Fairview & District Chamber of Commerce Regular Board of Directors Meeting

5 members = Quorum



12:00 PM, January 18, 2024 Fairview & District Chamber Office Boardroom

Current Executive

Chair - Carri-Anne Kehler Vice Chair - Warren Murray 2nd Vice Chair - Markus Lovsin Secretary/Treasurer - Laura Ball

In Attendance: Carri-Anne Kehler, John Przybylski, Riley Buker, Laura Ball, Nicole Heck, Pauline Lyman, Kathy-Jo Kehler

Absent: Paul Buck, Warren Murray, Markus Lovsin, Erin MacDonald-Kramer, Wole Aina, Cathy Few, Michelle Stam

1. Welcome / Call to Order

Carri-Anne Kehler called the meeting to order at 12:11pm

2. Additions to / Approval of Agenda

Motion by Laura Ball to accept the agenda as presented; Carried

3. Consent Agenda

3.1. Approval of Minutes - Oct 26, 2024

Change 7.0 to Reports, from New Business

3.2. Chamber Report

- Board Nominations will open in February
- Discussion re: Board of Directors Term being amended from a 1 year to a 2 year term

3.3. Financial Report

- Reviewed
- Discussion re: Non-renewing members are to be sent a letter

Motion by Riley Buker to accept the Consent agenda as Amended; Carried

4. Projects and Events

4.1. Business Awards Budget

Reviewed

4.2. Passport to Christmas

- Customer participation was slightly down from previous year
- Ongoing feedback of the inconvenience of carry around a paper passport
- 8600 passports were distributed to the public, 5000 were turned in; leaving 3600 unaccounted for

4.3. Moonlight Madness

- Business feedback was positive in terms of both sales and satisfaction
- Vendor Market had 25 vendor booths, approximately 650 people came through.
- Opportunity was posted on Facebook to transport/set up tables & chairs for the Vendor Market; open to a Non-profit or Club and Force Volleyball was the first to reach out.

4.4. Santa Claus Parade

- Held during the evening for the first time in 3 years; it was well attended and the feedback was positive
- 20 parade entries with many having multiple vehicles
- Businesses who registered on time were entered into a draw to host the Santa float. Fosters Agri World was the winner of this year's draw.
- We will continue to do this draw each year.

Motion by John Przybylski to proceed to 5. New Members and 6.1 2024 Board Meeting Dates & Time, in the interest of time and table 4.5 Christmas Carnival, 4.6 Moonlight Madness Take 2, and 7. Reports to the next meeting; carried

4.5. Christmas Carnival

Tabled

4.6. Moonlight Madness Take 2

Tabled

5. New Members for Approval

5.1. Dog-On Fabulous Pet Grooming

Motion by Nicole Heck to approve Dog-On Fabulous Pet Grooming for membership to The Fairview & District Chamber of Commerce; Carried

5.2. Western Financial Group & Fairview Registries

Motion by Laura Ball to approve Western Financial Group & Fairview Registries for membership to The Fairview & District Chamber of Commerce; Carried

5.3. Creekside Hat Co.

Motion by Riley Buker to approve Creekside Hat Co. for membership to The Fairview & District Chamber of Commerce; Carried

5.4. Fairview Force Volleyball Club

Motion by John Przybylski to approve Fairview Force Volleyball Club for membership to The Fairview & District Chamber of Commerce; Carried

5.5. B & E Hardware

Motion by Riley Buker to approve B & E Hardware for membership to The Fairview & District Chamber of Commerce; Carried

- 6. New Business
 - 6.1. 2024 Board Meeting Dates & Time

Motion by Nicole Heck to move Board Meetings to the 3rd Tuesday of every month at 6:00pm starting February 2024

7. Reports - Received for Information

Tabled 7.1 through 7.4

- 7.1. Town of Fairview Advisor's Report
- 7.2. Economic Development Report
- 7.3. NWP Advisor's Report
- 7.4. MD of Fairview Advisor's Report
- 8. Adjournment

Carri-Anne Kehler adjourned the meeting at 1:02pm

9. Roundtable

Fairview & District Chamber of Commerce Profit & Loss

January 2024

Ordinary Income Income 4000 - Membership Dues 4000 - Membership Dues 4000 - App Income 600.00 0.00 23,213,71 4100 - Event / Program Income 4200 - App Income 4200 - App Income 600.00 0.00 0.00 4500 - Career Resource Centre' 4,500.00 3,750.00 4550 - Value Added Program Robates 0.00 3,800.00 4750 - Interest Income 26,778 13,49 4899 - Chamber Group Plan Commission 783.63 747.10 1,500.00 3,800.00 7,61,44 4899 - Chamber Group Plan Commission 783.63 747.10 Total Income 5000 - Face 44,899 - Chamber Group Plan Commission 783.62 31,601.14 31,952.82 31,601.14 Gross Profit 1000 - Face 40,000 - Face 40,000		Jan 24	Jan 23
A000 - Membership Dues	Ordinary Income/Expense		
Total 4100 - Event / Program Income	4000 · Membership Dues	26,042.41	23,213.71
4500 · Career Resource Centre* 4,500.00 3,750.00 4550 · Value Added Program Rebates 0.00 3,800.00 4750 · Commercial Highway Signs 0.00 3,800.00 4790 · Interest Income 26,78 13,49 4890 · Chamber Group Plan Commission 783.63 747.10 Total Income 31,952.82 31,601.14 Gross Profit 31,952.82 31,601.14 Expense 6005 · Bank Charges & Current Interest 600.00 60.00 6005 · Bank Charges & Current Interest 500.00 60.00 6005 · Bank Charges & Current Interest · Other 5.00 5.00 Total 6005 · Bank Charges & Current Interest 102.25 72.00 6055 · Licenses, Fees & Dues 1,907.00 1,794.60 6060 · Office Expense 94.95 94.95 6062 · Internet Expense 94.95 94.95 6063 · Office Expense 94.95 94.95 6064 · Telephone Stipend 40.00 40.00 6065 · Cell Phone Stipend 40.00 40.00 6075 · Rent Expense 443.34 536.32		600.00	0.00
A550	Total 4100 · Event / Program Income	600.00	0.00
4750 - Commercial Highway Signs 0.00 3.800.00 4790 - Interest Income 26.78 13.49 4890 - Chamber Group Plan Commission 783.63 747.10 Total Income 31,952.82 31,601.14 Gross Profit 31,952.82 31,601.14 Expense 6005 - Bank Charges & Current Interest 6000 - 60.00 60.00 6008 - Global - Merchant Fees 37.25 7.00 6005 - Bank Charges & Current Interest - Other 5.00 5.00 Total 6005 - Bank Charges & Current Interest 102.25 72.00 6055 - Licenses, Fees & Dues 1,907.00 1,794.60 6060 - Office Expense 94.95 94.95 6062 - Internet Expense 94.95 94.95 6063 - Cell Phone Stipend 40.00 40.00 6066 - Telephone 7.66 4 75.66 6067 - Cell Phone Stipend 40.00 40.00 6068 - Software Subscriptions 232.75 174.11 Total 6000 - Office Expense 443.34 536.32 6075 - Rent Expense 0.00 0.00	4500 · Career Resource Centre*	4,500.00	3,750.00
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4890 · Chamber Group Plan Commission 783.63 747.10 Total Income 31,952.82 31,601.14 Gross Profit 31,952.82 31,601.14 Expense 6005 · Bank Charges & Current Interest 6007 · Paystone - Rental of POS System 60.00 60.00 6008 · Global - Merchant Fees 37.25 7.00 6005 · Bank Charges & Current Interest - Other 5.00 5.00 Total 6005 · Bank Charges & Current Interest 102.25 72.00 6055 · Licenses, Fees & Dues 1,907.00 1,794.60 6060 · Office Expense 94.95 94.95 6063 · Cicenses, Fees & Dues 1,907.00 151.61 6066 · Telephone 75.64 75.66 6067 · Cell Phone Stipend 40.00 40.00 6068 · Software Subscriptions 232.75 174.11 Total 6060 · Office Expense 443.34 536.32 6075 · Rent Expense 443.34 536.32 6075 · Rent Expense 1,040.00 1,040.00 6080 · Subcontracting - Bookkeeping 65.00 0.00 6080 · Small Tools & Supplies	4750 · Commercial Highway Signs	0.00	3,800.00
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6353 · Milage 95.60 5.80 Total 6350 · Employee Expenses 95.60 5.80 69800 · Uncategorized Expenses 0.00 0.00 7000 · Payroll Expenses 5,090.75 4,860.50 7006 · CPP & El - All Employees 399.38 379.47 7007 · Vacation Pay - All Employees 155.47 170.90 7008 · Group Insurance Plan 464.58 442.84 7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00	Total 6100 · Event / Program Expenses	414.20	22.00
69800 · Uncategorized Expenses 0.00 0.00 7000 · Payroll Expenses 5,090.75 4,860.50 7006 · CPP & EI - All Employees 399.38 379.47 7007 · Vacation Pay - All Employees 155.47 170.90 7008 · Group Insurance Plan 464.58 442.84 7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00	• • •	95.60	5.80
7000 · Payroll Expenses 5,090.75 4,860.50 7006 · CPP & EI - All Employees 399.38 379.47 7007 · Vacation Pay - All Employees 155.47 170.90 7008 · Group Insurance Plan 464.58 442.84 7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00	Total 6350 · Employee Expenses	95.60	5.80
7001 · Gross Wages 5,090.75 4,860.50 7006 · CPP & EI - All Employees 399.38 379.47 7007 · Vacation Pay - All Employees 155.47 170.90 7008 · Group Insurance Plan 464.58 442.84 7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00		0.00	0.00
7006 · CPP & EI - All Employees 399.38 379.47 7007 · Vacation Pay - All Employees 155.47 170.90 7008 · Group Insurance Plan 464.58 442.84 7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00		5,090.75	4.860.50
7007 · Vacation Pay - All Employees 155.47 170.90 7008 · Group Insurance Plan 464.58 442.84 7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00		·	
7008 · Group Insurance Plan 464.58 442.84 7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00	• • •		
7009 · WCB 200.00 0.00 7000 · Payroll Expenses - Other 0.00 0.00			
7000 · Payroll Expenses - Other 0.00 0.00	•		
Total 7000 · Payroll Expenses 6,310.18 5,853.71	7000 · Payroll Expenses - Other		
	Total 7000 · Payroll Expenses	6,310.18	5,853.71

9:46 AM 2024-02-12 Accrual Basis

Fairview & District Chamber of Commerce Profit & Loss

January 2024

	Jan 24	Jan 23
8000 · ASK MY ACCOUNTANT	0.00	31.05
8999 · Chamber Change Expenses to fix	0.00	40.00
Total Expense	10,377.57	9,404.48
Net Ordinary Income	21,575.25	22,196.66
Net Income	21,575.25	22,196.66

Fairview & District Chamber of Commerce Balance Sheet

As of 31 January 2024

	31 Jan 24
ASSETS	
Current Assets	
Chequing/Savings	05 000 47
1000 · Royal Bank of Canada - Chq	25,236.47
1010 · RBC Savings Account	12,220.86
1090 · Cash Float	200.00
Total Chequing/Savings	37,657.33
Accounts Receivable	
1200 · Accounts Receivable	17,929.55
Total Accounts Receivable	17,929.55
Other Current Assets	
1300 · Deposits Paid on Rentals	1,040.00
1400 · Investments	
1401 · GIC - RBC (credit card)	2,500.00
1402 · GIC - RBC (redeemable)	25,000.00
1403 · GIC - RBC (non-redeemable)	25,000.00
Total 1400 · Investments	52,500.00
Total Other Current Assets	53,540.00
Total Current Assets	109,126.88
Other Assets	
1500 · Office Equipment & Furniture	2,457.79
Total Other Assets	2,457.79
TOTAL ASSETS	111,584.67
LIABILITIES & EQUITY	-
Liabilities	
Current Liabilities	
Credit Cards	
1020 · Visa	480.16
Total Credit Cards	480.16
Other Current Liabilities	
2200 · Chamber Change Outstanding	15,190.00
2300 · Chamber Benefits Liability	686.31
2400 · Payroll Liabilities	1,221.14
2500 · GST/HST Payable	1,138.02
Total Other Current Liabilities	18,235.47
Total Current Liabilities	18,715.63
Total Liabilities	18,715.63
Equity	
3900 · Retained Earnings	71,293.79
Net Income	21,575.25
Total Equity	92,869.04
•	
TOTAL LIABILITIES & EQUITY	111,584.67