

SMITHS FALLS & DISTRICT CHAMBER OF COMMERCE
Minutes of Meeting – August 9th, 2017
Valley Heartland Board Room
7:30 am

Present: Barbara Black, Sean Lawrence, Mike Fletcher, Chris Saumure, Cy Wells, Jean Sherman, Crystal Levatte, Pat Wiseman, Gail Moore-Barrie

Council: Dawn Quinn

Staff: Daryl Black, Mercedes Masson

Regrets:

Absent: Kristine Fair, Eileen Crosbie and Tracy Gallipeau-Nolan

Guest:

Call to Order by President, Barbara Black, at 7:30 am

Mission Statement read by President, Barbara Black

Changes to Minutes of July 12th, 2017

None

Motion to accept Minutes of July 12th, 2017

Moved: Sean Lawrence

Second: Pat Wiseman

Motion Carried

Disclosure of Monetary Interest

None

Council Report – Town of Smiths Falls

- Traffic calming on Harold Street–Pilot project
- There is a pin hole in the water tower causing it to spray out water; though, it's not a concern. Tower is old, so looking at next steps to fixing.
- Corner of Beckwith Street and Chamber Street Construction coming to end by the middle of August (Maybe a little later than that).
- Cannot afford the barriers for re-construction of Beckwith Street Bridge.
- Beckwith Street redevelopment plan board looking for committee members– Barbara Black and Cy Wells volunteered.
- Attended car show and dog grooming show, both good successes.
- Decoration ceremony at Hillcrest Cemetery Re: Dr. Avison Ceremony

Council Report – Township of Rideau Lakes

Not present.

Treasurer Report – Mike Fletcher

- Currently still paying for Golf Tournament
- Cash is down; Months of heavy cash flow, some are low.
- \$14,000 for payroll
- Therese's old records
- \$60,000 Net Profit for Chamber for Park.
- Request to town for VCPG Money

Administration/Accounting

No Report.

Marketing Coordinator

No Report

Victoria Park Campground

- Way up from last year. This is the fourth week at the Campground with no vacancies
- There has been a total of 1,366 sites that have been rented. Also, there are 29 Seasonal campers and have 5 new half seasonal campers. Number of boats is 235, which is low.
- Number of Boats in Marina are down, as the canal was closed for 4 days.
- There was an increase in staff, but by September there will only be 3 workers.
- Have been getting great reviews from campers. Seasonal campers on the other hand, have not been very pleased.
- The time frame for the BBQ has not been firm. Also, the forecast is calling for rain, so we will need tents and picnic tables.
- The Sign on the other side of the Basin has been missing for three years now. Boaters are refusing to pay, as they believe they only have to pay for Hydro on Parks Canada Side of the Basin.
- Need a grater for the road, should be able to use the budget.
- Signs and picnic tables can be taken out of the budget for the Park.
- The waiting pool won't drain and have received lots of complaints. Plan on getting pump to drain.
- Will the park be re-opening April 2018? As we could find another business to profit from. Also, starting negotiations for Victoria Park.

Accreditation for the Chamber

- Accreditation is coming due in September. Barbara Black Contacted the Ontario Chamber about accreditation regarding getting an extension until June 2018.
- Mercedes Masson has already started putting together.
- A lot of smaller chambers don't bother with the accreditation, as it is costly and optional.
- Mike Fletcher felt that the process was good, but not a lot of benefit. Pat Wiseman agrees with Mike Fletcher; Mercedes Masson to continue moving forward with completion of application.
- Mercedes Masson was asked by Barbara Black to call the Ontario Chamber for the cost.

Gala – Kristine Fair

- October 13th
- Send out tender for catering
- No awards.
- Crystal Levatte asked Mercedes Masson to send out an email to the entire membership.
- Everything is coming together great.

September 20th, 2017 – Fair Workplace, Better Jobs, Act Changes – Barbara Black

- Perth and Carleton Place interested.
- Smiths Falls' members–first choice.
- Looking in to contacting local government and concerned Business Owners to attend September 20th meeting. (Karl Beldoff–Ontario Chamber, Jeff Lyle–Senior Policy Advisor, Randy Hillier, Reeves, etc.)
- Sean Lawrence said he would get in contact with Steven Clark.
- Heather Currie-Whiting has information.
- Town Hall Board–Prepare Questions?
- Concerned Business owners–good representation.

Motion to Change Signing Officers – Barbara Black

- There are no longer works for the Chamber, she was a signing officer.
- Mercedes Masson to write up letter to RBC about taking Therese off as a signing officer.

Motion to Cy Wells becoming the Signing Officer

Moved: Sean Lawrence

Second: Pat Wiseman

Motion Carried.

Nomination Committee for Board of Directors for Annual Meeting in October

- Past Presidents –Duties.
- Awards at AGM?
- At Gala announce AGM Breakfast and awards.
- Require in November with 30 days' notice Gala Committee to handle.

Advertised Breakfast Meeting Questions – Barbara Black

- Started doing them in spring, have been a great success. Although has become concern for summer.
- One complaint for previous cancellations.
- Stephen Heckbert is speaking about public relations.
- Breakfast Speakers– 45 minute speaker limit time.
- Non-Registration/Pre-paid– Pre-pay for year.
- Blitz for Pre-pay– Pre-pay cheaper; call past attendees and set-up pre-pay.
- The meeting should be pre-paid to signify commitment, look at setting up limited time for guest speakers.

Request from Board Members to Office for Information Protocol – Barbara Black

- Discussion
- Everyone requests
- Email/Writing
- Give Time.

Chamber Credit Card Oversight and Control – Barbara Black

- There is approximately \$328 in the petty cash.
- There should be a ledger for the petty cash. Also, we should be using our credit card, there shouldn't be so much in the petty cash.
- Not sure if the petty cash is low or too high.
- Everyone agreed that there should only be at the most \$100 in the petty cash. Also, to use the Credit Card (limited to \$1,000).
- Should use \$200-300 for a fire proof and locking file cabinet. Just to ensure security of private information for employees and the petty cash fund.
- Who would have access to this file cabinet? Everyone employed by the Chamber should be trusted with secure information and petty cash.

Chamber Committees

- In need of Manager to have direction in Chamber Office.
- Is the chamber board governance or Management?

Motion to have a Governance Board

Moved: Sean Lawrence

Second: Cy Wells

Motion Carried.

Strategic Plan

- Campground
- Look for direction in chamber office.
- Hire Manager.

New Business Added to Agenda

- Anti-spam legislation
- Commercial electronic message.
- E-mail–Message should have unsubscribe.
- Look at Internal Messages.
- Market Street–Parking Lot meter out of commission. New meter would cost \$8,000; Used meter would cost \$4,000/yr. warranty
- Cy Wells volunteered for the Beckwith Street Committee
- Main Street Parking Concern

Meeting Adjourned at 9:00 a.m.

Moved: Cy Wells

Second: Pat Wiseman

Motion carried.

Next Meeting, Wednesday, September 13th, 2017 at Valley Heartland board room.