Creston Valley Chamber of Commerce
Board Meeting Minutes
December 13, 2018

Call to order: 4:30
Attendance: Andrew, Brian, Ellen, Bob, Ralph, Vern, Samantha, Tara, Brenda, Alayna, Kim
Absent: Heather Grassing, Bree Olsen, Joanna Wilson

1. Adoption of Agenda as amended moved Bob, Seconded Brian. Carried
2. Adoption of Minutes of November 15, 2018 moved Tara, seconded Samantha. Carried
3. Financial Report - Vern
   - $11,000 in the bank
   - Faith is employed 15 hours per week, an Intern grant will be shared with Dene Ahlefeld's accounting firm will be applied for.
   - Gran Fondo has $20,000 in grants committed
   - Membership money usually comes in March and the application form now includes a spot for members to indicate sponsorships (very good response so far)

4. Business Arising
   a. Solar panels and furnace grant
   - Arts grant for renovation wasn't approved
   - grant from CBT - 23,000 to replace furnace and HVAC - 50% covered by grant
     - 29,000 for solar panels, heat pump - 75% covered by grant
   - Ellen suggested we also look at RDCK energy program
   - solar will pay back over 6 years, energy will be sold to Fortis
   - we have 11,000 in bank and a 20,000 line of credit

   Moved Brian, seconded Bob that we proceed with the grant Application and that we use our funds to supplement the grant. Carried

   b. Updates
   i. Winter Fest - Andrew visited retailers and there was not a great deal of interest, some of us felt the date was too late.
   ii. Gala Awards night February 23, sit down dinner (Wee Greek) with entertainment, silent auction
   - hoping for a platinum sponsor to step forward perhaps Canfor
   - Pealow's will pay for all the food
   - Brian will MC and Black Press will run ballots in the paper (they will sponsor this) ballots will only be printed in the paper and various drop boxes will be set up.
   - top 3 nominees in each category will receive one free ticket
   - Chamber Excellence award winner must be a chamber member and will be voted on by Chamber members, but other categories are open
   - as of this meeting the name will be Creston Valley Chamber of Commerce Business Awards
   iii. Signage - Committee will pursue costs and give update at next meeting
   d. Policy Manual
   - Bob has gone through existing policies and has looked at Nelson and Cranbrook's
   - ours needs updates, clarification and organization
   key issues are employee/ membership milestone recognition, leasing of Chamber assets, board governance (responsibilities/ liabilities, training) , training, scheduling a yearly review of constitution and bylaws
   - Andrew will strike a committee- Bob, Brian, Samantha to look at changes - BC Chamber has good templates (get input from previous Bd members - Mark Saunders

e. Need email decisions from October put into the Minutes

1. That Joanna Wilson and Bob Kitching become signing authorities for the Chamber. At present only Vern and Brian are as Celia and Megan have resigned.
2. That we approve Brenda Brucker as new Board member. She is currently on the boards of the Auditorium Society and the Arts Council and volunteered at New Life Furniture.
3. That we approve Brenda to be a membership person for us. The Chamber will still send out renewals and contact existing members, but if Brenda brings in a renewal that we did not reach then we would donate 10% to the Arts Council of the amount of the membership. If it is a new membership, we would donate 20% to the Arts Council.
4. That we start planning for a Gala Awards night for February 23. It is the week after the Rod and Gun club night and is the end of Chamber of Commerce Week. Kristy Wray has volunteered to organize and be the driving force behind the event

f. Follow up to Mark Wolf's presentation. We don't have funds for this at the moment Hazardous waste issue is not our concern and businesses will not give us this info. A grant will be needed for Chamber to carry this forward. We need to work with Council and RDCK. Vern will ask Mark to make presentation on the Business Recovery strategy and the Board will support him. Mark will be making his presentation to the CV Service Committee.

5. New Business
   a. AGM - needed by the end of March and we will set the meeting by the end of January.
   b. Chamber/ Community relations - we are working with Rotary, KES, and Valley Services. We should look at Lion's Club, Brewery, Canfor, Community Futures, Food Action Coalition, Fields Forward, College of the Rockies

   Future thoughts - is the community aware of what we are doing,
   How do we build membership (at 174 - has been trending upward over last few years. We need to work more closely with Town and RDCK, Elllen suggested we look at some activities with schools, - perhaps a spelling bee. vern will approach school principals and will give feedback at next meeting.
   Perhaps put out a survey to members.

   c. Storage room could be possible Rental space - if there is a definite commitment, Vern will come back to the Board.

6. Announcements
   a. Chamber breakfast , January 10. $150 sponsored by Town Council. Mayor and 1 guest will attend.
   b. Meet and greet at RBC February 7 after hours.
   c. Arts Council wine and cheese reception January 11, 4-7

7. Adjournment moved by Allayna