



BOARD OF DIRECTORS MEETING AGENDA

Zoom meeting

February 2, 2022

2:00 PM

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

Present – Andrea Derochie, Lynda Joannis, Deborah Coles, Rod Palmer and Bonnie Pidgeon

Planning Meeting

Wednesday Feb 2, 2:00pm – through Zoom

1. Recruitment of Directors (See Andrea's notes above and Action Items below)

a. Reaching out personally to members with certain position needs:

ACTION ITEM: Everyone – Take a look at membership list to highlight members we think might be a good fit for the following positions:

1. **Recruiter – (Monthly) – LYNDA JOANNISSE** - Reaching out to new businesses – recruiting to Chamber
 - Visiting new and old businesses
 - Welcome package to new businesses with info- (Even a Digital package) – How to become member, paying your fees, how to sign on to ChamberMaster
 - Cold Calls
 - Attending events (Official Openings etc)
 - * **To ask them if they would like to have representation on the Chamber/Board - (either owner or employee)**
2. **Onboarding Process** [redacted] (as it happens) for new members (Recruiting and walking through process) – Leads going to this person
3. **Continuous contact** – (Monthly) - [redacted]
 - a. Chamber Website Liason – updates/messaged/calendar – for meetings etc.)
 - b. Checking Emails on Chamber site
 - c. Consistent email reminders of meetings, events etc.

FUTURE: Face of the Office – Person on site in Office – An honorary position? minimum pay? A visible Rep of the Chamber – Site: Local Museum
4. **Fees/Plaques/Invoices** - **Deborah Coles** – (as people register)
 - Membership Appreciation – 2022 incentive (1/2 off? For renewing members
5. **Social Media Updater - Marketing** – **- Leslie Bottigoni???** (Monthly role)
 - Welcoming new members
 - (Facebook/Instagram/Website)
 - Update Website – Make it easier
6. **Small Event Planner** – **Rod Palmer and Team** – (As they happen) Team of (at least) 3
 - Business After 5 - Finding Businesses to Host

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– Workshops

7. **Large Event Planner** - **Blinda Campbell????**, _____, _____
(1-2/year) Seasonal – Team of (at least) 3
 - Chamber Awards
 - Welcome Back Party!
 - AGM
8. **Funding** – _____ Looking for sustainable funding - (Short-Term and Long-Term)
9. **OCC Liaison** – _____ Connection – Updating Core Group on Opportunities
10. **Chamber Benefits Contact** – _____ - Connecting with Doug – Process and Connection clearly outlined on website and in Welcome package information
11. **Meeting Chair** – **Bonnie Pidgeon**

- Look into structure of Board – Titles etc.

ACTION ITEM: Andrea – renewal Letter – Continued Support valued input – active new year. Membership appreciation (1/2 off?)

- Have your voice heard: Looking for new Board members – List Jobs Available

ACTION ITEM: Andrea - Get Computer Checked and debugged

- **ACTION ITEM: Everyone** – Try out the Chamber Website Chamber Master Training - **Andrea** to re-send email access codes and Chamber ideas from other Chambers around the world.
- **Long term plan for the year**
 - AGM
 - Welcome Back Party – Restaurant? Dinner? Band?
 - 1st in-person meeting back
 - Awards Ceremony – Revamping Awards
 - Business After 5 Events
 - Golf Tournament

ACTION ITEM: Bonnie – Structure of Board – Titles etc.

ACTION ITEM: Everyone – Take a look at membership list to highlight members we think might be a good fit for the following positions:

ACTION ITEM: Lynda – To begin work on Recruitment package

ACTION ITEM: Everyone – Check out facebook group about different chambers – Interesting ideas.

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Next meeting: Wednesday, Feb 9th, 2022 - 2:00pm – Through Zoom ??? In Person??? TBC

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