

**Fairview & District Chamber of Commerce**  
**Regular Board of Directors Meeting**  
*5 members = Quorum*  
**Noon, January 19, 2023**  
**Chamber of Commerce Office**



Current Executive

*Chair - Carri-Anne Kehler*

*Vice Chair - Warren Murray*

*2<sup>nd</sup> Vice Chair - Markus Lovsin*

*Secretary/Treasurer - Laura Ball*

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**In Attendance:** Laura Ball, Carri-Anne Kehler, Warren Murray, John Przybylski, Erin Macdonald-Kramer, Pauline Lyman, Gord MacLeod, Kathy-Jo Kehler, Riley Buker, Leah Fox, Jenna Armstrong

**Absent:** Markus Lovsin, Paul Buck, Brent Dechant

**1. Welcome / Call to Order**

Carri-Anne Kehler called the meeting to order at 12:09pm

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

- Addition of 7.4. Cyber Insurance

**Motion by Warren Murray to accept the agenda as Amended; Carried**

**3. Consent Agenda**

**3.1. Approval of Minutes** - November 17, 2022

**3.2. Chamber Report**

- 2023 Membership invoices have been sent. We currently have 112 members.
- Membership Meeting dates will now be held the 4th Thursday Bimonthly.

**3.3. Financial Report**

- Reviewed 2022 statements & budget which shows a modest profit
- Customer statements will be sent out monthly on a trial basis.

**Motion by Riley Buker to approve consent agenda as presented; Carried**

**4. Projects and Events**

**4.1. Passport To Christmas**

- Turned in passports increased from last year at just over 5700, resulting in just over 1.4 million dollars of trackable money spent locally
- Chamber Change winners;
  - \$500.00 Early bird - Ron Guss
  - \$1000.00 Grand Prize winner - Kay Helfrik

#### **4.2. Moonlight Madness - November 25 2022**

- Vendor market had 22 registered vendors with approx 547 attendees
- Vendors and Local retailers were very pleased with how the night went.
- **Moonlight Madness Take 2 - December 9th**
  - Added a draw to this night with 9 members participating; Members had individual draws for their business and the names were then collected and submitted to a draw for \$250.00 Chamber Change.
  - Vendors Market was added last minute at the request of the Vendors at the Mall
  - The Chamber Office remained open to greet people, with hot chocolate and games

#### **4.3. Christmas Carnival & Parade - December 3 2022**

- Activities hosted in the Mall; Pictures with Santa, Carnival games, Storytime & playtable, Free glitter tattoos, scavenger hunt, Hot Chocolate and Pizza by the slice
- Wagon rides and a bonfire - Rexall parking lot
- Dog sledding and puppy play at Hemstock Park
- Shopping with the Elves
- The parade had 13 entries

#### **4.4. Chamber Travel**

- Ireland Trip through Indus Travel did not have enough bookings to make it viable and was cancelled and individuals that had booked were refunded in full.

#### **4.5. Annual Report**

- Currently working on the Annual Report, hope to have it ready by mid February.
- Annual Report will be delivered with membership certificates.

#### **4.6. Board Elections**

- Nominations to open around February 16th and close around March 9th

#### **4.7. AGM**

- Date set for March 23, 2023 at 5:30pm.

### **5. New Members for Approval**

#### **5.1. Hope Restored Counseling**

**Motion by Laura Ball to approve Hope Restored Counseling for membership to The Fairview & District Chamber of Commerce; Carried**

### **6. Unfinished Business**

#### **6.1. Highway Signage**

**Motion by Warren Murray to table Highway Signage to a later date; Carried**

### **7. New Business**

#### **7.1. Additional Labour for Events**

- Discussion regarding allotment of funds to the Events Budget that allows for casual labour for things such as set up and take down

## **7.2. Growing the North Conference**

- Will be held in-person in Grand Prairie Feb 21 - 23, 2023
- Chamber staff will not be attending this year

## **7.3. Budget Meeting**

- Date set for February 16 2023 in the Chamber office
- Waiting to hear if the Chamber has been awarded the new Career & Employment Services contract
- Discussion regarding possible goals and ideas to allow better preparation to meet the timelines for when grants become available.

**Laura Ball left the meeting at 12:57pm.**

## **7.4. Cyber Insurance**

**Motion by Warren Murray to obtain and hold Cyber Attack Insurance for the Chamber not exceeding \$500.00 per year; Carried.**

## **8. Policies & Procedures**

### **8.1. Internal Committees - Terms of Reference**

- A motion was carried to approve the proposed Internal Committees Terms of Reference as presented, by electronic vote December 15 2022

### **8.2. Employee Management Committee - Terms of Reference**

- A motion was carried to approve the proposed Employee Management Committee Terms of Reference as presented, by electronic vote December 15 2022

**Motion by Riley Buker to approve Nicole Heck as a member of the Employee Management Committee; Carried**

## **9. Reports - Received for Information**

### **9.1. Town of Fairview Advisor's Report**

- Nothing to report

### **9.2. MD of Fairview Advisor's Report**

- Councillors attended the RMA Convention in Mid November in Edmonton and had a One on One Meeting with the Minister of Health. Discussion included Nursing Shortages in our area. The minister referenced the number of Foreign Trade Workers in the province that have not yet been approved to work in Alberta and their efforts to speed up that Process.
- Alberta Health Services stated they will no longer be providing Air Ambulance Services to the Town and M.D of Spirit River due mainly the need to increase the length of their runway by 50ft. Surrounding Municipalities have been advocating for Spirit River to preserve the services and are concerned that it could lead to other communities facing the same problem.

### **9.3. NWP Advisor's Report**

- The Fairview campus is in need of instructors
- The new Health Care Aide started in first week of January at the Fairview campus
- An Ag Advisory Board has been introduced to discuss the viability of reintroducing Agricultural specific programming

- Apprenticeship programming has changed the requirements for first year apprentices. Students may apply and attend the first year without employment and will not be required to apprentice under a Journeyman until the second year.

**Riley Buker left at 1:30pm**

#### **9.4. Economic Development Report**

- The AAIP application seeking community designation with the intent to attract and recruit newcomers to address labour needs and settle newcomers into rural communities, submitted by the Town of Fairview, in partnership with the Village of Hines Creek, has been approved. Businesses within the Village of Hines Creek or the Town of Fairview, wishing to recruit foreign workers can start the application process anytime.
- Economic Development has been awarded a \$100,00.00 Grant for Event Development Strategy and event equipment
- The Economic Development Committee has completed their Strategic planning session and are hoping to have it approved in the next month.

#### **10. Adjournment**

Carri-Anne Kehler adjourned the meeting at 1:41 pm

#### **11. Roundtable**

None