



Fairview & District Chamber of Commerce  
Regular Board of Directors Meeting  
Thursday December 17 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, Kathy-Jo Kehler, Markus Lovsin, Jeff Johnston, Warren Murray, Riley Buker, Lenny Basnett(12:06).

**Absent:** Kim Fix, Leah Fox, Myles Campbell, Lynn Johnson.

1. **Welcome / Call to Order**

Carri-Anne Kehler called the meeting to order at 12:00

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** - November 19,2020.

3.2. **Reports**

3.2.1. **Treasurer's Report**

- Comparison reports were requested for future meetings.

3.2.2. **Chamber Manager's Report**

- Will have a Budget to Report by next Meeting.

3.2.2.1 **Moonlight Madness Review**

- Positive Feedback from Members; "the best Moonlight Madness they have had yet".
- It was decided to hold a Second Moonlight Madness Shopping Night.
- The Vendor Market had low Vendor participation.
- Final Budget presented and general discussion regarding future Moonlight Madness', possible changes and how to improve.

3.2.2.2 **Fairview Health Complex Foundation**

- Purchased \$6200.00 in Chamber Change that was being distributed to 310 employees at \$20.00 each.

3.2.2.3 **Member Benefits & Chamber App Discussion**

- Working on developing the Apps contents.
- Plan to create a Brochure listing member benefits specific to us.
- Board members to present ideas at the next board meeting.

#### **3.2.2.4 Mighty Max Fundraiser**

- Fairview Chamber of Commerce cannot get a gambling/raffle license due to the nature of business
- Still working with Kaylee Wild to come up with an event to participate in a fundraiser for Mighty Max

#### **3.2.2.5 Economic Development Report**

- Focus on Branding and promoting Fairview.
- Hired a Videographer for a Fairview Promotional Video
- Fairview Chamber will tentatively work as a “business information and mentorship hub”

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

#### **3.2.3.1 Virtual Office**

- Equipment has been purchased; still needs to be installed.

#### **3.2.3.2 Annual & Mid year Reporting**

- Annual & mid Year Reporting from the CERC Office is required for Oct 2019, April 2020, Oct 2020-
- Office has been in contact with Yolanda Fowler regarding the requirements needed for these Reports.

#### **3.2.4. Chair Report**

- General Meetings were suggested to be held at alternate times, with the first potential meeting being held in January.
- Look into a Speaker or something to have at a potential January meeting.

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

### **4. Unfinished Business**

#### **4.1. Online/POS Payments**

- Peter from Paystone is price matching a Wireless Wifi Terminal for \$35.00 a month.
- Warren Murray will be the signing authority on the Paystone account.
- Waiting on application approval from Paystone

#### **4.2. Etransfers**

- Waiting for a call back from RBC

#### **4.3. Chamber Credit Card**

- Waiting for a call back from RBC

### **5. New Business**

#### **5.1. New Members for Approval**

##### **5.1.1. Richmond Dry Cleaners**

**Motion by Markus Lovsin to approve Richmond Dry Cleaners as New Member; Seconded by James Adams; Carried Unanimously.**

#### **5.2. Chamber Welcome Discount Booklet**

- Proposed discount booklet to give to Newcomers in FCSS welcome bags, Submitted a draft budget and concept based on 30 member discounts and 250 booklets.
- Chamber Manager to do more research on who these would be handed out too.
- Tabled for more information

### 5.3. Online Payments

- There is an additional charge to accept payments on Website.
- Discussion regarding if online payments are necessary once POS and e-transfers are set up
- Will follow up with Paystone to get additional cost
- Tabled for more information

### 5.4. Christmas Hours

**Motion by Markus Lovsin to Close Fairview Chamber Offices December 24,2020; Seconded by; Warren Murray; Carried Unanimously.**

### 6. Adjournment

**Motion to adjourn meeting by Riley Buker; Seconded by Warren Murray; Carried unanimously**

Meeting Adjourned at 1:15

### 7. Roundtable

- Lenny Basnett suggested that we should start doing a parade at the Stampede again. More opportunities for the Chamber to stand out, something to look into.

### 8. Action Items - See Below

<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 on application
Online Banking	Warren, Carri-Anne	ASAP	Waiting on Call back from RBC
Chamber Credit Card	Warren, Carri-Anne	ASAP	Waiting on Call back from RBC
CERC Virtual Office	Kathy-Jo, Carri-Anne	ASAP	Equipment purchased; needs to be set up
Quote for Chamber Highway Signage for North Facing sign	Carri-Anne	Spring 2021	ongoing
Member Benefits Brochure	Board & Staff	January Board Meeting - Jan 21 2021	Board & Staff to come up with ideas for member specific benefits
Online website Payments - Contact Justin at Paystone for associated costs	Carri-Anne	January Board Meeting - Jan 21 2021	