

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

2024-02-12

Profit & Loss

Accrual Basis

January 2024

	Jan 24	Jan 23
Ordinary Income/Expense		
Income		
4000 · Membership Dues	26,042.41	23,213.71
4100 · Event / Program Income		
4200 · App Income	600.00	0.00
Total 4100 · Event / Program Income	600.00	0.00
4500 · Career Resource Centre*	4,500.00	3,750.00
4550 · Value Added Program Rebates	0.00	76.84
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		
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		
6062 · Internet Expense	94.95	94.95
6063 · Office Supplies	0.00	151.61
6066 · Telephone	75.64	75.65
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		
6076 · Career Resource Centre Rent	0.00	0.00
6077 · Office Rent	1,040.00	1,040.00
Total 6075 · Rent Expense	1,040.00	1,040.00
6080 · Subcontracting - Bookkeeping	65.00	0.00
6090 · Small Tools & Supplies -\$500.00	0.00	9.00
6100 · Event / Program Expenses		
6150 · Moonlight Madness Expenses	0.00	22.00
6200 · App Expense	414.20	0.00
Total 6100 · Event / Program Expenses	414.20	22.00
6350 · Employee Expenses		
6353 · Milage	95.60	5.80
Total 6350 · Employee Expenses	95.60	5.80
69800 · Uncategorized Expenses	0.00	0.00
7000 · Payroll Expenses		
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
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

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

Balance Sheet

As of 31 January 2024

	31 Jan 24
ASSETS	
Current Assets	
Chequing/Savings	
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