



**South Greenville Chamber of Commerce  
Christmas Luncheon**

**CSE Consulting**

**Thursday Jan 23, 2020**

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

Chairperson: President Bonnie Pidgeon Cougler

Board Members Present: Deb Coles, Blinda Campbell, Rod Palmer, Lynda Joannis, Andrea Derochie

Board Members Regrets: Ben Quenneville, Joe Martelle, Tim MacKay

**Full-Time Employee:** Report: Blinda Campbell

Chamber, BIA and Town of Prescott – Collaboration

Full-Time Employee (35 hours) shared between the 3

Job descriptions have been identified – no longer merely secretarial but also marketing, tech savviness etc.

Budget

Joint Office space downtown Prescott going to tender – managed by Town Of Prescott

Proposals were made on Monday Jan 20, 2<sup>nd</sup> meeting on Monday Jan 27<sup>th</sup> to entertain questions etc.

Terms have been identified by each association.

If the Town Of Prescott decides not to proceed, there is a Plan B (A Part-Time position)

Note\* we have made very clear that we represent South Greenville, not merely Prescott.

Notice has been given at current location in North Augusta and currently are looking for a new space in downtown.

**AGM** Report: Bonnie Coughler

**Proposed Date:** Friday March 13, 2020 at 9:00 am – 10:30 am

**Location:** Prescott Town Hall 2<sup>nd</sup> floor

Catered by Crazy Bowls? Veranda? **ACTION ITEM:** Bonnie - Confirm

**Theme:** Stay Connected – Keep Engaged

**Focus:** Website

**Motion put forth by Bonnie Pidgeon Coughler:** That the official date will be **Friday March 13 9:00am** at the Town of Prescott 2<sup>nd</sup> floor

**Seconded by:** Deb Coles

**Motion Carried**

**Sexual Harassment Workshop (for employers and employees)** – Blinda Campbell

**Date and Time:** Wednesday Feb 12<sup>th</sup> - time to follow

**Location:** CSE Consulting

2 sessions

1-Employers AM

2-Employees PM

NO COST – Free to members of the Chamber of Commerce

Online Registration

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Date is confirmed with Rod Palmer. **ACTION ITEM:** Blinda Campbell will confirm details

**Motion put forth by:** Blinda Campbell – to move ahead with marketing and planning of the workshop

**Seconded by:** Rod Palmer

**Motion Carried**

**Rental Space**

We have officially given our notice (90 days) to our current office. Our move out date is April 1,2020 – looking specifically for a spot downtown

**Motion put forth by:** Bonnie Pidgeon Coughler - To actively look for a new spot downtown

**Seconded by:** Rod Palmer

**Motion Carried**

*NOTE:* Storage available at Blinda Campbell’s office in the meantime

**Human Resources**

Currently SGCoC has 2 positions: Secretary and Marketing/WebMaster

**Secretary:** There is concern that this position is becoming obsolete as it becomes more involved in marketing and tech – time to give notice officially (2 weeks) with Mika taking over this role and the two positions to be combined.

**Motion brought forth by:** Bonnie Pidgeon Campbell - To give notice for the secretarial position effective Monday Jan 27, 2020 which will include 2 weeks notice

**Seconded by:** Blinda Campbell

**Motion Carried**

**ACTION ITEM:** Bonnie Pidgeon Coughler– to construct an official letter of dismissal to be proofed by Rod Palmer.

**2<sup>nd</sup> Motion: Website put forth by Blinda Campbell:** Mika – To extend contract to March 31<sup>st</sup> 2020

**Seconded by:** Andrea Derochie

**Motion Carried**

**ACTION ITEM:** Job Fair Poster: Rod Pamer please send to Andrea, Joan and Mika

\*Special Mention by Rod Palmer: it is appreciated that we are supported by the South Greenville Chamber – logo to signify our partnership

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**Motion put forth by:** Blinda Campbell - to continue partnership with CSE consulting and the Job Fair

**Seconded by:** Andrea

**Abstained:** Rod Palmer

**Motion Carried**

**Budget 2020: Report** - Deb Coles

Adjustment suggestions to the budget:

- Rent – Raised to 3600
- Employee – Raised to \$13,000.00
- Telephone – Remove relying fully on website/email and personal cell phones
- Clarify office fees/Computer Fees – Separate salary from 'computer' costs.

