



# MINUTES

*uilding bridges to better business in Augusta, Edwardsburg/Cardinal and Prescott''*

## **April 2023**

*April 3<sup>rd</sup>, 2023 1:00PM*

*Regrets: Lindsey, Natalie, Laura*

*Present: Kevin, Sean, Lynda, Rod, Brittany, Blinda, Bonnie*

1) Welcome and Call To Order – Chair Kevin Spencer

2) Confirm Quorum present – Confirmed

3) Approval of Agenda

Motion to approve Agenda: Rod Palmer Seconded: Blinda Campbell **Motion Carried**

4) Approval of March 2023 Minutes

**ACTION** – Lynda – Insert ‘Motion to Adjourn’ in said minutes

**ACTION** – Lindsey gathering data for Blinda to compile

**ACTION** – All – To Consider at future meetings - confirming meeting dates and format

5) Motion to approve March 2023 Meeting minutes(as amended):Blinda Seconded: Brittany **Motion Carried**

6) Chair Report – Kevin Spencer

**Primary Focus (my thoughts only and just a sharing, will discuss once we have more time)**

- a. Message to Members **ACTION** – Kevin & Lindsey to prepare media release thanking Bonnie, recognizing new Board – Kevin would like entire Board to approve media release
- b. Chamber Master – decision to continue or not. **ACTION**: Kevin to look at the program to decide whether or not it is worth it. **ACTION**: All – Everyone must sign on to explore the site to help with decision.
- c. Strategic Plan: to take at least one meeting in late summer to discuss 1, 3 and 5 year plan. Handout is perfect starting point for our chamber – 1. Networking, 2. Visibility 3. Credibility 4. Have a voice 5. Community – To Discuss what each of these means.
- d. Meet your Members (Website) – Each business - A blurb on our website for each of our members **ACTION** – All - Update our own profiles for our businesses and our role on the Board by the next meeting
  - i. Hi-lites – New Member profile – **ACTION** – Brittany to look into access for new members through Chamber Master
- e. Business after 5
  - i. Bring a friend incentives\*\*\* - 2 TICKETS for a draw or Advertising? **ACTION** – Brittany and Rod to brain storm
  - ii. Meet your Members time – 3 minutes to promote business

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- iii. **ACTION Item:** Portfolio Managers – Kevin - Follow Up Blind cc mail-out
  - iv. **ACTION ITEM:** Research the follow-up and blind cc's
  - f. Benefits – **ACTION:** Kevin to research – Currently personality conflicts and expectations not being met, perhaps unclear.
    - i. Clarify consent to release information for Doug to reach out.
    - ii. Chamber Member Application – permission to contact new members
    - iii. List of members with benefits indicated
    - iv. Cutting benefits if fees not paid
  - g. Member Showcase (Fall Vendor Show) **ACTION:** Kevin – Looking at communicating with David Annable for ideas and guidance as we showcase our chamber members in Grenville. Price point – \$30(Prescott) -\$75 (Brockville) – Free to Chamber Businesses or current members? Fundraiser? (Giving back to members).
  - Rod Palmer met with Mark at OddSpot – Partnering with Spencerville SSC – He has requested a chance to come to a meeting to partner **ACTION ITEM:** Rod to keep Kevin in the loop to be at the next meeting.
  - h. Surveys (Members) – TBD
- ACTION** – Brittany (as membership liaison/Portfolio Manager) to send email to members to survey etc.
- i. Website

### Secondary Focus

- a. Membership Promotions
  - i. Chamber Shirts? Windbreaker?
  - ii. Window Stickers “I’m a proud member”
  - iii. Member Cards ??? Debit card sticker ??
  - iv. Relationships with Gananoque and other surrounding smaller and similar chambers
- b. Green Events – Community Clean-Ups – Awareness Events – Government Grants – Speaker at BA5? – To pique interest of outlying community.
- c. List of Businesses from the Municipalities **ACTION ITEM:** Kevin - Edwardsburg Cardinal, Augusta/Prescott – Reaching out to them and engaging them.
  - i. A member of our Board being designated each district’s Rep. Lobbying Aspect?
  - ii. Tourism and Marketing the area
- d. Special events
- e. Applicable awards
  - i. – Mayor’s Breakfast? Business of the Year for each Township and then choosing a member to be awarded the South Grenville Chamber Business of the Year
  - ii. Life time achievement awards. **ACTION ITEM:** Congratulations card?
- f. Member to Member discounts – Getting people involved with each other driving business within South Grenville – respecting each other. **ACTION:** Brittany looking into other chamber discounts available to our members
- g. Requests for Funding – There is an application Process **ACTION:** Blinda to look at it as Treasurer and Events Manager to give it validity. **ACTION:** Kevin to consider as P&P Manager and will reach out.

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- 7) Committee Reports – Suggest move to Consent style agenda – A little blurb submitted to Kevin to include in agenda – not to present at Meetings. – EFFICIENCY!

If a motion must be made a meeting – to be included at end of report to discuss and vote

**ACTION ITEM:** Goal – have Agenda out a week before meeting – reports to be in by Friday of that week.

**ACTION ITEM:** making Agenda available on website

- a. Secretary's Report
  - b. Treasurer's Report – Report – Petty Cash does not balance (short 10\$) but all has been received from Deb. **ACTION:** Blinda to prep and consider all materials – Possibly to pay Lindsey out of Petty Cash
  - c. Sub-committee's Reports
    - i. Annual awards gala – Being refashioned by Awards Portfolio manager Jason Desjardins
    - ii. Business After 5
    - iii. Membership
    - iv. Events – Upcoming - Blinda Campbell Portfolio Manager – Brittany Mathias to join her – Lunch & Learn (with charge) – leveraging partnerships
      1. **ACTION:** Blinda - Reach out to Wiser to hi-lite their membership?
      2. **ACTION:** Blinda - event Planner – Checklist
    - v. Tourism
  - d. Town of Prescott
  - e. Township of Augusta
  - f. Township of Edwardsburgh/Cardinal
- 8) Review of previous Business/Action Items – included within and at end of each meeting minutes.

