



**Regular Board Meeting
February 13th 2023**

The regular scheduled meeting of the Directors of the Crowsnest Pass Chamber of Commerce was held at Crowsnest Pass Golf Club on February 13th, at 1pm, 2023 with President Daina Lazzarotto in the Chair.

PRESENT: Daina Lazzarotto, Teyel Strandquist, Kylee Warkus-Forget, Bryce Andreasen, Melanie Shefter, Norja Vanderelst, Melisa Atkinson

GUEST:

ABSENT:

RECORDING

SECRETARY: Kylee Warkus-Forget

CONFIRMATION OF QUORUM

Chamber President, treasurer and five Directors present, Office Manager. Quorum confirmed.

CALL TO ORDER

The meeting called to order at 12:57 pm. With president Daina Lazzarotto

APPROVAL OF AGENDA

MOTION to approve the agenda as presented. Melanie and Norja. All in Favour

APPROVAL OF MINUTES

Minutes from January 2023 Board of Directors meeting were distributed, for review.

MOTION to approve the Minutes of the January 2023 Board meeting. Teyel and Melanie. All in Favour

APPROVAL OF FINANCIAL STATEMENTS

Presented from current year to date

MOTION to accept Financial Statements as presented. Teyel and Melanie. All in Favour.

ADDITIONS TO AGENDA

8.j. Logo comments, 8.k. Survey Business Feed Back 8.l. GIC Scotia Bank 7.f. Visitor Guides

BUSINESS ARISING FROM THE MINUTES



**Regular Board Meeting
February 13th 2023**

- a. Bylaws. review and prepare for next meeting. Reviewing page 3.
- b. Festival Updates. Friday 5-11, with beer gardens closing down at 10 pm. We don't need to apply for a noise allowance since we are shutting down the beer gardens at 10. Food trucks, Indian tacos and Blairmore lions will be asked to serve food from 5-10. Artisans/makers from Paakini nation will be asked to join us for a market from 5-8. We also have asked a DJ to provide his services for a street dance on the Friday from 5-10. Saturday we will have an opening pancakes breakfast for 9-11 asked to Coleman Lions. we will have a market set up on the street from 11-5, and beer gardens at the gazebo park with games, bouncy castles, live music and street dancing. We have asked for face painters, balloon artist and characteristic to join Saturday. Need to figure out garbage's, recycling and bathrooms- Melisa. Need to write up a budget- Daina. Will write up some sponsorship packages -Kylee. Worried about parking, where will everyone park. Possibly the green space behind the gazebo park, will inquire more- Melisa/Kylee asking municipality what they think we should do. Would we be liable for crossing tracks? -Daina. We need volunteers on either side of the intersection for cross guards. Apply for road closures. – Kylee. Possible interest in a dunk tank at festival? Where would we source that from? Next year SUNDAWGS festival, possible join together these two festivals ,as we would like to keep this a annual event here in CNP> Design logo, taglines-committee/Kylee.
- c. Website. Change photos on top banner, every season, showcasing the CNP. Board minutes need to be updated, a years' worth online. DMO is now SCRTA we don't need that on the site anymore. Old website needs to be forwarded to the ne site, shut down te old site. New email needs to be forwarded to the old email for 1 year. Need to make the emails work under 1 email account. Contractors website is being worked up by Marie with Mountain Drift. Should be ready within the month.
- d. Update on Ad Hac. Nice meeting was had, talked, and discussed tourism within the CNP. Discussed roles and assets for each of the Municipality/Community futures/ Chamber. Figure out what is working and what is not working. Reach out to Bellevue businesses with the constructions that will come in summer 2023 to the downtown core. Help support it, signage, there will be limited access, foot traffic only. They want us to advertise bookkeepers n the CNP area, help get names out. Post pandemic concerns were also discussed. We need to be more specific with the Grant that the Chamber applied for, they need specifics. Develop a survey for businesses. Focus on the shoulder seasons more. Beautifications will occur, Bellevue 2023, Blairmore 2024. Would like to see more of a spread sheet on hours worked and what the office manager works on.
- e. Stickers. Update member stickers, logo and year, gather quotes, we would like 3x3 on white vinyl.
- f. Visitor Guides. We over sold, must figure out if we add more pages, pay more. What will the return be. What are the new prices for adding more pages. We set a page account out, what happened at the committee meetings. Why is there over selling happening? Do we discount the businesses that were promised an ad space this year for net year? Daina and Melisa will figure out hired



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contractor and see where we go. Kylee will get prices and quotes for everything, see where we are at for selling/fees.

NEW BUSINESS

- a. Chamber office Lease. Daina Motion to approve new lease agreement for another year, with posted cheques. Fees increased for 2023. Melisa/Bryce approved the new lease agreement. All in favor.
- b. Regulated member fees. We added regulated fees to the website with membership works. All in favor there should be regulated fees associated with Chamber member fees after August. Norja will add that to the website.
- c. Luncheons: Scotia bank will do April 12th Financial Literacy . We need to start videoing the luncheons to add for our members upload on website. Norja will look for a mic for a camera.
- d. Income. Discussed way to bring in net income for the Chamber. Maybe ask the municipality about their business licensing fees, where dose that go to? A casino. Marketing apparel, Volunteer time to events. Bartend events. Get our preserve.
- e. Grants. We can ask Desiree and reach otto see if she can help us with Grant writing.
- f. Markets. We need to attend more summer markets, and have a market spot offered for Chamber members, advertise on the website. Norja will work on adding that. We provide the tent, space. Look into prices on flags for advertising the Chamber.
- g. Bio. Each Chamber member needs to write me a Bio for the office managers social media posts to go with their photo.
- h. New Director. Had 2 applications, discussed both. Voted on New Director Sarah with Fit 2 Function. Sarah has been appointed to the board.
- i. Logo comments. Past board of director members are becoming offended of all the changes we are making , we need to email an apology and allow them to understand what we are working on moving forward.
- j. Survey. Next board meeting we will have a survey in place to send putto the business community.
- k. GIC. Has come up for renewal. All in favor for following Bryce's direction.



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NEXT MEETING

The next Chamber Board meeting, AGM to be held on March 13th 1pm, 2023. Crowsnest Golf course.

ADJOURN

Meeting adjourned at 2:56. Motioned Teyel and Norja. All in Favour

IN CAMERA

These minutes were adopted and approved by the Crowsnest Pass Chamber of Commerce Board of Directors on ____ of _____ 2022.

Director: