



Fairview & District Chamber of Commerce
Regular Board of Directors Meeting
Noon, Thursday February 18,2021
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, Kim Fix, Warren Murray,, Lenny Basnett, Jeff Johnston, James Adams

Absent: Lynn Johnson, Markus Lovsin, Leah Fox, Myles Campbell, Riley Buker

1. **Welcome / Call to Order**

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

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

Motion by Kim Fix to accept the agenda as presented; Seconded by Warren Murray; Carried unanimously

3. **Consent Agenda**

3.1. **Approval of Minutes** - January 21,2021

Motion by James Adams to approve minutes as presented; Seconded by Jeff Johnston; Carried unanimously

3.2. **Reports - Received for Information**

3.2.1. **Treasurer's Report**

3.2.2. **Chamber Manager's Report**

- Signed two new Highway Sign Leases, replacing two non-renewing
- Getting more involved with the Alberta Chamber of Commerce
- Joined the Alberta Chamber Executives, which is a group of other Chamber Managers and great resources
- Economic Development is working to get an Indoor Playground, reaching out to non-profit organizations to enquire if interested in running it

3.2.3. **Membership Report**

- 96 current Members
- The Alberta Chamber of Commerce Membership Renewal has been submitted for 2021

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

4. **Unfinished Business**

4.1. **Paystone/POS WestPaystone**

- POS Payment Terminal has been installed in Office

4.2. E-transfers/Online Banking

- Online Banking has been set up and activated
- Office Administrator is the only one with viewing access, Treasurer and Board Chair are service admins without viewing access

4.3. Chamber Credit Card

- Financials have been prepared by Bare Bones Ventures Ltd to be submitted, with approved minutes, for credit card application

5. New Business

5.1. New Members for Approval

5.1.1. The Potterie Fairview

Motion by Jeff Johnston to approve The Potterie Fairview for membership to the Fairview & District Chamber of Commerce

Seconded by Kim Fix; Carried unanimously

5.1.2. Mehlsen Energy

Motion by Warren Murray to approve Mehlsen Energy for membership to the Fairview & District Chamber of Commerce;

Seconded by; Lenny Basnett; Carried unanimously

5.1.3. NWPCALC (North West Community Adult Learning Centre)

Motioned by Kim Fix to approve NWPCALC for membership to the Fairview Chamber of Commerce;

Seconded by; Lenny Basnett; Carried unanimously

5.1.4. dmk signs & designs

Motioned by Jeff Johnston to approve dmk signs & designs for membership to the Fairview Chamber of Commerce

Seconded by James Adams; Carried unanimously

5.1.5. The Barber Co.

Motioned by Warren Murray to approve The Barber Co. for membership to the Fairview Chamber of Commerce

Seconded by; Jeff Johnston; Carried unanimously

5.2. Welcome Booklet

- Next step is to reach out to Members to quantify interest

5.3. Marketing Material

- New Material was designed and presented
- Chamber Manager to look into printing costs

5.4. New Telus Bundle - save

- Chamber was approached by Telus with an offer to change current phone services provided, allowing us to save money, but requires additions to services or changing to VOIP, inquires are being made with the assistance of Jeff Johnston

5.5. Thrive835 Study

- Presented by Jeff Johnston (Town of Fairview) - Possible ways the Chamber could be involved in implementing some of the suggestions that came from the Thrive835 economic study. Such as;
 - Possibility of developing an Entrepreneurship Centre, expending what is offered in the CERC office
 - A biannual Business conference, starting Spring of 2022

5.6. Advisors Reports

- A short report to be given by the Advisors will be added to future agenda's

5.7. AGM

- Jeff Johnston (Fealty Ltd) has agreed to host the AGM Zoom Meeting, March 18,2021 at 7:00pm
- Financials have been prepared and an Audit was done by Bare Bones Ventures Ltd



6. Adjournment

Motion to adjourn meeting by Warren Murray; Seconded by Kim Fix; Carried unanimously

Meeting adjourned at 1:00pm

7. Roundtable

8. Action Items

<u>Action</u>	<u>Person Responsible</u>	<u>Completion Target Date</u>	<u>Status</u>
Update & Get Approval on By-Laws	Carri-Anne	ASAP	Updated, Not Approved(need to hold General Meeting)
Policy Manual	Board		Ongoing
Chamber Credit Card	Carri-Anne	ASAP	Application needs to be submitted
Welcome Deal Booklet Grant	Pauline	Before March 2021	Ongoing
Membership Benefits	Pauline	Ongoing	Feature Business of the Month