



Fairview & District Chamber of Commerce
Regular Board of Directors Meeting
Noon, October 1 2020
Town 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, Kimberly Fix, Leah Fox, Warren Murray, Lenny Basnett, Markus Lovsin, Jeff Johnston, Lynn Johnson, James Adams

Absent: Myles Campbell

1. Welcome / Call to Order

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

2. Additions to / Approval of Agenda

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

3. Consent Agenda

3.1. Approval of Minutes - August 26 2020

3.2. Reports

3.2.1. Treasurer's Report

3.2.2. Chamber Manager's Report

- Currently working on Small Business Week
- Presented Preliminary Event Report that can be expected with each event

3.2.2.1. Scotia Wealth Approved for Membership

3.2.3. Office/CERC/VIC Report

- Actively reaching out to businesses to let them know about our services
- Reached out to AB Works to enquire about financial assistance for tickets and training required for employment opportunities
- Have had a few clients requesting help with resumes and job applications
- CERC facebook page is doing well with engagements and views

3.2.4. Chair Report

- Survey Outcome report
- Website has been updated
- Website directory will show our members only with a link to surrounding website directories
- Thrive835 - economic development study is actively working through the information they have gathered
- Discussion regarding asking PRSD to appoint an advisor if we do not get a response from GPRC

3.2.5. Hiring Committee Report

- Chamber Manager and Office/CERC Administrator positions have both been filled.
- Staff schedules have been put in place; Chamber Manager hours will be Tuesday thru Friday and Office Admin will be Monday thru Thursday. With the understanding that this may have to be modified to work around events.



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

4. Unfinished Business

4.1. General Meetings

Discussion to resume our General Membership Meetings the first Wednesday of each month at DMI, Commencing November 4 2020. Each board member will try to bring a member with them to jumpstart the attendance.

4.2. Email Addresses

Director@fairviewchamber.com and Events@fairviewchamber.com email addresses are being phased out. The vacation response has been set up to send an auto reply with our new/current email addresses. New addresses are: manager@fairviewchamber.com, office@fairviewchamber.com, cerc@fairviewchamber.com, board@fairviewchamber.com

4.3. Online/POS Payments

Still waiting on information

4.4. Policies & Procedures - Tabled

5. New Business

5.1. Small Business Week

Planning the Home Based Business Trade Show for Thursday October 22 2020. Nomination forms for Awards are out. Planning a small ceremony to present awards.

Kix Fm/River country has reached out to offer free advertising of 5 ads a day for Small Business Week in exchange for a commitment to advertise during Moonlight Madness at a cost of 50 ads for \$1700.00.

Motion by Jeff Johnston to not advertise with Kix Fm/River Country for Small Business Week; Seconded by Warren Murray; Majority (5) five in favour; Carried

5.2. Member Benefits - Tabled

5.3. E-Transfers & Credit Card Payments - Tabled

5.4. Directors Meeting Dates

Will be scheduled for every Third Thursday of the month at noon starting November 19 2020 at the Town Council Chambers

5.5. Highway Signs

Estimate presented from Dunvegan Fab to modify the stands for the Highway signs for \$1000.00 per sign. The estimate includes removal of structures, addition of 5', buffing and painting the structure and reinstallation. This will allow for 10 extra signs.

Tabled - Board Requested additional estimates.

Motion by James Adams to increase the cost of leasing a Highway sign to \$400.00 per year upon renewal date starting January 01 2021; Seconded by Jeff Johnston; Carried unanimously

6. Closed Session

Motion by James Adams to go into Closed Session at 1:07pm; Seconded by Kim Fix; Carried unanimously

Board went into Closed Session at 1:12pm

Motion by James Adams to leave Closed Session at 1:22pm; Seconded by Jeff Johnston; Carried unanimously

7. Adjournment

Motion by Markus Lovsin to adjourn meeting at 1:27pm; Seconded by Warren Murray; Carried unanimously

8. Roundtable

9. 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, Online sales system	Warren, Jeff		
Quote for Chamber Highway Signage for North Facing sign	Carri-Anne		