



Fairview & District Chamber of Commerce
Regular Board of Directors Meeting
Noon, Thursday January 21, 2021
Town of Fairview Council Chambers

Current Executive

President - Carri-Anne Kehler

Vice President - Warren Murray

2nd Vice President - Markus Lovsin

Secretary/Treasurer - Lenny Basnett

In Attendance: Carri-Anne Kehler, Pauline Lyman, Kathy-Jo Kehler, Riley Buker, Lenny Basnett, Markus Lovsin, Leah Fox, James Adams. Kim Fix (12:06), Jeff Johnston (12:08)

Absent: Warren Murray, Lynn Johnson, Myles Campbell

1. Welcome / Call to Order

Carri-Anne Kehler called the meeting to order at 12:01pm

2. Additions to / Approval of Agenda

Motion by James Adams to accept the agenda as amended; Seconded by Riley Buker; Carried unanimously

3. Consent Agenda

3.1. Approval of Minutes - December 17, 2020

3.2. Reports - Received for Information

3.2.1. Treasurer's Report

- Membership Renewals and Highway Sign Leases have been sent and Prorated to create an annual January 1st renewal date.

3.2.2. Chamber Manager's Report

- Approved for the WD/ACC Grant for \$2500.00 for welcome discount booklet.
- Want to Start with A Feature Business of the Month. May look at doing two a month.

3.2.2.1 Passport to Christmas

- Able to track approximately \$778,000.00 spent at participating businesses
- Over 3000 paper passports were not returned

3.2.2.2 Membership Renewal Update

- 99 current Members

3.2.3. Office/CERC/VIC Report

3.2.3.1. Virtual Office

- Webcam and Speakers have been installed, ready to accept Clients being sent from Grande Prairie when able.

3.2.3.2. Annual & Mid year Reporting - CERC

- Annual and mid-year reports are current; Outstanding reports have been submitted

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

4. Unfinished Business

4.1. . Paystone/POS WestPaystone

- should have Terminal to Office early next week

4.2. E-Commerce Account - Associated costs

- received for information

4.3. Etransfers/Online Banking

Motion by Markus Lovsin to set up an account with RBC Express to allow for online banking and e transfers. Naming the President (Carri-Anne Kehler) and Treasurer (Lenny Basnett) as service administrators without access and granting the Office administrator (Kathy-Jo) sole access privileges. ; Seconded by James Adams ; Carried unanimously

4.4. Chamber Credit Card

Motion by Jeff Johnston to Apply for the Visa Business Expense Card through RBC in the amount of \$2500.00, with naming the Chamber Manager (Pauline Lyman) as the card holder. ; Seconded by Kim Fix ; Carried unanimously

5. New Business

5.1. New Members for Approval

5.1.1. Don's Delivery

Motion by James Adams to approve Don's Delivery for membership to the Fairview & District Chamber of Commerce; Seconded by Markus Lovsin; Carried unanimously

5.1.2. Classic Collision -Awarded Membership

Motion by Riley Buker to approve Fairview Classic Collision for membership to the Fairview & District Chamber of Commerce, exempting the 2021 membership fees as prize for the 2020 Rising star award. ; Seconded by James Adams; Carried unanimously

5.2. Fealty Membership dues and Passport sponsorship in exchange for App usage and support

- Jeff Johnston declared pecuniary interest and left the meeting at 12:42pm.

Motion by Markus Lovsin to accept Fealty Ltd's 2021 membership and passports sponsorship fees in exchange for the Fairview Chamber App usage and support and website hosting and support; Seconded by Riley Buker; Carried unanimously

- Jeff Johnston returned to meeting at 12:50

5.3. 2021 Budget

- Proposed Budget was presented by the Chamber Manager

Motion by Jeff Johnston to approve the proposed 2021 Budget as presented ; Seconded by Lenny Basnett; Carried unanimously

5.4. Member Benefits - Board discussion

- Put more emphasis on promoting Local Business, especially ones that were hit the hardest due to Covid.
- Showcase a Feature business and what they offer etc, do Facebook Live tours, promotion.

6. Adjournment

Motion to adjourn meeting by Kim Fix; Seconded by Markus Lovsin; Carried unanimously
Meeting was adjourned at 1:13

7. Roundtable

Was suggested to try evening meetings, consensus was to leave meeting time as is.

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
POS Terminal	Warren,	ASAP	Waiting for terminal to arrive
Online Banking/Chamber Credit Card	Carri-Anne	ASAP	approved, need to apply
Quote for Chamber Highway Signage for North Facing sign	Carri-Anne	Spring 2021	ongoing
Welcome Deal Booklet Grant	Pauline	Before March 2021	ongoing
Membership Benefits	Pauline	ongoing	Feature Business of the month