
The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at the office of Full Moon Adventure Company Thursday, September 3rd, 2015 with President Brian Gallant in the Chair.

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

GUESTS: No Guests

ABSENT: None absent

CONFIRMATION OF QUORUM

Chamber President, Vice-President, Treasurer (joined meeting at 8:40 AM), Secretary, and two Directors present. Quorum confirmed.

CALL TO ORDER

The meeting called to order at 8:32 am.

AGENDA

Brian asked to add Agenda item 8 (In Camera, Personnel).

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

APPROVAL OF MINUTES

Minutes from August 13th, 2015 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the August 13th, 2015 Board meeting. (S. Arbuckle) CARRIED

TREASURER'S REPORT

Profit & Loss and Balance Sheet reports for August 2015 as well as a very preliminary Profit & Loss report for the Fiscal Year End were distributed. Cathy indicated the bank balance is consistent with this time of year when you take into consideration the approximate amount for the invoice from Lethbridge Exhibition, yet to be received. The Chamber is still waiting for contact from the Municipality regarding facility damage for the Trade Show event.

Dawn said a true DRAFT Financial Statement would be available in mid-September, to be distributed and voted on via e-mail.

MOTION to approve the August 2015 Financial Statements as presented. (S. Arbuckle) CARRIED

DISCUSSION ITEMS

- a) Christmas in the Mountains – Dates are December 4th through 6th. Brian gave a brief summary of the activities that took place in 2014 and will send out the Google document with that summary to the Board of Directors for review and feedback. Brian offered to look after the brochure and Santa photo's again this year. Consensus was the event serves as a good Community event and is well received.
- b) Christmas Party – Booked for Saturday, December 5th. Discussion regarding the financial viability of holding the Christmas Party and ways to streamline expenses. Tim will speak to the person responsible for booking bands at the Rum Runner. Local talent or a DJ service may be options as well. Dawn informed that the fast rising cost of food will dictate the cost per plate must rise to \$25. Suggestion to raise the cost per ticket for members, to \$50 each and for non-members to \$60 each. Venue will either be the Catholic Church hall or Compass Centre. Sarah-Dash to contact Compass Centre to inquire.
- c) Annual General Meeting – Booked for Thursday, November 5th at Country Encounters. A Guest Speaker is required. Nathan will make contact with prospects he knows of.
- d) Visitor's Guide RFP – Discussion regarding the format/template of the Guide. If there is a decision not to change the template, the cost would be lower. The content and photos could be changed to update the publication for 2016. Initial e-mail blast to advertisers from last year, will take place in October.
- e) Trade Show Manager RFP – The request for proposal for the 2016 Trade Show Manager, will be issued in September.
- f) Budget Review framework – A separate meeting specific to review of the Budget is required. Scheduled for Tuesday, October 15th at 8:30 AM, location to be determined.
- g) Audit Committee – No members have stepped forward to volunteer for the Audit Committee. Cathy will send an e-mail request to L. Milley, MJ Myden and R/V Breakenridge and request their participation.
- h) Chamber Survey – Copies of the sample survey were distributed with request for review and suggestions be sent via e-mail to Brian.
- i) VIC Report – A copy of the August 2015 report from the VIC was distributed. Cathy added background regarding issues.

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.

IN CAMERA – PERSONNEL

MOTION to go in Camera (T. May). CARRIED

MOTION to come out of Camera (S. Kilford) CARRIED

MOTION to provide the Office Manager with a 5% pay increase retro-active to 1 January 2015 (D. Rigby/T. May) CARRIED

NEXT MEETING

The next Chamber Board meeting to be held Thursday, October 8th, location to be determined, 8:30 am.

ADJOURN

Meeting adjourned at 10:22 AM.

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

Director: