



## Board of Director's Meeting

16<sup>th</sup> February 2017

8 am at Bridgeview Marina and Restaurant, Johnstown

*"Building bridges to better business in Augusta, Prescott and Edwardsburgh/Cardinal"*

**Chairperson:** President Dan Cook

**Board Members Present:** Treasurer: Deborah Coles, Directors: Bonnie Pidgeon, Andrea Derochie, Tim MacKay, Lisa Temple, Jeff Morris

**Board Members Absent:** Linda Joannis, Gerry Hasiuk, Cheryl Arcand, Rod Palmer

**In Attendance:** Mayor Doug Malanka of Augusta, Mayor Pat Sayeau of Edwardsburgh/Cardinal, Mike Ostrander-representing the Town of Prescott, Amanada McNamara-Bank of Montreal, Alex Pololoski-SecuTrans Canada, Jacqueline Schoemaker-Holmes-representing the Town of Prescott, Angela Thompson-Trussell-South Grenville Chamber of Commerce Secretary.

### INTRODUCTORY REMARKS:

The meeting was brought to order at 8:16 am and the chair confirmed quorum.

### ACTION BY

#### **Moved by Tim MacKay**

Move to approve February agenda

**Seconded by Deborah Coles**

**Motion Carried**

#### **Moved by Bonnie Pidgeon**

Move to approve January 2017 AGM Minutes as circulated

**Seconded by Tim MacKay**

**Motion Carried**

### ACTION:

### DISCUSSION:

#### **1. PRESIDENTS REPORT** – President Dan Cook

**AGM 2017 Recap** including changes to ByLaw: Article VI-Section 13 (Bank Deposits) & Article VIII-Section 8 (In Camera Meetings)

#### **Call for President Elect** (Nominations Open)

Nomination made by Director, Jeff Morris to appoint Bonnie Pidgeon as the President Elect.

#### **Moved by Jeff Morris**

Move to appoint Bonnie Pidgeon as President Elect of the South Grenville Chamber of Commerce

**Seconded by Lisa Temple**

**Motion Carried**

#### **Moved by Deborah Coles**

To add Bonnie Pidgeon as a signing authority for the South Grenville Chamber of Commerce.

**Seconded by Jeff Morris**

**Motion Carried**

#### **TREASURER'S REPORT** – Treasurer Deborah Coles

**INFORMATION:**

## DISCUSSION

## ACTION REQUIRED

The bank made an error when depositing a cheque received for the Awards Night cake auction. The issuer has been notified and this error is being resolved.

The email is not working and the Treasurer requested help in setting up the email on her computer.

Membership renewal invoices will go out to the current membership once the email is working.

Discussion:

TOPIC-BUDGET 2017 Bonnie Pidgeon suggested that the Chamber prepares a budget for 2017. The Board agreed that we should look at the last few year-end financials (2015&2016) to better prepare for 2017.

TOPIC-MEMBERSHIP DIRECTORY When do we pull a member who is not in good standing from the membership directory? Suggested that we remove them in June if they do not pay their dues. Topic tabled to next Board of Directors Meeting

TOPIC-TOURISM SUPPORT FROM TWPEC Mayor Sayeau would like to know why the \$3000.00 cheque issued to the South Grenville Chamber of Commerce for Tourism Guide updating has not been deposited. It was explained that the Chamber was waiting for all three Townships to finish their budgets before moving forward. The Coordinator will be required to work extra hours to complete the updating/help with the distribution. The Chamber has requested funds from Augusta, TWPEC and the Town of Prescott to aid in the project. Mayor Sayeau requested that the cheque from TWPEC be deposited and the updating of information regarding the Township of Edwardsburgh/Cardinal in the guide begin regardless of what Augusta and the Town of Prescott's commitment is to the project. President Dan Cook explained that we would have to move forward in order to meet deadlines for the tourism guide therefore the \$3000.00 cheque from Edwardsburgh/Cardinal will be deposited by our next Board Meeting and the updating of the guide will commence ASAP.

