



**Board of Director's Meeting
Thursday September 21, 2017 – 12:00 noon
Boomers Sports Bar & Restaurant**

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

Chairperson: Bonnie Pidgeon-Cougler

Board Members Present: Deb Coles, Andrea Derochie, Lynda Joanisse, Lisa Temple

Regrets: Dan Cook, Rod Palmer, Tim MacKay

In Attendance: Sandra Lawn (BIA), Mike Ostrander (Town of Prescott), Amanda McNamara (RBC), Deron Johnston (BIA), Austin Ling (Coast FM), Lisa Campbell (Coast FM)

Introductory Remarks:

Bonnie chaired the meeting and she indicated that Dan was absent due to illness. The meeting was brought to order at 12:08 and the chair confirmed that there was not a quorum; however Tim MacKay approved items on the agenda that needed to be approved via telephone.

Introduction of Guests: Deron Johnston as the new BIA Coordinator was introduced as well as Lisa Campbell and Austin Ling from Coast FM.

Approval of September's Agenda

Moved by Deb Coles

Move to approve September's Agenda

Seconded by Lisa Temple

Motion Carried

Approval of July's 2017 Minutes

Moved by Andrea Derochie

Move to approve July's Meeting Minutes

Seconded by Lynda Joanisse

Motion Carried

President's Report:

Bonnie indicated that the format of the meeting is slightly different. The liaison reports from BIA, GCFDC, Town of Prescott, and the Townships of Augusta and Edwardsburgh/Cardinal will now be heard in the first half of the meeting. The reports should be a highlight and should be limited to 5 minutes only. Also an electronic copy of these report should be sent to Joan before the meeting so she can include a full report with the minutes.

Liaison Highlight Reports:

BIA

Sandra reported that the new BIA Coordinator Deron Johnston started working on September 1 (press release attachment). The BIA has formed a marketing and promotion committee. Sandra indicated that she receives information from BIAs across Ontario and Canada and she is willing to send it on to the Chamber membership. If you are interested in receiving some of this information please let Sandra know.

The symposium that Sandra organized on the bio economy was a huge success. A lot of businesses in the area were represented.

The Prescott Journal is spearheading a Halloween event that includes a Zombie Walk and a sidewalk sale on October 28, 2017. The BIA will be contributing to this event which will be held downtown.

Deron reported that the Zombie Walk although it is downtown, contributions from O'Reilly's will also be received. On September 30, the Harvest Food Festival will take place in downtown Prescott. There will be seven food trucks as well as a sidewalk sale.

Deron reported some of his initiatives will be creating a BIA newsletter, compiling a list of available commercial property in downtown Prescott and designing a database of volunteers that will be called "Friends of Downtown".

GCFDC – see report attachment

Town of Prescott:

Mike Ostrander indicated that Loyalist Days was a huge success. Moving forward, they are going to try to hold Loyalist Days once per term of council (once every four years). Financially it came in on budget.

They are in the process of hiring a facilities manager. The successful candidate will be in charge of looking after the outside buildings (ie. pool, rink, marina).

Augusta Township: No Report

Township of Edwardsburgh/Cardinal:

Pat Sayeau wanted to remind everyone about the Giant Tiger Warehouse Open House on Saturday, September 30th.

President's Report:

Bonnie informed the committee that a new computer was bought for the Chamber office this summer. A previous message about the computer was sent to all directors this summer. Both laptops were freezing.

Treasurer's Report – Deborah Coles

The Treasurer's Report was not printed for the meeting but Deb reported the cost of the computer was listed on the report as well as a few memberships. The Financial Report is included in these minutes.

Secretary's Report – Joan Rupert-Barkley

The Annual Awards Banquet will be held on Tuesday, November 14 at the Royal Canadian Legion in Prescott. Tickets are \$40.00 each again this year. The two Corporate Sponsors are Riverside and Giant Tiger. We have 3 award sponsors but need 1 more (\$150.00). Requests have been sent out for silent auction and cake items. We have a few award nominations. In the next month, I will be looking for volunteers to help the night of the event.

Joan reminded the group about the Economic Development Summit that is happening Friday, September 29 from 7:30 am – 10 am at the Prescott Golf Course.

Joan will be out of the office on October 10 and October 12.

General Business:

Terms of Reference Reviewed for HR Committee:

One of the things the committee had talked about a long time ago was having an HR Committee (see attachment). Bonnie reviewed the Terms of Reference handout with the committee. Bonnie indicated that Rod Palmer is interested in sitting on this committee and Bonnie will also be on the committee. If there is anyone else who is interested in being a part of this group, they can contact Bonnie.

Moved by Deb Coles

To Accept the Terms of Reference as presented

Seconded by Lisa Temple

Motion Carried

Nomination for Board Secretary:

In order to get Incorporation papers, Incorporation Canada requires a signature from a board secretary to appear on the application form. At the present time, the South Grenville Chamber of Commerce does not have a board secretary. Bonnie reviewed the job description of the board secretary with the group.

Moved by Andrea Derochie

To Accept Lynda Joanisse as Board Secretary until January 2018

Seconded by Lisa Temple

Motion Carried

Resolution for Change of Boundaries for Chamber

Deb reported that a resolution was needed to change the boundaries of the previous Prescott and District Chamber of Commerce to now read South Grenville Chamber of Commerce which includes the town of Prescott, Augusta Township and Edwardsburgh/Cardinal township. This resolution is needed in order to get the Incorporation papers.

Moved by Bonnie Pidgeon-Cougler

To Accept the resolution for change of boundaries for Chamber

Seconded by Lynda Joanisse

Motion Carried

Committee Reports

Membership – Bonnie Pidgeon-Cougler and Deb Coles

Membership plaques that have not been distributed to members by the end of the month will be mailed out. Although there will be a small charge for that, Bonnie indicated that it is important the members receive their plaques. Members have been very impressed with their plaques.

Bonnie indicated that Andrea and herself have had a meeting to look at the package that is given to members when they join the Chamber. They believe the package is too large and some of the information is obsolete. They decided to design a one-page recruitment card that will give a brief description of the Chamber and a number to call if they are interested in becoming a member. Once they join, the member would get a Welcome Package with more information. Bonnie indicated that they will have the recruitment card done for the October meeting.

Deb is still working with Doug Phillips around membership benefits. She indicated there are some people who are still receiving Chamber benefits that did not renew their membership.

Moved by Lisa Temple

To adjourn the South Grenville Chamber of Commerce Board of Directors Meeting on September 21, 2017.

Meeting adjourned

1:00 pm

President

Date

Secretary

Date