

Barrhead & District Chamber of Commerce Executive Meeting Minutes

Date: September 10, 2025

Time: 11:30 am

Location: Blue Heron Support Services Association

Attendees: Shannon Carlson, Michelle Rau, Diane Magill, Cory Robideau, Amy Laing, Katie Magill, Jennifer Zatko, Michelle Jones

Regrets: Dave Sawatzky, Garrett Axani, Scott Green, Megan Perry

Shannon calls the meeting to order at 11:37am

Additions to the Agenda

1. Website update - Katie

Presentation from Michelle Jones — Community Futures

1. After some information gathering questions, Michelle and the Executive identified some of the key challenges that the Chamber is currently facing, namely the recent losses to the executive, attracting and retaining members, lack of recognition for the value of the Chamber to member businesses as well as community events, lack of engagement from small independent businesses, and limited digital engagement and online presence of small-town businesses.
2. Michelle's preliminary suggestions are for the Chamber to leverage their ability to advocate for small businesses at the municipal and provincial levels, and to promote ACC resources and benefits, specifically the group insurance plan. She also suggested that the executive seek out key small business owners to join the executive.
3. A strategic planning session was planned for the next executive meeting on October 8th at 11:30am. Michelle encouraged the executive to each bring one local business owner or representative as a guest.

July Executive Meeting Minutes

1. Michelle adopts the previous minutes

Other Business:

Executive Hopefuls

1. Jennifer Zatko from TD Bank attended the meeting as invited by Amy. Shannon invited Austin from Grizzly Trail to the General Meeting in hopes that he will be interested in joining the executive. Michelle will visit KNM to see if anyone is interested in joining as they have had some staff changes in their office. Diane mentioned that Mike Ralston from the Tech Forge would be a good person to ask as a small business owner.

Changing of Signing Authority

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1. At a standstill at the moment because we have not been able to find the AGM minutes from 2024. Katie will take another look on the chamber laptop, email and google drive for them. Michelle will ask Rita to check her personal laptop as well.

General Meeting Presentations

Shannon has lined up Brett Cooper to present at the October General Meeting. For the November meeting, Michelle suggested that the executive do a presentation building off the work done with Michelle Jones in the October Executive meeting, in advance of our AGM.

Katie's Questions

1. Michelle asks Katie if she can cancel the Adobe annual subscription, Katie agrees.
2. Katie will get more information from Kyle and send out invitation for this month's general meeting
3. Katie is missing many of the meeting minutes from the last five years so is unable to add them to the chamber website. Michelle suggested trying to get on to the old chamber website as they had been uploaded on there.
4. Katie will set up an automation on the website to send Michelle an email when people pay online so that she knows what the payments are for.
5. Michelle asked Katie to create a walk-through and information for members on how to use the Chamber website and all of the things that they can do on the "members" section.
6. Katie will create a poster for the September General Meeting and send it out to executive members for them to distribute as well.
7. Cory and Katie will work together to create a member page for Freson Bros. as an example.
8. Shannon will check in with the town to see if the Godberson room is available for the General Meeting, if it is not then Katie will book a room at the Blue Heron Office

Annual return - Tabled

Financial Reports (Michelle)

1. Current bank balance is \$48455.33 with about \$1500 worth of checks outstanding and \$1182.35 to be deposited. The invoice for the golf tournament is still outstanding as well as some payments to be received.

Committee Reports

Advertising / Marketing —Tabled

Economic Development — Tabled

Membership — Shannon

1. Shannon has been doing some canvassing for members, and is also planning to have a booth at the upcoming LIFT Conference

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2. Katie will subscribe to “Alberta Perspective” emails from the ACC

Networking & Business Activities

1. Golf Tournament: Nine teams participated, all feedback so far from participants has been good. Financials are not settled yet but it is on track to net positive.

Charitable Activities (Festival of Trees, etc.) — Michelle & Amy

1. Amy and Michelle have begun planning for the Festival of Trees on November 29th. The theme is “Old Time Hollywood”. They are working on finalizing options for entertainment and they have booked Sugar and Spice catering. Once the poster is finalized, Katie will add it onto the website.

Mainstreet Activities — Diane

1. The committee met and has started planning for light-up on December 5th, they have the sleigh ride booked and are working on contacting the other groups involved. Trisha will give an update at the General Meeting as well.

Careers Next Gen — No updates

Upcoming General Meeting

1. Moving forward, Katie will create agendas for the general meetings and Shannon will take care of the Executive Meetings. Katie will continue to take minutes for both until a secretary is voted in.
2. Freson Bros will cater lunch for the September General meeting. The cost will be \$15 per person.

Meeting Adjourned at 12:50pm

Next Meetings:

General Meeting: September 16th 2025 12:00 noon, Blue Heron Office

Executive Board Meeting: October 8, 2025 12:00 noon, Perry Law LLP