



Fairview & District Chamber of Commerce

Regular Board of Directors Meeting

Noon, August 26, 2020

Location

Current Executive

President - Carri-Anne Kehler

Vice President - Warren Murray

2nd Vice President - Markus Lovsin

Treasurer - Lenny Basnett

In Attendance: Carri-Anne Kehler (Midnight Glass), Warren Murray (Warren's Integra Tire), Markus Lovsin (Freson Bros), Lenny Basnett (Royal Lepage), Kathy-Jo Kehler (Fairview Chamber), James Adams (MD of Fairview)

Absent: Lynn Johnson (Tee Jays Mechanical), Kim Fix (Kimberly's Blooms), Myles Campbell (Campbell Chrysler), Jeff Johnston (Town of Fairview)

1. Welcome / Call to Order

Carri-Anne Kehler called the meeting to order at 12:04pm

2. Additions to / Approval of Agenda

Motion by Markus Lovsin to accept the agenda as presented; Seconded by James Adams; Carried unanimously

3. Consent Agenda

3.1. Approval of Minutes - August 13 2020

3.2. Reports: (Received for Information)

3.2.1. Treasurer's Report - Lenny Basnett

3.2.2. Chamber Manager's Report

3.2.2.1. Members - 92 Current Members

Motion by Warren Murray to approve Paladin Securities for Membership; Seconded by Markus Lovsin; Carried unanimously

3.2.2.2. Highway Signs -

Rigler Law has been installed, Warren's Automotive has been Removed.

Discussion Regarding waiting list

3.2.3. Office/CERC Report -

Website needs to be updated, specifically Member list

CERC facebook page is getting good feedback

Motion by James Adams to accept the Consent agenda as presented; Seconded by Warren Murray; Carried unanimously



4. Unfinished Business

4.1. .Hiring Committee

4.1.1. Office/CERC Admin -

Position has been offered to and accepted by Kathy-Jo Kehler

Motion by Warren Murray to waive the 90 day waiting period for the Employee Benefit plan; Seconded by James Adams; Carried unanimously

Motion by James Adams to Hire Bare Bones Ventures to provide training as needed to the office admin employee; Seconded by Warren Murray; Carried unanimously

4.1.2. Chamber Manager - Setting up interview with one potential candidate

4.2. Online/POS Payment Provider - Tabled to next directors meeting to get more information

Motion by Warren Murray to set up the Fairview & District Chamber of Commerce Chequing Account at RBC in Fairview to accept E-Transfer payments; Seconded by Markus Lovsin; Carried unanimously

4.3. Office Hours/COVID 19 - Agreed unanimously to maintain current hours of operation of Monday, Wednesday and Friday - 9:00am to 5:00pm, with clients accepted in person by appointment only

5. New Business

5.1. Proposal for Office space - Tabled to get more information, including possible costs

5.2. Virtual Vendors Shop - Tabled to get more information

5.3. Survey - Reviewed responses received so far; Survey will remain open until more responses are received

5.4. Halloween Event - Proposal from Freson Bros to host a halloween event with Chamber and local business involvement

6. Adjournment

Motion to adjourn meeting by Warren Murray at 12:55pm; Seconded by James Adams; Carried unanimously

7. Roundtable - None

8. Action Items

<u>Action</u>	<u>Person Responsible</u>	<u>Completion Target Date</u>	<u>Status</u>
Update & Get Approval on Bylaws	Carri-Anne	ASAP	Updated, Not Approved (need to hold General Meeting)
Policy Manual	Board		Ongoing
Employee Handbook	Carri-Anne	ASAP	Completed
Fill Chamber Manager Position	Hiring Committee	ASAP	Completed



Update & Create New Email Addresses	Carri-Anne, Jeff	ASAP	Completed
POS, Online sales system	Warren, Jeff		
Office Inventory	Carri-Anne, Kathy-Jo		Completed