



CHAMBER of COMMERCE

Minutes for the Board Meeting Held November 15, 2018

In Attendance: Andrew Darby (President), Brian Lawrence (Vice-President), Bob Kitching (Board member), Tara Mehrer (Board Member), Ralph Vigna (Board Member), Brenda Brucker (Board Member), Karen Unruh (Town of Creston), Vern Gorham (manager)

Regrets: Bree Olsen, Kim Garety, Heather Grassing, Joanna Wilson, Alayna Blackmore.

The Meeting was called to order by President Darby at 5:00 pm

The minutes from October's Meeting were accepted by motion from Brian, seconded by Bob. All in Favor.

As per our constitution, our board needs to establish an election committee to establish the board for next year. The committee established is Andrew, Brian and Bob.

New Board Member: Brian motioned that Samantha Martens from Juice FM be brought onto to board to bring our total to 12 as per our constitution. She has agreed if accepted. Tara seconded. All in favor. Motion passed.

As Bree Olsen has not been able to attend any board meetings, it was decided that Andrew should contact her to ask her to continue serving the Chamber, but more on a committee basis rather than as a board member, as it appears her personal commitments are making it difficult to fulfill her duties as a board member. It was brought to the board's attention that Bree has served several times helping with various events that was asked of her. Andrew decided that he would discuss the matter with her.

A report of the awards night planning was presented. Brian announced that Black Press would be a sponsor which will help us to get the word out in regards to voting for the businesses by the public. Ballots would be placed in the newspaper each week to allow for public voting. It was also brought up that the AGM could coincide with the awards night, and that idea was dismissed.

A memorandum of understanding regarding the West Kootenay Destination Development Strategy has been sent to the major stake holders involved in tourism in the West Kootenays, including Creston. We were asked to sign this

memorandum which sets a frame work for working together on destination strategy, and approaching the rural dividend fund for grants. The memorandum gives each organization the right to drop out at any time, and has no commitments at this time. Bob brought up experience from his past community and the Cowboy Trail tourism agreement that resulted in some onerous rules that businesses had to follow by signing a similar agreement there, and that we should proceed with caution. A vote on whether to sign or not was put forward. Brian motioned that we should sign the agreement. Ralph seconded. All in favor. Motion passed.

In regards to our constitution, our bylaws and policies, we realized that we don't have an active policy manual. As Bob has much experience with this, he agreed to direct the Chamber in updating our policies, and possibly our constitution. Vern agreed to look through the archives and see if he could find a past policy manual.

Sign Committee Update: Brian and Tara reported that they have come up with a basic design. They will be contacting Rook design for quotes. The sign would cover all of the businesses in the Chamber building, and offer advertising opportunities for other businesses on the sign itself. Each individual sign would be removable upon that business ceasing sponsorship of it. Dimensions would be worked out with Rook.

Gran Fondo Update: Gran Fondo executive meeting scheduled for November 22. \$18000 in sponsorship has already been pledged. Rotary has come on board as a partner. A basic contract has been worked out between the Chamber and Rotary in regards to what that relationship will look like.

Faith Oler, the office admin person for the Chamber is getting married in December. Vern asked if it was appropriate to give her a \$100 gift from the Chamber. A discussion about policy ensued. Tara motioned that a nice card be purchased, and \$100 be given to Faith and her husband from the Chamber. Ralph seconded, and all were in favor. Motion passed.

After Hours Mixer: RBC will host our first after-hours mixer in February 2019. Date, time, TBA.

By way of policy discussion, Roberts Rules of order were discussed. It was revealed that the minutes of our meeting must first be approved the following month before being posted publicly. It was also discussed what role a secretary would play in the Chamber in regards to keeping minutes, and reminding us of past items of discussion that were not motions in accordance with Roberts Rules. As the Chamber currently does not have a secretary, Brian motioned that Brenda become the secretary, to which she agreed. Ralph seconded, and all were in favor. Motion passed.

Finally, as a CBT grant to fix the basement was declined, and part of that quote was in regards to replacing our HVAC system, a new grant opportunity with the CBT is now open in regards to renewable energy. Part of the potential grant looks at replacing old, inefficient items that use lots of energy, like an HVAC system. It was decided that Vern should go ahead and look into this. No motion required as nothing was to be spent at this time.

It was decided that December's board meeting would be held on the 2<sup>nd</sup> Thursday of December instead of our usual 3<sup>rd</sup> Thursday of the month, as the 3<sup>rd</sup> Thursday is only 5 days before Christmas.

The meeting was adjourned shortly after 6 pm.