



Board of Director's Meeting
April 20, 2016
12:00 noon O'Heaphy's Irish Pub

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

CALL TO ORDER: President Dan Cook welcomed everyone. 12:10PM

PRESENT FROM BOARD: President Dan Cook (Chair), Past President Dan Roddick, Treasurer Brent Laton, Directors- Cheryl Arcand, Angela Thompson, Jeff Morris , Ted Livingston

REGRETS: Directors- Bonnie Gommert, Hannah Taylor-Johnson, Lisa Temple and Gerry Hasiuk

GUESTS: – Mike Ostrander representing the Town of Prescott, Elaine Cote of Prescott Family Chiropractic, Luc Gosling of Metal Graphics Ltd., Deborah Coles of Metal Graphics Ltd., Heather Lawless of Grenville Community Futures Development Cooperation, Sandra Lawn representing the Prescott BIA, Sandra Iseman or Urban Development.

APPROVAL OF AGENDA:

MOVED BY: DAN COOK

To approve the Agenda as amended.

SECONDED BY: TED LIVINGSTON

MOTION CARRIED

APPROVAL OF PAST MINUTES:

MOVED BY: BRENT LATON

That the March 16, 2016 minutes of the South Grenville Chamber of Commerce were received in its entirety with the exception of a date correction made by Cheryl Arcand regarding the South Grenville Chamber of Commerce Charlie McFarlane Golf Tournament. Let it be known that the date of the event is Friday May 27, 2016. Also, Sandra Lawn mentioned that the BIA Report given at the previous South Grenville Chamber meeting was not mentioned in the Minutes. Request that Hannah Taylor-Johnson revise the March Minutes to include the BIA Report as given by Sandra Lawn.

SECONDED BY: CHERYL ARCAND

MOTION CARRIED

PRESIDENT'S REPORT: PRESENTED BY DAN COOK

- **Introduction of guests:** Sandra Iseman of Urban Development
- **Office space-** Currently occupying an office located at Brister Insurance, size and location not suitable for the Chamber Secretary.
 - President Dan Cook wrote to a few locations requesting space within the Town of Prescott. One location has ample room available but no commitment has been made by the owner of the property.
 - Creation of a committee to seek out locations for the Chamber office is recommended.

Interested in participating in the Office Space Committee: Brent Laton & Debra Coles

-Sandra Lawn mentioned that the Prescott BIA has a full inventory of available vacant office spaces and would be happy to work with the SG Chamber to assist in finding a suitable office space for the Chamber Secretary.

- **Website Committee**- Received quotes for website design, no action taken
-Creation of a committee to aid in website development is recommended
Interested in participating in the Website Committee: Angela Thompson & Jeff Morris
- **Tourism**-Discussion moved to the Directors Only meeting
- **Golf Tournament**- Discussion moved to Programming and Planning Report
- **Plaques**- New South Grenville membership plaque design was presented to President Dan Cook by Metal Graphics Ltd. Benefits of new design were discussed. No action taken.
- **BIA Meeting Attendance**- President Dan Cook has been attending BIA meetings on behalf of the Chamber.
- **Directorship**- Lisa Temple has suffered a leg injury and the Chamber President has approved a leave of absence. She will return to Directorship once she has recovered.

TREASURER'S REPORT: BRENT LATON

- Financial Report was provided and distributed by email.
- More than half of the membership fees have been collected for 2016
- Membership information packages now available

MOVED BY: BRENT LATON

That, the financial statements for the month ending February 29, 2016 be received as presented by the South Grenville Chamber of Commerce.

SECONDED BY: TED LIVINGSTON

MOTION CARRIED

SECRETARY'S REPORT: PRESENTED BY DAN COOK IN PLACE OF HANNAH TAYLOR-JOHNSON

- Email problems have been resolved
- Backup drive could not be located on the Secretary's computer. All files now backed up on a USB.
- Please fill out Director Role Description and return to Hannah Taylor-Johnson if you have not already done so.

COMMITTEE REPORTS:

1. **MEMBERSHIPS – DAN COOK- IN PLACE OF BONNIE GROMMERT**
 - 2 possible new memberships pending
2. **FINANCE – Funding Request - BRENT LATON**
 - a. Nothing to report.

3. PROGRAM AND PLANNING – PRESENTED BY CHERYL ARCAND

- a. Golf Tournament Friday May 27th beginning poster distribution, Canadian Tire is our Cooperate Sponsor, hole-in-one sponsorship provided by Riverside, Duty Free also interested in sponsoring a hole-in-one.
- b. Canoe and Kayak Poker Run cancelled due to low level of volunteers.
- c. Business After 5 taking place at Maplehurst Manor May 19th in conjunction with the Brockville Chamber of Commerce.

