

SMITHS FALLS & DISTRICT CHAMBER OF COMMERCE
Minutes of Meeting – January 10th, 2018
7:30 a.m.

Present: Barbara Black, Sean Lawrence, Mike Fletcher, Chris Saumure, Cy Wells, Tracy Gallipeau-Nolan, Kristine Fair, Pat Wiseman, Jean Sherman, Eileen Crosbie, Amber Beasley

Council: Jay Brennan, Jeff Banks

Staff: Mercedes Masson

Regrets: Crystal LeVatte

Absent: Dawn Quinn

Guest:

Call to Order by President, Barbara Black, at 7:40 a.m.

Mission Statement read by President, Barbara Black

Motion to accept Minutes of December 13th, 2017

Moved: Sean Lawrence

Second: Kristine Fair

Motion Carried.

Disclosure of Pecuniary Interest

- None.

Council Report – Town of Smiths Falls

- We had a committee meeting on Monday. There is a new program called blue umbrella, that may be of interest to the Chamber; The town will be taking the training.
 - They do training for people dealing with dementia.
- Signed a new fire dispatch.
- Vacancy rebate program was accepted by Ministry of Finance.
- Funding for program to paved bike lane.

Council Report – Township of Rideau Lakes

- No report.

Treasurer Report – Mike Fletcher

- We are in very good shape almost \$70,000 in the bank
- Made a profit of approximately \$20,000 for the year, as there are a bunch of adjustments.
- Planning to present a preliminary budget.
- Forecasting that we break even for next year.
- Some increased expenses salary cost pay go up.
- Jeff Banks mentioned making a “rainy day” fund.
 - Mike Fletcher agreed with Jeff Banks that we could set a side a reserve fund.
- Barbara Black mentioned we do need to clean up our signing authority.
- Accounting reporting isn’t working quite the way he would like.
 - Looking to get better reports.

Campground Rates 2018

- Starting to have inquiries around deposits and rates for this year.
- Met as executives, we will have to increase the rates again this year strictly to offset the minimum wage increase. The students working at the park are paid minimum wage.
- Mike is going to come up with a 5% increase. (for easy figuring)
- Jeff mentioned to try making a little more off the campground
 - Chris Saumure mentioned that we need an increase of at least 3%
- Mercedes will need a script of what to tell people about the rates.

Victoria Park Budget

- We received a cheque from the Town paying for final draw of Victoria Park
- Increased cost that should be investing in software for the campground

Breakfast Meetings

- We had a breakfast meeting planned for the end of this month. Speakers coming from Kingston. We haven’t done any of the marketing done yet. Not sure if we are able to do it for January.
- Sean would like to postpone the January breakfast meeting to the 27th of February. We can use the Rotary Hall.
- This year we are going to be using a variety of venues. Preferably member venues.
- We need to help Mercedes to market. Sean Lawrence volunteered to give their biographies and Pat Wiseman volunteered to send location.
- Cost should be \$15 if booked in advanced. \$20 at the door.

Election of 2018 Executive

- According to the By-Laws the board now elects the president and vice president; as well as, the Treasurer.
- Barbara Black's name stands as the president.
- Sean Lawrence's name stands as Vice president
- Mike Fletcher's name stands as Treasurer.

Hiring Process

- Barbara sent out an email. Resulted in everyone volunteering as the hiring committee.
- Sean mentions that because of all the time with everything they are trying to get the budget done and Victoria park.
- Would like to get a hiring committee together today.
- Barbara Black mentioned that she sent out 12 resumes. Would like to narrow down.
- Need to decide exactly what we are looking for.
- Tracy and Eileen volunteered to lead the hiring committee. Hiring Committee: Cy Wells, Jean Sherman, Amber Beasley, Kristine Fair.
- Would like a person identified by the end of the month.
- Tomorrow morning at 7:30 a.m. executive and hiring committee meeting. Progress Report back by next Friday.

New Business Added to Agenda

Meeting Adjourn at 8:15 a.m.

Moved: Sean Lawrence

Second: Chris Saumure

Motion Carried.

Next Meeting, Wednesday, February 14th, 2018 at Valley Heartland board room