**Motion put forth by Deb Coles:** to discontinue cell phone

**Seconded by:** Blinda Campbell

**Motion Carried**

*NOTE\*Income Tax: It must show in our minutes that the people and the positions are approved on our account*

**Motion put forth by Andrea Derochie:** That these three names stand as our contact person to be added by the CRA account:

- Blinda Campbell (Director)
- Debbie Coles (Treasurer)
- Bonnie Pidgeon-Coughler (President)

**Seconded by:** Rod Palmer

**Motion Carried**

Deb – Report: It is necessary to have a corporate tax account, an application has been completed and mailed in but never have received confirmation.

**ACTION ITEM:** Deb coles to confirm receipt of application This will allow for the ability of corporate not for profit cards (no fees), grant application, and more.

**ACTION ITEM:** Blinda Campbell to work with Deb Coles to confirm the establishment of tax accounts.

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**Motion put forth by Deb Coles:** Election of Auditor/Accountant – Fran Legere – Durant and Assoc.

**Seconded by:** Andrea Derochie

**Motion Carried**

**ACTION ITEM:** Keep fees consistent but analysis must occur of fees for next year with perhaps different levels of membership which includes marketing value. Hopefully to present in 4<sup>th</sup> quarter

**ACTION ITEM:** Andrea and Mika meet to consider offering Credit Card and Debit payments. Speak further with Blinda Campbell in regards to events etc. to explore costs

**ACTION ITEM:** Refer to budget to solidify data and present at AGM

**Marketing Events:** Report – Blinda Campbell

Prescott Dollars and Photos with Santa event – A special thank you to Ben Q. and Blinda C. who visited over 90% of the businesses for these events

- Networking – Band – Bus - The Boneyard (Friday evening local talent)
- Business After 5
  - Must be members
  - Engaging Coast FM to be involved in business after 5
- March - AGM
- Easter Event – Pics with Bunny
- June – Networking BBQ - Dewars
- Date for Golf Tournament – July 24
- September – Awards Dinner
- December – Christmas Lunch , Founder’s Day, & Santa Event
- South Grenville Journal – a joint advertising option for members
- Golden motorcycles??

Brainstorming:

- Branding ideas – Stickers, logos and marketing consideration Bring them forward
- Website – testimonials
- Feedback on the planning meeting held today – A great chance to move quickly through items and get things done

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- Visitor's Guide – No real advantage to our members and perceived
- Proposal for consideration to discuss at next meeting– not choose Henderson but speak with Joe at the journal with regards to advertising there. (Must be reviewed at February meeting)

**Next Meeting: Feb 6<sup>th</sup> 12:00 at BMO King Street Prescott**

**Action Items (Checklist):**

*Deb Coles:*

- to confirm receipt of application
- Confirm budget and solidify data and present at AGM reflecting changes discussed at this meeting

*Blinda Campbell:*

- Confirm details and market Harassment Workshop
- to work with Deb Coles to confirm the establishment of tax accounts.
- Networking Calendar for next meeting

*Rod Palmer:*

- Job Fair Poster: please send to Andrea, Joan and Mika for proof
- To proof secretary dismissal letter from Bonnie

*Bonnie Pidgeon Coughler:*

- to construct an official letter of dismissal: Secretary, to be proofed by Rod Palmer.

*Andrea Derochie*

- to meet with Mika to consider offering Credit Card and Debit payments. Speak further with Blinda Campbell in regards to events etc. to explore costs

*Board:*

- To consider fees for next year: Consistency is key but analysis must occur of fees for next year with perhaps different levels of membership which includes marketing value. Hopefully to present in 4<sup>th</sup> quarter
- Business News: Due the last Friday of the month – AGM and Sexual Harassment workshop to be reported

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