President (D. Rigby/T. May) CARRIED

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**Treasurer:** Dawn Rigby, nominated and accepted nomination.  
MOTION to appoint Dawn Rigby to the position of Treasurer (G. Farstad/T. Hope) CARRIED

**Secretary:** Sylvia Kilford, nominated and accepted nomination.  
MOTION to appoint Sylvia Kilford to the position of Secretary (S. Arbuckle/G. Farstad) CARRIED

**Crowsnest Pass Chamber of Commerce Board of Directors for 2014-2015:**

**President, Brian Gallant**  
**Vice-President, Gary Farstad**  
**Treasurer, Dawn Rigby**  
**Secretary, Sylvia Kilford**  
**Director at Large, Sarah-Dash Arbuckle**  
**Director at Large, Tyler Hope**  
**Director at Large, Tim May**

**DISCUSSION ITEMS**

- a) Board election process summary: The Crowsnest Pass Chamber of Commerce Board of Directors consists of seven (7) Directors. At the Annual General Meeting on the first Thursday of November in any given year, the Board is determined by acclamation or election, dependant on the number of seats available and the number of nominations received.

Directors serve a two-year term and may serve three (3) consecutive terms of 2 years, before taking a break of at least one year in order to be eligible to sit on the Board again.

The terms of Directors are offset, resulting in the election of 3 Directors one year and 4 Directors the following year. This allows for important continuity and provides new Directors the experience in their first year, and opportunity to determine where on the Executive they would like to sit.

- b) Determination of monthly day and time for Board meetings: The preferred time to schedule monthly Board of Directors meetings is the first Thursday of each month, start time 8:30 AM, location to be determined prior to each meeting.

Following this schedule, the December Board of Directors meeting would be set for Thursday, December 4<sup>th</sup>. To allow all Directors the time to adjust their calendars and in recognition of already scheduled commitments, the December Board meeting will occur on Thursday, November 27<sup>th</sup>, 2014. Start time 8:30 AM. Location to be the Board room at the new Kanata by BCMInns.

- c) 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

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committees. Committee Chair's and liaisons will be determined at the November 27<sup>th</sup> Board meeting.

G. Farstad indicated the Economic Development Committee of the Municipality of Crowsnest Pass would like to contribute to the next Visitor Guide in order to increase the quality and distribution of the magazine. B. Gallant will provide the reconciliation from the 2014 Guide as reference.

### **ADMINISTRATION**

A Non-Disclosure agreement was presented for signatures to the four Directors, new to the Board.

Cathy advised that Scotiabank will be informed of the new signing officers: B. Gallant, G. Farstad, and D. Rigby. Once the minutes from this meeting have been approved, Scotiabank will prepare documents for the new signing officers and each will attend the branch (independently) with applicable identification, to provide a specimen signature.

The Board of Directors contact sheet was distributed and corrections noted. A new list will be provided to Directors at the next meeting.

### **NEXT MEETING**

The next Chamber Board meeting will be held on Thursday, November 27<sup>th</sup> in the Boardroom of the Kanata Inn, Blairmore. Start time 8:30 AM.

### **ADJOURN**

Meeting adjourned at 12:55 PM.

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

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Director: