



Board Meeting Minutes

Tuesday, May 3rd, 2022 at noon

(minutes prepared by Eric Bjornson)

Attendees

In attendance: Brandice Bator (late arrival), Eric Bjornson, Valerie Soltys, Julietta Hardiman, Heather Howdle, Kristy Vermiere, Reghan Langston

Regrets: Nigel Kerr, Lawrence Bertram

Minutes

- 1. Adoption of April Minutes:** motion Eric, seconded by Heather, passed
- 2. Correspondence:** Valerie reminded executive to send Valerie their full legal name, physical home address, and mailing address. Nigel, Heather, Eric, Valerie completed - Laurence remaining
- 3. Treasurer's Report:** Valerie reported income of \$276.62 and expenses of \$261.18 from the Digital Media Camp and a current account balance of \$26,490.02. One outstanding 2022 membership due that Valerie will follow up on.
-decided moving forward the monthly Treasurer's report can be limited a summary of the past month's income, expenses, as well as our total bank balance.
- 4. Administrative Assistant Update:**
Job Descriptions Prepared by Laurence:
<https://drive.google.com/file/d/1xNgFDOLL8CemLY-HOKbanuFDBwNjk3fO/view?usp=sharing>
-agreement that we should refer to this as the Manager position
-reword, disciplinary actions - instead use, receive any incoming complaints
-Eric to finalize a job description to be advertised and share with Chamber Board prior to posting
-Chamber board encouraged to point people that would be a good fit to apply - Eric suggested Shirley Grudinski may be a good fit
-Eric to create a form to capture applicants info, skills, experience, and references.
- 5. Shop Local Flyer Update**
-agreement that the flyer looked good!
-consider second flyer drop during 2022 tourist season
-consider Laurences 'ask for the sale' suggestions
-make sure to edit land acknowledgement as forwarded by Heather
- 6. Approval of new memberships and renewals:**
Brian Schnell
Motion by Heather to approve our new member, seconded by Kristy, passed
- 7. Swedish Cultural Days Update - Valerie:**
Valerie reported that this event is going to be postponed to June 3rd, 2023
- 8. Digital Marketing Workshop Update**

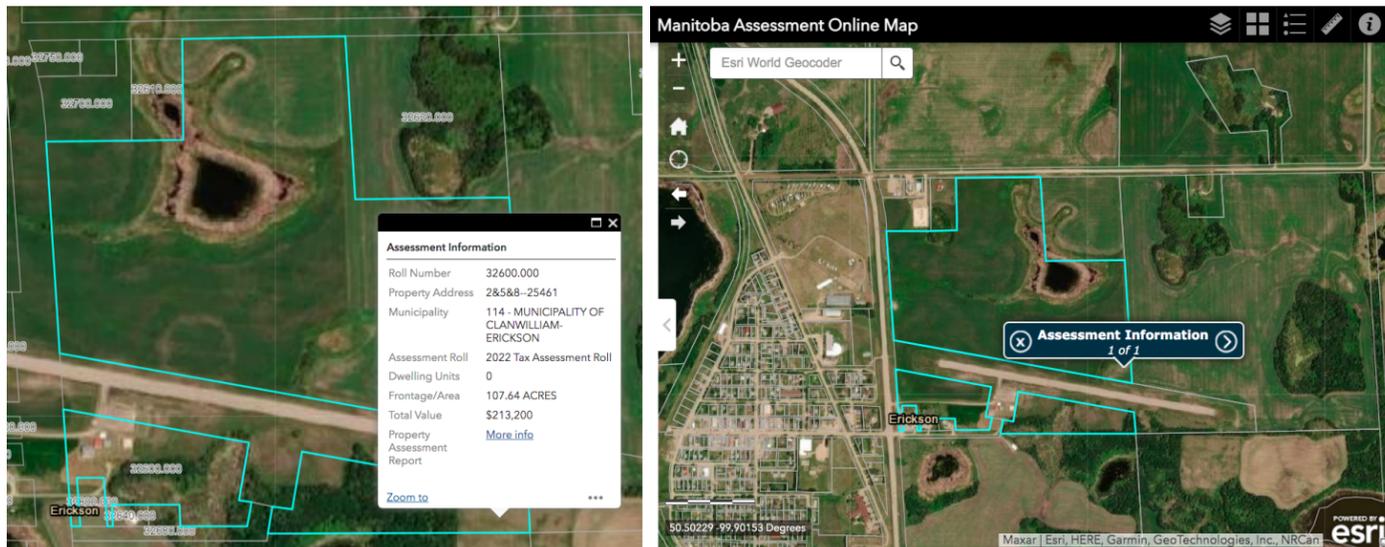


-agreement from those that were there that this was a great event

-Valerie commented that it was nice to see a digital marketing workshop without digital devices! And the informal request for presenter feedback was also nice

-Eric commented that he felt this was a valuable event and a great example of how the Chamber can provide value through community training opportunities

9. Short Term Plans and Long Term Vision for the Chamber Quarter



-Valerie: Hay land lease is up in August. Has been a 3 year term in the past but most recent was a 5 year term. Long term allows for better planning on the part of the lessee

-Eric suggested we include a clause in any new lease to allow the Chamber to pull back some of the land from the lease for higher value development and adjust the lease rate accordingly

-Kristy expressed support for the idea of developing an aviation community where people to have space to build a hanger and perhaps residence in very close proximity to the runway. There is an example of this near Edmonton.

-Kristy to reach out to Barry Sloane to see if he would like to present some ideas at a future board meeting

10. Board of Governance training opportunities:

https://drive.google.com/file/d/1pN7D_QRM40KM2NThJMm1xc2LNNN-f1BB/view?usp=sharing

-general support for pursuing this

-Heather thinks this would be helpful to the Foodbank Board

-other boards to invite: Daycare, Score Store, Curling Club, Rec Centre, Municipal Councils, Services for Seniors etc

-Target an event on June 13th or 14th

-Perhaps a half day or full day workshop

-\$25/members, \$35/non-members

-Similar plan to last time? Legion, ADK, etc.

-Eric and Reghan to organize

11. Consideration to Move to in-person meetings

-decided to stick with Zoom for most meetings as it has made for efficient meetings and allows people to attend even if they are out of town.

-desire to have two in-person board meetings per year, perhaps including food (recognition of service to board). Maybe September?

12. Otter Lake Letter of Support

-keep it simple

-don't include reference to normal municipal process

-chamber is "supportive of thoughtful developments"

-Chamber will present letter to be read out at hearing by Iain

-Chamber board members not to speak on behalf of the Chamber but may of course speak on behalf of themselves or their other affiliations.

13. Open Discussion:

-Kristy asked if Chamber Days could be revisited

-Valerie provided some background and shared that the last couple years it took place it felt like it was somewhat forced

-but some new energy exists now so maybe it's worth revisiting

-perhaps a smaller start such as a stand alone Kid's Parade/Decorated Bicycle Rodeo just prior to the Jamboree might be a good idea. Kristy to reach out to Jamboree committee to see what they think. Maybe police escort?

-also discussed another stand alone event later in the summer, perhaps connected to community wide garage sale might make sense... scavenger hunt, open doors Erickson type thing. Need to get businesses involved.