



Board Meeting Minutes

Tuesday, February 6, 2024 at 11am via Zoom

Attendees

Board Members in Attendance: **Eric, Heather, Laurence, Nigel, Reghan**

Guest in Attendance: **Tami Johnson, Valerie McMunn, Gloria Campbell**

Chamber Manager: **Melinda**

Minutes

1. **Approval of Agenda: Motion approved.**
2. **Annual Board Reorg. (Laurence Bertram).** Officer Term of Office is one year and position to be appointed by the Board: Officers: President - Eric Bjornson; Secretary- Laurence Bertram; Treasurer - Valerie Soltys; Vice President - Nigel Kerr. **Motion to appoint for one year term approved.**
3. **Approval of meeting minutes: Motion to approve January 2024 minutes approved.**
4. **Approval of new members:** Nesbitt Publishing; **Motion approved.**
5. **Treasurer's report :**
 - a) Approval of payment to reimburse Eric for invoice for 200 photocopies of AGM Agenda; **Motion approved.**
 - b) Chamber Financial Review - 2023 FY Dave Walker report; [Erickson & District Chamber of Commerce 2023 Year End Review](#); **Motion to accept report approved.**
6. **Chamber Manager report (Melinda):** Xero is set-up and access to the bank statements ascertained. Reconciliations will begin this month. The Chamber land asset needs to be added to the books.
7. **RCMP Musical Ride preparation:** Dave Porter has committed the RCMP to provide the 1 or 2 required members at no charge. Verbal commitment has been received from Onanole Rec Centre to provide requested bleachers, in exchange for them to possibly borrow from Erickson the following week. There is a need for 1 Guest of Honour and the possibility for multiple VIP's. The Guest of Honour will take the salute and will receive an introduction. Discussions were had regarding the Guest of Honour and a name has been brought forward. A formal letter to this individual will be drafted and hand delivered requesting their participation in this event. At the next RCMP Musical ride meeting, discussion will be planned regarding the VIP's, but it has been brought forward that these VIP's should be from different areas and inclusive of the entire Erickson & District. South Mountain press will be printing an editorial announcing the RCMP Musical ride. A suggestion was made that an advertising plan and budget should be created that would start now and continue up to the event. Special meeting of the entire board has been scheduled for Wednesday February 21st at 7:00 p.m. with the location to follow. At this meeting key areas will be identified, discussions will be had on distribution of volunteer recruitment and distributing proceeds, action items and timelines will be created. Eric will provide a brief orientation to Trello to assist all in using the RCMP Musical Ride Trello page he has created.
8. **Erickson and District Chamber of Commerce website's:** The addition of pictures looks great. The wording on the front page at the far left corner should be changed to be more inclusive of the entire.
9. **Airport commercial development:** Decision was made that the board continue to move forward and make this a priority after the Musical Ride is arranged.
10. **Display booth promoting Municipalities of Clanwilliam-Erickson and Harrison Park for events:** Nigel will be the point of person for this initiative and will provide a summary in letter format to be approved by the board. The booth, potential summer/winter parade float and pamphlet should contain the same message and images. Both the booth and the parade float would have minimal costs which would be offset by the potential growth from industry, tourism and potent new residents.
11. **In Camera**

Motion to adjourn approved.

Call to action:

Melinda to send a email thanking Dave Walker for year end report

Eric and Melinda work towards getting Melinda access to Melinda for E-transfer notifications

Melinda to discuss with Eric and accountant how to get Chamber land asset onto books

Melinda to draft a formal request letter to be sent to Staff Sergeant Dave Porter for Musical Ride needs

Melinda to generate on letterhead and Heather to hand deliver prepared invitation to proposed Guest of Honour

Melinda to generate a formal letter to Minnedosa vet Group with respect to the RCMP Musical ride needs and ask for response

Eric to prepare a short orientation to Trello at February 21st meeting

Melinda to send an email to board members and guests requesting attendance to Feb 21st meeting and ask for confirmation on attendance. A follow-up email will go out with the location included once decided.

Eric to make the wording change to be more inclusive at the far left corner of the first page of the website