**Moved by Lisa Temple**

Move to accept Financial Report as presented

**Seconded by Tim MacKay**

**Email issue must be resolved.**

**Review 2015 & 2016 year end financials and prepare a 2017 budget**

**Add Membership Directory topic to March Agenda**

**Motion Carried**

### **3. SECRETARY'S REPORT** – Angela Thompson-Trussell

AGM –positive feedback, broke even, receipts sent to attendees, personally welcome new & returning Directors

Board Member Duties-final draft will be presented at our next meeting of the Board

Online Payment Processing through Wix (2.9% + 0.30 USD per transaction)

SG Breakfast Restaurants (sent requests for meetings at new locations & hoping to recruit more members)

## **DISCUSSION**

## **ACTION REQUIRED**

Still waiting to hear from Augusta & the Town of Prescott in regards to the funding request to update our South Grenville Tourism Guide

BA5 tonight 5pm-7pm w/ Brockville Chamber (Windmill Brewery & Kings Lock Distillery)

Follow up with members that did not renew last year is ongoing (help from Doug Phillips)

Sefano Ferrante of Aquaworld Resort contacted me, I invited him to speak at this Board meeting but he was unable to make it. He requested that I touch base with him in early March for follow up.

Requested permissions to use municipal logos for new membership plaques (TWPEC, Augusta & Town of Prescott)

**Angela send Luc  
TWPEC Logo**

Regular duties; email, phone, social media, website updates etc.

## **PRESENTATION- ALEX POVOLOTSKI, SECUTRANS CANADA**

Alex presented information pertaining to the partnership SecuTrans has entered in with the South Grenville Chamber. SecuTrans offers bank card processing services to our members at corporate rates.

- Cost + pricing model usually reserved for large corporations
- Guaranteed lowest POS terminal pricing
- Dedicated manager for each account providing high levels of customer service

### **DISCUSSION:**

Q: How would your company deal with a member whom is not in good standing with the Chamber that is still using your services and taking advantage of the corporate rates?

A: Once the one year contract with SecuTrans expires their rates would return to normal (no preferred rate) if they did not renew their membership with the South Grenville Chamber.

Q: Is the member required to supply SecuTrans with their proof of membership or are our staff responsible for getting you that information?

A: We usually get a copy of a paid invoice from the Chamber staff in order to insure the business has paid their membership.

Q: Is there any way that SecuTrans could send our staff a list of members taking advantage of the service and their contract expiry dates?

A: SecuTrans is able to provide the South Grenville Chamber with monthly reporting on the participating businesses. The contract expiry date could be added to this report.

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## DISCUSSION

## ACTION REQUIRED

Q: What does “cost” +0.25% mean?

A: The “cost” is set by Visa & Mastercard and is published twice a year online. To see the “cost” you can simply look up interchange Canada and you will see the list of rates for each different type of credit card. Therefore, per transaction, SecuTrans charges the cost of processing the card as set by the interchange plus 0.25%.

Q: Is there any hidden fees & what is a “charge back” fee?

A: No there are not any hidden fees. All fees are outlined on the contract. Most chargeback fees are for reversing unauthorized card transactions. Your business may receive a chargeback fee if there are duplicate processing errors (when a seller charges the same transaction twice), and fraudulent charges are made in your place of business resulting from stolen card information.

Q: Are Discover and Amex accepted?

A: Yes.

Q: Are there any other benefits to the Chamber in regards to this partnership?

A: Yes, in addition to the rates and services the South Grenville Chamber will receive \$115.00 every time one of your members creates a new account with SecuTrans Canada.

## COMMITTEE REPORTS

President Dan Cook-Call for Committee Chairs- please contact him if interested.  
(Programming & Planning Committee & Membership Committee.)

### *Membership Report*

- Invoices will go out shortly
- We have already received some renewals
- Deborah made a suggestion that we send out surveys with the membership renewal invoices with a focus on bettering the Chamber moving forward. Angela Thompson-Trussell said she would begin working on creating a survey on Survey Monkey.