### MEETING FORMATS (3 types)

- Member Meetings – OPEN – **Quarterly? As new members apply?** Information Meetings – Townships/BIA/GCF etc.
    - Structured – deadlines for submissions to speak
      - Portfolios Reviews
      - Updates of Events
      - New Members Intro and Approval
      - Township Updates
  - Business Meetings – CLOSED - **10 per year** (Board of Directors) - Bylaws – 1<sup>st</sup> Thursday every Month 1:00 **Next Meeting** – Thursday May 4<sup>th</sup>
  - Business After 5 – (NOTE\* Desire to have 1 Networking/Social Event per month) – Next April 21<sup>st</sup>? – Nothing booked yet. Reached out to Town of Prescott. No confirmation yet. Spoke with Mark to go to the OddSpot? Patio will be ready by June **ACTION:** Rod and Brittany to confirm.
- 9) New Business
- a. Message to board to increase Lindsey's hours – Contract **ACTION:** Blinda to look for, find and scan to Kevin. 5 hours will not cut it. Kevin to make suggestions **ACTION:** Lindsey to track her hours to give a picture **ACTION:** Brittany to help write a job description for her. **ACTION:** Kevin to report

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- b. Web links of members – Including website link **ACTION:** ALL -Check to see if this is available on ChamberMaster
- c. Portion of Special Events – Community Events (Canada Day, Labour Day(Cardinal and North Augusta, Civic Holiday, Fireman Games – Edwardsburg Cardinal in June) - SWAG, BOOTH? BE PRESENT as the Chamber!)
- d. Microsoft Office for the chamber with emails for the Board –**ACTION–** Kevin - investigate – TEAMS Meetings etc. Tech Soup – Licensed Software for a fraction of the Price. More secure. Quick Communication – Board Portal on Chamber Master - Private message board Email outside of Chamber Master for communication with non-members

10) Closing Remarks

**Next Meeting** – WindMill Brewery - Thursday May 4<sup>th</sup>1pm

11) Adjournment: Sean Seconded: Brittany - 2:36pm

### **LISTED ACTION ITEMS CHECKLIST:**

KEVIN:

- Kevin & Lindsey to prepare media release thanking Bonnie, recognizing new Board – Kevin would like entire Board to approve media release
- Follow up with Portfolio Managers – Progress plans etc and lay out expectations for meetings (ie reports submitted to be sent out a week before meetings)
- Investigate – TEAMS Meetings etc. Tech Soup – Licensed Software for a fraction of the Price.
- Research “BCC” or “Blind” emails – regulations concerning mass emails to membership
- Goal – have Agenda out a week before meeting – reports to be in by Friday of that week.
- Make Agenda available on website 1 week before meetings
- More secure.
- Consider Requests for Funding from outside organizations as P&P Manager and will reach out.
- Edwardsburg Cardinal, Augusta/Prescott – Reaching out to them and engaging them.
- Forward new Job Description for Lindsey’s bookkeeping/secretarial position and to report to Lindsey and Directors
- Look at communicating with David Annable for ideas and guidance as we showcase our chamber members in Grenville. Price point – \$30(Prescott) -\$75 (Brockville) – Free to Chamber Businesses or current members? Fundraiser? (Giving back to members).
- Benefits – Research– Currently personality conflicts and expectations not being met, perhaps unclear.
  - Clarify consent to release information for Doug to reach out.
  - Chamber Member Application – permission to contact new members
  - List of members with benefits indicated.
  - Cutting benefits if fees not paid

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ROD:

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- With Brittany, confirm Odd Spot for BA5
- Brainstorm ideas for giveaways and incentives
- Work with Keving to engage Edwardsburg Cardinal, Augusta/Prescott them

### BRITTANY:

- Help Kevin write a job description for Lindsey.
- look into access for new members through Chamber Master - New Members Hilighted page?
- With Rod, confirm Odd Spot for BA5
- Brainstorm ideas with Rod re: incentives/gifts
- Look into other chamber discounts available to our members

### LINDSEY:

- Kevin & Lindsey to prepare media release thanking Bonnie, recognizing new Board – Keving would like entire Board to approve media release
- Track hours to give a picture to Board of Directors of current position
- Recent Life time achievement awards. Send a 'Congratulations' card?
- Gather Data for Blinda to compile – Blinda will be in touch

### BLINDA:

- Look for, find and scan Lindsey's current contract to Kevin.
- Reach out to Wiser to hi-lite their membership?
- As Event Planner – Create a checklist for all event planners to use
- Prep and consider all materials in regards to Treasurer's report with aid of Lindsey and Deb
- Salary until banking transfer is complete - Possibly to pay Lindsey out of Petty Cash

### LYNDA:

- Make adjustments to previous Meeting Minutes

### ALL:

- Check to see if what is available on ChamberMaster
- Update personal business portfolios
- Check to see if email communication is possible.
- Begin thinking about a late summer meeting which will focus on creating a Strategic Plan for 1, 3 and 5 years

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