



Fairview & District Chamber of Commerce  
Regular Board of Directors Meeting  
Thursday November 19, 2020, Noon  
Town of Fairview Council Chambers

*Current Executive*

*President - Carri-Anne Kehler*

*Vice President - Warren Murray*

*2<sup>nd</sup> Vice President - Markus Lovsin*

*Secretary/Treasurer - Lenny Basnett*

**In Attendance:** Carri-Anne Kehler, James Adams, Pauline Lyman, Riley Buker, Kim Fix, Warren Murray, Markus Lovsin, Jeff Johnston, Kathy-Jo Kehler, Leah Fox ( 12:10)

**Absent:** Myles Campbell, Lynn Johnson, Lenny Basnett

1. **Welcome / Call to Order**

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

2. **Additions to / Approval of Agenda**

**Motion by Jeff Johnston to accept the agenda as presented, Seconded by Warren Murray; Carried unanimously**

3. **Consent Agenda**

3.1. **Approval of Minutes** - October 1, 2020

3.2. **Reports**

3.2.1. **Treasurer's Report**

- Lenny Basnett was absent. Financial reports reviewed by the Board.

3.2.2. **Chamber Manager's Report**

3.2.2.1 **Small Business Week Report**

- Discussion of low engagement specifically with award nominations. Suggestions of leaving nomination forms at businesses and reaching out to businesses for better personal connections and promotion and to possibly revisit radio advertising.
- Time was definitely an issue to promote effectively.
- Discussion as to whether awards should be open to Chamber members only. Decided more information was needed and discussion to be added as an agenda item at a later date.
- Awards ceremony was well received with positive feedback.

3.2.3. **Office/CERC/VIC Report**

Presented by Kathy-Jo Kehler

**Motion by Markus Lovsin to accept the Consent agenda as presented; Seconded by Kim Fix; Carried unanimously**

4. **Unfinished Business**

4.1. **Email Addresses**

**Have had issues with delivery of emails from the Chamber. Working with Jeff Johnston and Jason Martin to resolve.**

#### 4.2. Online/POS Payments

Motion by Warren Murray to obtain wireless wifi enabled Point of Sales terminal as first choice, with wired terminal as second choice, from POS West at no more than \$35.00 per month rental and set up fees as presented; Seconded by Jeff Johnston; Carried unanimously

#### 4.3. E-Transfers and Online Banking

Motion by Jeff Johnston to set up The Fairview & District Chamber of Commerce bank accounts through RBC in Fairview for online banking services, giving access to the Chamber Office Administrator, Chamber President and Chamber Treasurer; Seconded by Markus Lovsin; Carried unanimously

#### 4.4. Policies & Procedures - Tabled

#### 4.5. Highway Signs - Estimates - Tabled

Second estimate presented as information.

### 5. New Business

#### 5.1. New Members for Approval

Motion by James Adams to approve the Fairview Farmers Market and The Old Bistro as members of The Fairview & District Chamber of Commerce; Second by Warren Murray; Carried unanimously

#### 5.2. Moonlight Madness

Discussion to clarify that businesses that are participating in the passport to Christmas will not be eligible to win passport draws. Directors shall avoid acceptance of any monetary prize and special draws offered by the Chamber of Commerce as per the Directors Code of Conduct 7(a).

*The Board put forth the recommendation that the original parade route as presented by the Chamber for approval, including main street, would be preferred over the recommendation from the Town of Fairview of the route being changed to 111th and 108th. Requested that the Chamber manager contacts the Town CAO, Fire Dept, and RCMP to see if this is possible.*

Motion by Warren Murray to approve Kathy-Jo Kehler to work the evening of Moonlight Madness; Seconded by Kim Fix; Carried unanimously

#### 5.3. Meetings/ Attendance

Motion by Warren Murray to have the Chamber Manager attend the Economic Development meetings as a Chamber of Commerce representative and to report back to the Chamber of Commerce Board of Directors; Second by Markus Lovsin; Carried unanimously

Motion by Jeff Johnston to have Chamber Manager attend Town of Fairview Council meetings as needed and to report back to the Chamber of Commerce Board of Directors; Second by Markus Lovsin; Carried unanimously

#### 5.4. CERC Office - Virtual Services

Motion by James Adams to purchase the equipment necessary, as presented in quote from Fealty Ltd, to allow clients to use the CERC Computer for Virtual services as requested by the AB Govt Contract specialist; Second by Riley Buker; Jeff Johnston abstained from vote due to precuarary interest; Carried unanimously

#### 5.5. Chamber Credit card

Motion by James Adams to apply for a credit card in the name of The Fairview & District Chamber of Commerce with a credit limit of \$2500.00; Second by Markus Lovsin; Carried unanimously

### 6. Adjournment

Motion to adjourn meeting by Warren Murray; Seconded by James Adams; Carried unanimously  
Meeting was adjourned at 1:22pm

7. **Roundtable**

None

8. **Action Items**

<b><u>Action</u></b>	<b><u>Person Responsible</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Status</u></b>
Update & Get Approval on Bylaws	Carri-Anne	ASAP	Updated, Not Approved (need to hold General Meeting)
Policy Manual	Board		Ongoing
POS, Online sales system	Warren, Jeff		Approved, need to purchase
Quote for Chamber Highway Signage for North Facing sign	Carri-Anne		2 Estimates received