**Angela Thompson-  
Trussell create  
online survey.**

### *Programming & Planning Report*

Initial Golf Meeting –Cheryl Arcand, Jeff Lawshway & Angela Thompson -Trussell

Golf Tournament Date: Friday May 26, 2017, Shotgun Start: 12:30pm, Buffet Dinner: 6pm. Goal is to sell out (120 golfers). Sponsorships available include:

- Hole \$110
- Corporate Sponsorship \$1000
- Dinner Sponsorship \$1000

There will be raffle prizes, 50/50 draw, putting contest (3 balls \$5.00), closest to the pin ladies

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## DISCUSSION

## ACTION REQUIRED

& men, closest to the line ladies & men, longest drive ladies & men and a silent auction. Next meeting for the golf tournament is Thursday March 9, 2017 at 10am Augusta Business Center Board Room.

## LIAISON REPORTS

### **BIA**

No representative present.

The Chamber did receive the BIA AGM overview (see attached).

Their next meeting is February 22, 2017 at which they will be appointing the Executive for 2017.

### **GCFDC**

No representative present.

Please see attached report from Heather Lawless.

### ***Town of Prescott-Councillor, Mike Ostrander***

The 2017 budget is completed.

### ***Town of Prescott- BR+E Coordinator, Jacqueline Schoemaker-Holmes***

BR+E project is well underway. Letters to businesses have gone out and the leadership team has been appointed. Surveys will begin to be administered to businesses within Prescott within a week and will continue until June. The project is still looking for volunteer surveyors.

### ***Augusta Township-Mayor Doug Malanka***

Economic Development Committee is focusing on business retention and expansion (BR+E)

Aquaworld Resort did inquire with the Township in regards to Provincial and Municipal requirements for their project to move forward. It seems as though they are currently looking for investments to help fund the integrated resort hotel with indoor water park & indoor/outdoor spa, convention centre, gym, kids activity zone, trampoline area, outdoor mini golf, bingo hall and 5 restaurants.

Public school closures affect business in our rural communities and the Chamber should have a presence at these meetings.

MP/MPP Breakfasts-Chamber should have a presence at these meetings

St. Lawrence Corridor Commission- Chamber should have a presence at these meetings

Augusta has put aside funds in the budget to support the Chamber's tourism guide updating/distribution.

### ***Township of Edwardsburgh/Cardinal- Mayor Pat Sayeau***

Mayor Sayeau echoed Mayor Malanka's point about Chamber Board presence at important events within South Grenville. As for the school closures there is a meeting March 2<sup>nd</sup> and Mayor Sayeau will be making a delegation to the Board of Trustees. The Board will make final

**Angela- create a list of upcoming meetings for distribution to the Board at our next meeting Board members to sign up to attend to increase Chamber presence.**

**DISCUSSION**

**ACTION  
REQUIRED**

decisions about its accommodation review on March 23, 2017 at a Special Board Meeting scheduled at North Grenville District High School, which will be open to the public and will also be livestreamed for viewing.

North Grenville District High School  
2605 Concession Road  
Kemptville, ON K0G 1J0  
6:30 p.m. – 9:30 p.m.

The meeting will also be livestreamed by the Board on the UCTV network at:  
<https://livestream.com/UCTV/boardmeeting>.

Mayor Sayeau reminded the Directors of the following upcoming events;

- ED19 Public meeting tonight February 16, 2017 at the Drummond Building in Spencerville
- Leadercast Brockville on May 5, 2017. Cost \$90.00/person
- Port Weekend June 10-11, 2017 Millitary vessels Goose Bay & Griffin return to the Port of Johnstown
- Business Showcase & Expo June 9, 10 & 11, 2017

**Moved by Lisa Temple**

To adjourn the South Grenville Chamber of Commerce Board of Directors Meeting  
February 16, 2017

**MEETING ADJOURNED**

**9:52am**