



BOARD OF DIRECTORS MEETING AGENDA

Thursday, May 18, 2017

8:00 A.M. Prescott Golf Club

“Building bridges to better business in Augusta, Edwardsburgh/Cardinal and Prescott.”

Chairperson: President Dan Cook

Board Members Present – Lisa Temple, Bonnie Pidgeon, Tim MacKay, Cheryl Arcand, Rod Palmer, Andrea Derochie, Lynda Joannis, Deb Coles

Board Members Absent- Gerry Hasiuk, Jeff Morris

In Attendance – Sandra Lawn- representing Prescott BIA, Councillor Mike Ostrander- representing the Town of Prescott

Introductory Remarks:

The meeting was brought to order at 8:05 am and the chair confirmed quorum.

Introduction of Guest:

Dan introduced Joan Rupert-Barkley as the new secretary for the Chamber.

Approval of Agenda

Moved by Tim MacKay

Move to approve May agenda

Seconded by Lynda Joannis

Motion Carried

Review of April 2017 meeting/minutes

No quorum from last meeting

Approval of Sponsorship of \$225.00 for the Breakfast for the Business Fair - June 10, 2017

Because there was no quorum at the last meeting, Dan sent out an email asking for approval of sponsorship of \$225.00 for the breakfast for the business fair being held on June 10 at the Ingredion Centre in Cardinal. He reported that there was a unanimous yes. This sponsorship also includes a free table at the Business Fair. The breakfast is for the vendors only. Bonnie who spearheaded this thought it would be a good connection for the chamber.



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Approval of Budget

Moved by Tim MacKay

Move to approve budget as presented

Seconded by Lisa Temple

Motion Carried

Approval of Plaque

Dan reported that he got some information on the plaques and the cost. Deb Coles reported that the cost of the plaques is \$18.00 plus G.S.T. There will be 100 plaques needed for the chamber members. Although the total cost is high this year (\$2,000.00), the plaques will be designed to accommodate yearly stickers in the future.

Moved by Bonnie Pidgeon

Move that the Chamber purchase the plaques this year as presented

Seconded by Andrea Derochie

Motion Carried

One director abstained from voting

Approval of Barbeque for June’s meeting at Chamber office

Bonnie had suggested that since we do have the chamber office at the Augusta Conference Centre, it would be nice to have a Chamber Charity Barbeque and charge \$5.00 for a drink and a burger for the next chamber meeting in June. Bonnie is trying to get Coast FM to be the sponsor for this event. Dan reported that since the next chamber meeting is after the Business Fair, the meeting/barbeque could be promoted at the Business Fair.

Moved by Bonnie Pidgeon

Move that the June Chamber meeting be held at our office at the Augusta Conference Centre with a barbeque.

Seconded by Cheryl Arcand

Motion Carried

NOTE: The June Chamber Meeting will be held at the Augusta Conference Centre on Thursday, June 15. However the barbeque has been postponed until the July meeting.

Approval of office lease renewal for September 2017



“Building bridges to better business in Augusta, Edwardsburgh/Cardinal and Prescott.”

This has been tabled until the next meeting

Approval of contract staff/employee hiring

It was suggested that the new chamber secretary work Tuesdays and Thursdays from 9 -2. Dan stressed that it is important that the days be consistent. This is a one-year contract.

Moved by Tim MacKay

Move to approve contract staff/employee hiring

Seconded by Cheryl Arcand

Motion Carried

One director abstained from voting

Moved by Tim MacKay

Move that Dan Cook and Rod Palmer negotiate Joan’s contract

Seconded by Lynda Joanisse

Motion Carried

President’s Report – President Dan Cook

The Charlie McFarlane golf tournament is on May 26th and Dan has requested that Joan work at the Golf Tournament as part of her 10 hours a week. She will also be helping Cheryl do some last minute things for the tournament (thank you cards, signage etc.).

Treasurer’s Report- Treasurer Deborah Coles

Membership fees are coming in. She is going to send out invoices to members who have not paid their fees yet.

Moved by Rod Palmer

Move to accept the Financial Report as presented

Seconded by Cheryl Arcand

Motion Carried

Secretary’s Report – No Report

General Business – Discussion of outstanding board issues/items

- Issue with emails bouncing back. Joe Computer is once again our host and when he set up email addresses again, we lost everything.



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- Deb is completing the Annual Summary for Corporations Canada and is missing some information (ie. home addresses, Corporation papers). She is also looking at the Renewal Insurance.
- Would like to see full meeting date list for year
- Would like to see Directors’ List with addresses and confidentiality clause

Committee Report

Memberships – Bonnie Pidgeon

Bonnie had a meeting with the new ad and sales person at Coast FM and gave her a membership package.

Finance – Deborah Coles – No report

Programming and Planning – Cheryl Arcand

Cheryl reported that the golf poster has gone out but she does not have a final number on how many golfers there will be at the tournament. The tournament will be held on Friday, May 26. She indicated there are two raffle prizes – a TV from Canadian Tire and a \$450.00 gift basket from Shoppers Drug Mart (3 tickets for \$10.00). There is a buffet dinner after the tournament.

Liaison Reports

BIA – Sandra Lawn

- Brainstorming meeting in March where they approved budget and formed action plans.
- Budget includes part time assistance and establishing website for BIA.

The next meeting will be held at the Augusta Business Centre on June 15 at 8:00