

## **Barrhead & District Chamber of Commerce Executive Meeting Minutes**

**Date: January 10<sup>th</sup>, 2024**

**Time: 12:00 Noon**

**Location: Perry Law LLP Office**

**Josh Kelly, Dave Sawatzky, Michelle Rau, Megan Perry, Nadia Vanleeuwen, Kristine Bryant, Diane Magill, Austin Magill & Jenny Bruns**

1. Call to Order : 12:08pm
2. Adoption of Agenda: Megan
3. Additions to the Agenda - none
4. Motion for Adoption of Minutes of Previous Meetings
  - a) December Executive Meeting Minutes - Dave
  - b) December General Meeting Minutes - Dave
5. Business Arising from the Minutes – none
6. Introduction of the New 2023 Chamber Executive
  - a) President – Josh Kelly
  - b) 1<sup>st</sup> Vice President – Shannon Carlson (not in attendance)
  - c) 2<sup>nd</sup> Vice President – Dave Sawatzky
  - d) Treasurer – Michelle Rau
  - e) Secretary – Nadia Vanleeuwen
  - f) Past President – Megan Perry
  - g) Directors: Kristine Bryant, Diane Magill, Austin Jessome & Jenny Bruns
7. Financial Reports (Michelle)
  - a) \$52,458.75 bank balance, \$3,370.00 still to come in, \$2,275.67 outstanding
8. Committee Appointments – appoint committee chairs & set deadline for budgets
  - a) Advertising/Marketing- Kristine & Megan
  - b) Economic Development – Dave & Jenny
  - c) Membership – Shannon & Diane
  - d) Networking/Business Activities- Josh & Nadia
  - e) Charitable Activities (Festival of Trees) - Michelle
  - f) Mainstreet Activities (Christmas Parade/Light-up) - Diane
  - g) Careers Next Gen -CNG- Dave & Austin

- a) 2023 budget will be brought to go over at February exec meeting
- b) Committee budgets to be ready for March exec meeting

9. Chamber Objectives – develop strategy for focusing chamber goals for the year

- a) Goal setting meeting to be held on February 7<sup>th</sup> at 6:00pm @ FCC, Kristine will send out previous objectives to exec to review before meeting

10. Other Business

- Discuss location of next executive meeting
  - o Blue Heron office
- Need to change signing banking authority
  - o Michelle motioned to add Josh Kelly and Shannon Carlson as signing authority on bank account; to remove Megan Perry as signing authority on bank account; to leave Kristine Bryant on as signing authority on bank account
    - Dave seconded – all in favour
- Current administrator on leave; Josh requests access code to website to review before it goes live. Michelle is manning email during administrator leave. Exec to decide in Feb meeting how to move forward with admin responsibilities and how to delegate to exec. such as emails, arranging speakers, lunches, manage debit machine during meetings, managing accounts receivable (membership fees) sending out invoices and collecting, & updating membership list. Josh will work on getting the invoices out asap, Megan will help if needed.
- General Meeting Speakers
  - o January – Megan suggested the fire department to be a speaker to talk about incident planning and fire inspections – Josh will reach out to Fire Chief
  - o February - Jenny to reach out to Ian Butler from Community Futures Yellowhead East to see if he can be our February speaker to talk about Websites and how to get the most out of them
  - o March – TBD
  - o April – Town & County have been asked to be our speaker for April to go over budget and priorities.
    - Other ideas; RCMP, Tyler Batdorf from social housing re: housing strategy survey results, Barrhead Employment Services. Exec will reach out to Kristy Tutts for speaker suggestions and funding for such.

11. Next Meetings:

- a) General Meeting: January 18<sup>th</sup>, 2024, 12:00 noon, Charles Godberson Room, Agrena
- b) Executive Board Meeting February 14<sup>th</sup>, 2024, 12:00 noon, Blue Heron Office

Adjournment: 1:02pm