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The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Country Encounters Hospitality on October 8<sup>th</sup>, 2015 with President Brian Gallant in the Chair.

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

**GUESTS:** No Guests

**ABSENT:** Nathan Smigel

### **CONFIRMATION OF QUORUM**

Chamber President, Vice-President, Treasurer, Secretary, and one Director present. Quorum confirmed.

### **CALL TO ORDER**

The meeting called to order at 8:35 am.

### **AGENDA**

Dawn suggested deleting item 6 g – Budget from the Agenda as the Budget meeting will occur October 15<sup>th</sup>.

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

### **APPROVAL OF MINUTES**

Minutes from September 3<sup>rd</sup>, 2015 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the September 3<sup>rd</sup>, 2015 Board meeting. (S. Kilford) CARRIED

### **TREASURER'S REPORT**

Profit & Loss and Balance Sheet reports for FYE 31 August 2015 to be used at Audit, as well as a Profit & Loss and Balance Sheet report for September 2015 were distributed. Dawn indicated an accrual for the invoice from Lethbridge Exhibition, was input to show year end accuracy. There were three uncollectable invoices written off to bad debt, and an additional four membership invoices deleted for non-payment. The current book balance and bank balance is consistent with this time of year.

MOTION to approve the September 2015 Financial Statements as presented. (T. May) CARRIED

### **DISCUSSION ITEMS**

- a) Office Manager recruitment – (Sylvia left this portion of the meeting). Brian shared there has been eight resumes received and may possibly have additional submissions before the closing time of 1:00 PM, today (October 8<sup>th</sup>).

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Brian stressed the importance of confidentiality in the hiring process. The Directors present would form the Hiring Committee (Brian, Sarah-Dash, Dawn & Tim). Resumes received will be distributed to the Hiring Committee via e-mail for feedback. A maximum of three (3) interviews will be completed and one candidate chosen, subsequently. Sylvia then rejoined the meeting.

- b) Christmas in the Mountains – Brian has generated a Google document with activity detail, for volunteers. He distributed a CITM Budget overview including the last two years and proposed amounts for the 2015 event. Some adjustments will be made based on actual expenses from 2014.

Sponsorship letters need to go out as soon as possible, as do letters of invitation to non-profit organizations, for participation in Gazebo Park activities. Brian will look after the brochure and Santa photo's again this year.

- c) Christmas Party – Booked for Saturday, December 5<sup>th</sup>. The Hoodoo Sons have been booked for entertainment and dancing. A ticket will be comped for Desiree in recognition of her assistance to find a band. Dawn will donate two rooms (with two beds in each) for the bands accommodations. Cost per ticket for members, to \$50 each (plus GST) and for non-members to \$60 each (plus GST). Venue will be the Catholic Church hall (confirmed).
- d) Annual General Meeting – Booked for Thursday, November 5<sup>th</sup> at Country Encounters. Guest Speaker will be Wayne Wingenbach of Wingenback Inc. from Calgary.
- e) Visitor's Guide RFP – Cathy will edit last the RFP from last year to appropriate dates. Initial e-mail blast to advertisers from last year, was planned for October but will be delayed until the AGM when the Financial Statements and Budget are voted on by the Membership and advertising costs can be revised.
- f) Trade Show Manager RFP – The request for proposal for the 2016 Trade Show Manager, will have dates updated and be issued after review by the Executive.
- g) Audit Committee – Three (3) Members are confirmed to participate in the Chamber Audit. MJ Myden, D Houston, R Breakenridge. Potential date is Friday, October 16<sup>th</sup> in the afternoon.
- h) Chamber Survey – To be distributed to the Membership in October with results compiled and provided at the AGM.
- i) Shop the Neighbourhood (YPG) – Nation-wide initiative to retain more spending money in local communities. Consensus is to subscribe to this and participate.

### **ADMINISTRATION**

New members: No new members. Two New Member Packages have been distributed to: AWIN Insurance, Revolution Carpet Care. Additional new company, Crowsnest Companion has indicated they wish to join the Chamber of Commerce.

**NEXT MEETING**

The next Chamber Board meeting is to be held Thursday, November 5<sup>th</sup>, 8:30 am, location to be determined.

**ADJOURN**

Meeting adjourned at 10:25 AM.

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

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Director:

DRAFT