

SMITHS FALLS & DISTRICT CHAMBER OF COMMERCE

February 10, 2016

Council Lounge

7:30 am

Present: Chris Saumure, Cy Wells, Sean Lawrence, Anne Shropshire, Barbara Black, Kristina Mausser, Becky White and Ashley Lennox

Council Reps: none present

Regrets: Dawn Quinn, Jay Brennan, Tracy Gallipeau-Nolan, Jeff Banks, Ann Knowlton and Dale Hilton

Guests: Doug Strachan from Uniglass Plus Ziebart

Call to Order

Anne Shropshire called the meeting to order and read the mission statement aloud. Anne welcomed member Doug Strachan to the meeting.

New Business to add to Agenda

Anne Shropshire
10) OCC Resolutions
Remove #8 and #9

Motion to accept Agenda

Moved: Barbara Black
Seconded: Cy Wells
Motion Carried

Changes to the minutes from January 13, 2016

None

Motion to accept the minutes from January 13, 2016

Moved: Kristina Mausser
Seconded: Sean Lawrence
Motion Carried

Disclosure of Monetary Interest

None

Council Report Town of Smiths Falls

No report

Council Report – Township of Rideau Lake

No report

Review of 2015 Financials

Kristina Mausser informed the board that she had met with Ashley Lennox to review the financials. Moving forward Ashley has been asked to look into the banking services currently being offered to us

by CIBC and to look into the other banks. Kristina is looking into our accounting software. A budget will be adapted once the Strategic Plan is put into place. A meeting with Roger Cooke has been arranged for Feb 19th to discuss the financials with the accountant.

Marketing Coordinator Update

Becky White updated the board members on what she has been up to since the last meeting.

- Following up with members for visits – about half the members contacted so far – 40 members met to date; Becky is hoping to ramp up visits once Visitors' Guide is complete
- Business of Smiths Falls Initiative
 - One more business to be featured this week – ontrac employment services will be the third business to be featured in this new initiative
- Visitor Guide
 - New quotes have been received for printing costs. Performance Printing still best quote by significant margin. Ad sales have been decreasing over the years but we anticipate breaking even this year due to a smaller print run
 - New timeline was just finalized with the goal of printing by the end of February
 - Ashley and Becky spent considerable time updating the business directory portion as it is a great foundation for the chamber's master business directory - aiming to transfer this data to a comprehensive CRM in near future
- BR+E
 - Meeting with Cyril, Amber, Kara and Nicola to draft proposal for potential BR+E partnership (based on successful North Grenville BR+E). Once we have a proposal, Becky will bring the document to the Board to see if this is something we want to participate in.
- Directors Handbook being updated for board members
- Policy Handbook being recreated to include all policies and some new ones to be written
- Board Meeting Minutes and Agendas
 - Being compiled into one doc on google docs to be accessible/searchable

Special Projects Committee Update

Becky White updated the board on where the committee is today

- Membership Renewal
 - A survey has been sent to the members to ask their opinion on changing the renewal date but only 1 member has responded so far
 - Half members currently renew in January
 - More comprehensive plan to be discussed at next meeting
- Computers for office
 - Once the budget is finalized we can purchase some computers from the Town of Smiths Falls to upgrade 2 of the Chamber office comps and 1 for Victoria Park Campground at \$250/ea
 - Computers will have windows 10 and all upgraded software needed
- Sponsorship packages
 - Still being considered; will be based on budget planning outcomes
- Networking/Workshops
 - Speed Networking event in January went really well
 - 12 people attended
 - very positive feedback received

- February workshop had to be postponed due to staff time commitments with the Visitors' Guide
- Breakfast Networking is still being finalized – looking at March 30th
- May Gala
 - committee suggested skipping the annual dinner this year to give members a chance to accept the change of date
 - Gala would happen in May of 2017

Office Coordinator Update

Ashley Lennox updated the board on what she has been working on

- Working on the financials with Kristina Mausser
- Been busy looking into the other banks fees
- Helping with the Visitor Guide

OCC Resolution

Anne Shropshire informed the board that she received an email from the Ontario Chamber of Commerce asking the Smiths Falls Chamber if they had any resolutions they would like to put forward. Anne has asked all the board members to have a look at the email she forwarded and to let her know by Friday February 12th if they have any feedback. Chamber staff are to forward the attachment from the email as a pdf so the board members can review the resolutions that the OCC have sent.

Upcoming Board Meetings

March 10, 2016

April 14, 2016

Mission Statement:

The Smiths Falls & District Chamber of Commerce is the Voice of Commerce dedicated to the promotion of economic development and the prosperity for the enrichment of our community.