

SMITHS FALLS & DISTRICT CHAMBER OF COMMERCE

June 8th, 2016

Council Lounge

7:30 am

Present: Barbara Black, Kristina Mausser, Chris Saumure, Cy Wells, Sean Lawrence, Tracy Gallipeau-Nolan, Tina Hughes, Gail Moore-Barrie, Heather Whiting, Therese Dinelle

Council Reps: Absent

Regrets: Ann Knowlton

Absent: Dale Hilton

Guests: None

Call to Order

Barb Black called the meeting to order at 7:34 am and read the mission statement aloud.

Motion to Accept Agenda

Moved: Sean Lawrence

Seconded: Chris Saumure

Motion Carried

List of Designated Duties from last meeting

All were in favour of working on setting aside the Designated Duty list.

Sean and Chris are still heading the Golf Tournament

Tina, Kristina and Therese are heading the AGM

V.P election – temporary until next AGM

Nominations were made for Vice-Presidency – Sean Lawrence and Tracy Gallipeau-Nolan were nominated. A secret ballot took place during the meeting. Majority vote went to Sean Lawrence. Sean accepted and will be the Vice-President until the AGM meeting.

Meet and Greet with the Town and Parks Canada etc

All were in favour of a Meet and Greet. Heather is to put the date, time and place into a Newsletter and send out to all members.

Banking arrangements

All were in favour. Meeting was setup for all signing authorities to meet and get this finalized.

Office Staff discussion of routines – empower the office staff to run the day to day

All were in favour that Office Staff are to run the office as required. All major purchases need to be brought to the Board for approval. All day to day running of the office is to be handled by the Office Staff.

BBQ at Campground

Date for BBQ is Friday, August 19th, 2016 from 5 to 7 pm. Sean, Chris and Gail are heading up this event.

Summer student gave resignation

Gail given authorization to post a job vacancy, interview and hire one student for the summer.

Victoria Park Campground needs a 3 in 1 printer.

Cy suggested VPCG needs a 3 in 1 printer. The Chamber has an extra 3 in 1 printer. Gail will pickup and take to park.

Perth Outfitters want Victoria Park Campground to rent canoes/kayaks for them

Gail and Heather were talking with Perth Outfitters regarding possible rental of canoes/kayaks at Victoria Park Campground with the Chamber's VPCG staff renting the canoes/kayaks. The Board was in favour of the venture. Liability insurance with the Town and Perth Outfitters needs to be established. Rental forms and liability waivers need to be acquired. Gail and Therese would look into the insurance, rental forms and liability waivers.

A letter of recognition – Anne Shropshire

All Board Members were in agreement. Anne was with the Board for 1 ½ years. Barbara will look into past procedures and will address the letter.

Post Card Mock Up

Cy passed a mock up of the post card around to the Board. A paragraph on the back of the post card was edited. All were in favour of the final draft.

Bylaw Change

A Bylaw is to be drafted to allow a credit card for the Smiths Falls & District Chamber of Commerce. Therese will draft the bylaw and submit for editing.

Need Board Members

Requirement is no less than 6, no more that 12 on the Chamber Board. Chris, Tina and Tracy will be on the nominating committee. Barbara is to send an application for interest candidates to Therese for review. Heather is to send membership list to all Board members and to advertise in the newsletter for new Board Members.

Changes to the Minutes from May 11, 2016

1. Date change for last minutes – incorrect.

Motion to accept the Minutes from May 11, 2016

Moved: Sean Lawrence

Seconded: Cy Wells

Motion Carried

Disclosure of Monetary Interest

None

Council Report Town of Smiths Falls

None

Council Report – Township of Rideau Lake

None

Staff Update

Victoria Park Campground Update

Gail reported:

1. Staff shirts ordered.
2. Cash registered purchased and in use.
3. Order calcium for VPCG to control dust on the roads. Town usually supplies but were unable to get any response – tried for 3 weeks.
4. Post cards – mock up done – Board tweaked – ready for printing. The Chambers is paying for the printing cost and 1500 to be printed. Postcards are at no charge.
5. Wants to host a few events. Gail was told to go ahead, plan and report outcome.
6. Date set for BBQ at VPCG – Friday, August 19th, 2016 at 5 pm to 7 pm

Administrator/Bookkeeper Update

Therese reported:

1. New computers have been purchased. To be installed by Thursday, June 9, 2016.
2. Changed office around to accommodate visitors and the new computers.
3. Day to day operations is being done daily.

Marketing Coordinator Update

Heather reported:

1. Great first month.
2. Distributed 6,000 guides in Smiths Falls and throughout the area.
3. Visiting members.
4. Therese and I have been working on the new member package. Not finished.
5. Doug, Heather's husband, is delivering Visitor Guides to outlying areas.
6. Working on the Affinity program.
7. Gail and I are working on the Advertisement board at the VPCG.
8. Working on golf tournament.
9. Would like to schedule a possible breakfast for members, have a guest speaker and coordinate with other Chambers to spread the cost.

Golf Tournament Update

1. Prizes are coming in. Need help from the Board to get more prizes and have holes sponsored. Sean, Chris and Barbara said they would help.
2. Tournament is definitely – Wednesday, August 24th, 2016
Early bird (deadline – July 27, 2016) - \$100. per person
After July 28th, 2016 - \$125.00 per person

AGM

Tina Hughes volunteered to chair the AGM event committee. Kristina Mausser and Therese Dinelle said they would help.

Strategic Plan Update

None

Motion to Adjourn

Meeting was adjourned at 8:49 am

Upcoming Board Meeting

July 13, 2016 at 7:30 am

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.

Vision Statement

The Smiths Falls & District Chamber of Commerce is a proactive, energetic, visionary organization and is recognized as “The Voice of Business” in Smiths Falls since 1889.