



Fairview & District Chamber of Commerce  
Special Board of Directors Meeting  
Noon, March 12, 2020  
GPRC Meeting Room #AC136

*Current Executive*  
*President-Vacant*  
*Vice President-Vacant*  
*2<sup>nd</sup> Vice President- Carri-Anne Kehler*  
*Treasurer- Lynn Johnson*

**In Attendance:** Lenny Basnett (Royal LePage), Carri-Anne Kehler (Midnight Glass), Markus Lovsin (Freson Bros), Kimberly Fix (Kimberly's Blooms), Gord MacLeod (Mad Dog Cresting), Warren Murray (Warren's Automotive), Myles Campbell (Campbell Chrysler)

**1. Welcome/ Call to Order**

Carri-Anne Kehler called the meeting to order at 12:07 pm

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

Additions include: 3 – Approval of minutes, 4.5 – Bookkeeping, 4.6 – Audit of financial, 4.7 – Office organization

**Motion by Chris Laue to approve the agenda as amended. Seconded by Kim Fix. All in favour.**

**3. Approval of Minutes**

**Motion by Chris Laue to approve the March 5 2020 minutes. Seconded by Lenny Basnett. All in favour.**

**4. Resignation of Chamber Employees**

**4.1. ROE's**

Received for information

**4.2. Holiday Pay**

Warren Murray has agreed to look into 2020 holiday pay owing and communicate with the board via email, so it is done in a timely manner. All in favour.

**4.3. Member announcement sent via email**

Carri-Anne Kehler has sent out an announcement to the Fairview Chamber members RE: Executive Director and Events Coordinator's resignation and the change of date for the AGM. Would like to update the member emailing list to ensure its accuracy.

#### 4.4. Job Posting

Hiring committee set up: Lenny Basnett, Markus Lovsin & Warren Murray to advertise and hire “office admin/CERC supervisor” and “executive director” positions and will be meeting this week and will communicate via email to the board for final approval.

#### 4.5. Bookkeeping

Received for information - Discussion re: Chamber’s expectations and needs

ACC membership is due and fees are based on membership numbers. Carri-Anne Kehler printed off a report from quickbooks for the funds paid to 2019 memberships and came up with 104 paid members in 2019. Fees were paid to ACC based on those numbers.

Carri-Anne Kehler ran a report on 2020 sales by item to try and get a list of paid, invoiced and outstanding membership. Estimated 55 paid members to date for 2020, the accuracy of this is not certain.

#### 4.6. Audit Summary/Chamber books

Tina McCormic (Bare Bones Ventures) has agreed to review and make current the Fairview Chamber’s financial records. She is available March 27 2020 and has quoted no more than \$500.00. **Motion by Markus Lovsin to hire Tina McCormic to organize and create a current and up to date summary for the board. Seconded by Chris Laue. All in favour.**

#### 4.7. Office Organization

Warren Murray has picked up file boxes and folders to organize the offices.

Angie Thompson has agreed to organize the Fairview Chamber & Career and Employment Resource Center offices. **Motion by Lenny Basnett to give office access to and have Angie Thompson organize the Fairview Chamber & Career and Employment Resource Center offices. Seconded by Gord MacLeod. All in favour.** Warren Murray abstained.

### 5. Career and Employment Resource Center

#### 5.1. Temp Staffing

Temporary staffing to maintain office hours required by the government grant contract for the CERC - Kathy-Jo Kehler has offered to fill in at the Career and Employment Resource office on a temporary basis until the position is filled by the board. Position to include job board, answering phones, record visits and phone calls to the office. **Motion by Chris Laue to hire Kathy-Jo Kehler temporarily for the hours of Monday to Friday, 9:00am to 5:00 pm at a rate of \$15.00 per hour, until a suitable candidate has been hired permanently. Seconded by Warren Murray. All in Favour. Carri-Anne Kehler abstains.**

Kathy Kehler is available to start March 13 2020. Carri-Anne Kehler will officially speak to Kathy Kehler and offer her the position as stated above effective immediately.

#### 5.2 Report & Invoicing

Carri-Anne Kehler to get in contact with the contract manager for the Career and Employment Resource Centre to find out the proper procedure for reporting and invoicing.

## 6. Alberta Chamber of Commerce (ACC)

Membership has been paid based on 104 members. Tracy Acorn is aware that the form will be completed and sent after the Fairview Chamber AGM.

## 7. Website and Internet - Tabled

## 8. Financials

8.1. Universal Media – The board agrees to withhold payment until it is clear what this invoice is for

## 9. Events

### 9.1. AGM- March 31 2020

**Motion by Markus Lovsin to change the AGM date to March 31 2020 at 7:00pm. Seconded by Warren Murray. All in Favour.**

Chris Laue has agreed to run the election.

### 8.2. Northern Link Trade Show-Apr 4, 5, 6 2020

Chris or Warren to let the Economic Development committee know that the Fairview Chamber will not be participating in the trade show at this time at their next meeting

### 8.3. ACC Roundtable - Tablet for future

### 8.4. General meeting

**Motion by Chris Laue to cancel the April 1 2020 General meeting. Seconded by Lenny Basnett. All in Favour.**

Suggested to Cancel General meetings until after election and Strategic planning has been completed and to start calling members to remind them of upcoming meetings to try and revitalize the general meetings. Discussion about changing bylaws to allow for more liberty when meetings are to be held in order to find the time/format that works best for members. **Motion by Markus Lovsin to present a Motion at the AGM to amend the bylaw to create more flexibility to one weeks notice to hold a General Meeting. Seconded by Warren Murray. All in Favour.**

### 8.5. Trips - Email

Carri-Anne Kehler has communicated with citsline and Indus regarding trips promoted by the chamber. They are aware the chamber wishes to not continue promoting at this time.

## 9. Adjournment 1:20pm

**Motion to adjourn by Lenny Basnett. Seconded by Gord McCleod.**



## 10. Round Table/Action items