

Fairview & District Chamber of Commerce
Regular Board of Directors Meeting
Noon, October 14, 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, Nicole Heck, Kim Fix, Leah Fox, Warren Murray, Laura Ball, James Adams, Riley Buker, Lenny Basnett(12:02)

Absent: Markus Lovsin, Jenna Armstrong, Brent Dechant

1. Welcome / Call to Order

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

2. Additions to / Approval of Agenda

Motion by Warren Murray to accept the agenda as presented; Carried

3. Consent Agenda

3.1. Approval of Minutes - September 16, 2021

3.2. Reports - Received for Information

3.2.1. Financial Report

- Reviewed

3.2.2. Office Report

- Midyear CERC reports for April 1- September 30,2021 have been submitted.

3.2.3. Chamber Manager's Report

- Moving the Chamber Manager office to #116 & #117 by the end of October 2021
- The Chamber has had our first request for the Rapid Test Program

3.2.4. Town of Fairview Advisor's Report

- Absent

3.2.5. MD of Fairview Advisor's Report

- Everything is quiet at M.D presently due to upcoming elections

3.2.6. GPRC Advisor's Report

- GPRC has implemented the Vaccine Exemption Program
 - offering free testing twice a week to Students and Staff until November 1,2021, after that they are looking at bringing in a contractor so testing is still available on site, but it will not be at no cost.
- Mark Heartt, Dean for Trade, Agricultural and Environment is on a current LOA and Tony Shmyruk will be acting as the Interim Dean.
- The Advisory Committees have expanded and added a new Ag Program Advisory Committee in the hopes of increasing their Ag. footprint again.

Motion by James Adams to accept the Consent agenda as presented; Carried

4. Projects and Events

4.1. Glow Ball Tournament

- The tournament went really well, there was a lot of great feedback from the participants and the community. They would like to see if it could be hosted twice a year.
- Total profit was over \$1700.00.
- Would like to incorporate some changes to the event that would coincide with our Mission Statement.

4.2. Small Business Week

- Two contests planned for Small Business week.
 - Elementary School Students from Grade 1-4 were asked to draw a picture of a future business they would like to own, three winners will be chosen with prizes of \$50, \$35 and \$25 to be given in Chamber Change. Pictures will be displayed in the windows of local businesses.
 - Shop Local Challenge contest will start October 18, 2021, over the course of 5 days, Prizes for 1st place of \$250, and 2nd place of \$150 will be given in Chamber Change.
- Awards Gala will be hosted in person and streamed via Facebook Live. Sponsors and winners that are unable to attend can be Zoomed in for the presentation.
- Nominations went really well, a large improvement from last year.
- Videographer was hired to obtain good marketing material
 - Videos of the finalists were taken to be played on the night of awards, and to make a highlight reel of the evening's events.

4.3. Municipal Debate

- Debate was not required to be held for the Town of Fairview Candidates.
- M.D candidates were all polled by the CAO and were happy to do written statements as opposed to an in person debate.

4.4. Passport to Christmas/Moonlight Madness

- Will start at the beginning of November
- Will not be using the App this year due to operational reasons
- Moonlight Madness dates have yet to be decided, plan to poll retailers
- Parade will not be held on the same day as Moonlight Madness shopping due to feedback from businesses last year. A separate event for parade, family activities ect. is planned for a Saturday in December

5. Unfinished Business

5.1. Company Cell Phone

- Email was sent out to the board of Directors on Sept 22 2021 with a motion as follows;

The Fairview & District Chamber of Commerce will reimburse the Chamber Manager for the use of their personal cell phone for Chamber business in the amount of \$40.00 per month, to be paid separately from their wage as a monthly Stipend.

Motion was passed unanimously. (Attached)

5.2. Chamber Office Operations

- The Chamber and CERC Office remains open to the public following the new Government Covid Regulations, including to the clients needing services.
- The Chamber staff is comfortable working under the protocols that were put in place for the Offices.

6. New Business

- None

7. Policies & Procedures

7.1. Personal Roles and Operational Policies

7.1.1. Authorization of additional hours of work

Motion by Warren Murray to approve Authorization of additional hours of work as presented; see attached. Carried.

7.1.2. Vacation days and Time off

Motion by Laura Ball to approve Vacation days and time off as presented; see attached. Carried.

7.1.3. Sick Days

Motion by James Adams to approve Sick Days as presented; see attached. Carried.

7.1.4. Personal Cell Phone usage for Chamber Operations Purposes

- Discussion

Riley Buker and Laura Ball left meeting at 12:55pm

8. Adjournment

Meeting was adjourned by Carri-Anne Kehler at 1:03pm

9. Roundtable

- None

10. Action Items

| <u>Action</u> | <u>Person Responsible</u> | <u>Completion Target Date</u> | <u>Status</u> |
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