4. KEY INITIATIVES – DAN RODDICK

- Focus on branding-new plaques and possibility of new logo to portray vibrancy, relevancy and business.
- Advocacy through all sizes of business including home-based.
- Creating ways to look after our members including Member to Member benefits, creating revenue by having members sign up for First Data POP system and setting up information sessions or webinars.
- Possibility of the Chamber having an article in the Prescott Journal which would focus on a different business every week. Business owners would use their expertise to give advice and promote the importance of investing in the local community.
 - Challenge Chamber members to write something about their business/expertise/promoting local (350-500 words)
- Exploring paid advertising of Facebook

5. Liaison Reports:

BIA – DELIVERED BY SANDRA LAWN

Highlights:

- The Prescott Farmers Market opens May 14, 2016
- TR Leger Community Café on April 6, 2016 and Open House April 13, 2016.
- Marketing and Promotion activities include; Marketing Committee of Donna White, Brett Todd & Sandra Lawn. Info and support from DBIA, Brockville/Thousand Islands Tourism and the Brockville Chamber of Commerce. \$5000 committed to date for monthly program in the Prescott Journal. Total budget: \$11, 000. Radio and online advertising opportunities are being explored. The Prescott BIA will have a booth at the Business Show and Expo June 10 & 11.
- Application made for summer intern through the Canada Summer Jobs Program for website, research, etc.
- Continuing garden tourism & Shakespeare Festival Promo
- Discussing ideas for highlighting the red lighthouse
- Taste of Prescott is June 25th.

TOWN OF PRESCOTT- MIKE OSTRANDER

- Hathaway Building has new tenants- Ashley Furniture Homestore Showroom
- Wisner Hall Condo plans have been finalized
- Aquatic Adventures Day Camp to take place at the heated pool June, July and August 2016

- Tennis court resurfacing is taking place this spring (May/June)
- Email from Brett Todd was circulated to the Board regarding Interim Conservative leader Rona Ambrose will be stopping in Prescott as part of a tour of the area with MP Gord Brown.
Chamber President attended.

AJOURNMENT OF CHAMBER MEETING

MOVED BY: DAN COOK

SECONDED BY: TED LIVINGSTON

MOTION CARRIED.

BOARD MEMBER MEETING:

MEMBERSHIP FEES PRESENTED BY BRENT LATON:

Membership fees for the Ontario and Canadian Chamber of Commerce have been paid.

NEW MEMBERS PRESENTED BY BRENT LATON:

Sunlife Financial-Brockville

Motion to accept Sunlife Financial-Brockville's membership application

MOVED BY: JEFF MORRIS

SECONDED BY: TED LIVINGSTON

MOTION CARRIED.

Metal Graphics Ltd.

Motion to accept Metal Graphics Ltd. membership application

MOVED BY: JEFF MORRIS

SECONDED BY: CHERYL ARCAND

MOTION CARRIED.

ADVERTISING PRESENTED BY DAN COOK:

Discussion on advertising the South Grenville Chamber in the St. Lawrence Shakespeare Festival brochure

Motion to commit \$295.00 plus HST to a ¼ page advertisement in the St. Lawrence Shakespeare Festival brochure

MOVED BY: CHERYL ARCAND

SECONDED BY: JEFF MORRIS

MOTION CARRIED

CLOSING REMARKS:

The President thanked everyone for attending today's Board Meeting.

Next Meeting: May 18, 2016 at 12:00 NOON- RED GEORGE PUBLIC HOUSE

MOVED BY: DAN COOK

That the March 16, 2016 South Grenville Chamber of Commerce Board of Directors meeting be adjourned.

SECONDED BY: ANGELA THOMPSON

MOTION CARRIED

SYNOPSIS OF MOTIONS 2016-04-20

2016-04 #1

APPROVAL OF AGENDA:

MOVED BY: DAN COOK

To approve the Agenda as amended.

SECONDED BY: TED LIVINGSTON

MOTION CARRIED

2016-04 #2

APPROVAL OF PAST MINUTES:

MOVED BY: BRENT LATON

That the March 16, 2016 minutes of the South Grenville Chamber of Commerce were received in its entirety with the exception of a date correction made by Cheryl Arcand regarding the South Grenville Chamber of Commerce Charlie McFarlane Golf Tournament. Let it be known that the date of the event is Friday May 27, 2016. Also, Sandra Lawn mentioned that the BIA Report given at the previous South Grenville Chamber meeting was not mentioned in the Minutes. Request that Hannah Taylor-Johnson revise the March Minutes to include the BIA Report as given by Sandra Lawn.

SECONDED BY: CHERYL ARCAND

MOTION CARRIED

2016-04 #3

MOVED BY: BRENT LATON

That, the financial statements for the month ending February 29, 2016 be received as presented by the South Grenville Chamber of Commerce.

SECONDED BY: TED LIVINGSTON

MOTION CARRIED

2016-04 #4

AJOURNMENT OF CHAMBER MEETING

MOVED BY: DAN COOK

SECONDED BY: TED LIVINGSTON

MOTION CARRIED.

2016-04 #5

Motion to accept Sunlife Financial-Brockville's membership application

MOVED BY: JEFF MORRIS

SECONDED BY: TED LIVINGSTON

MOTION CARRIED.

2016-04 #6

Motion to accept Metal Graphics Ltd. membership application

MOVED BY: JEFF MORRIS

SECONDED BY: CHERYL ARCAND

MOTION CARRIED.

2016-04 #7

Motion to commit \$295.00 plus HST to a ¼ page advertisement in the St. Lawrence Shakespeare Festival brochure

MOVED BY: CHERYL ARCAND

SECONDED BY: JEFF MORRIS

MOTION CARRIED

2016-04 #8

That the March 16, 2016 South Grenville Chamber of Commerce Board of Directors meeting be adjourned.

MOVED BY: DAN COOK

SECONDED BY: ANGELA THOMPSON

MOTION CARRIED