

East Hants & Districts Chamber of Commerce

DRAFT MINUTES of BOARD MEETING February 15, 2010

In Attendance:

Steve Pottie, President
Jill Doane, Treasurer
Liz Ingram-Chambers, Director
Jennifer Marlow, Director
J.D. MacCulloch, Director
Susie McDonell, Director
Rick Ramsay, Member
Tanya Eisnor-Whynot, Office Manager

Regrets:

Mike Allison, Vice President
Bill McBurney, Director
Louise Parker, Director
Sharon Prest, Secretary

Absent:

Carolyn Slaunwhite, Director
Randy Van Zeumeren, Director

Call to Order: 7 p.m.

The Agenda was reviewed and approved with the addition of two items under New Business: Nomination process for AGM elections, and letter received from Halifax International Airport Authority regarding airport noise regulation.

The Minutes of the January 18, 2010 meeting (previously distributed) were reviewed. Liz Ingram-Chambers motioned to approve the Minutes of September 21, 2009 and this was seconded by Jennifer Marlow.

EVENTS COMMITTEE

Co-Chairpersons: Susie McDonell & Liz Ingram-Chambers

Members: Randy Van Zeumeren, Jennifer Marlow

Lunch & Learn held January 27 – Office Manager reported on this. There were 35 in attendance, with good response regarding the topic presented by Cst. Kakonyi.

Annual General Meeting – Liz Ingram-Chambers reported the progress to date re AGM plans. This will be held on Wednesday, March 10 at the Quality Inn Halifax Airport. Reception with hors d'oeuvres and entertainment starts at 6:30, meeting & elections at 7:30. Guest speaker will be Neville Gilfof of Progress Magazine. Sponsors thus far are Halifax International Airport Authority (gold) and Quality Inn Halifax Airport (bronze). Other sponsors and event details will be announced and members notified as soon as possible.

NEWSLETTER COMMITTEE

Chairperson: Louise Parker

Members: Mike Allison, Liz Ingram-Chambers

Liz Ingram-Chambers reported that work will continue on the next issue of *EntrepreNews*, to be distributed in March after the AGM.

MEMBERSHIP COMMITTEE

Chairperson: Carolyn Slaunwhite

No report from this committee as Carolyn absent from meeting.

STRATEGIC PLANNING COMMITTEE

Chairperson: Mike Allison

Members: J.D. MacCulloch, Steve Pottie, Richard Ramsay, Valerie Guilbault, Melanie Good

Rick Ramsay provided some background on the Committee's work and the overall goal of the Strategic Plan. He reviewed the final draft of Strategic Plan 2010 to 2012. All thanked Rick for his work on this important document. Some questioned whether we have the "manpower" to accomplish what the plan outlines. Board members and Committee Chairs will need to work to engage more members. Discussion was had and questions were answered.

A special meeting of the Board will be held this Friday morning at the chamber office to vote on accepting the Strategic Plan.

SPECIAL PROJECT COMMITTEE

A notice was sent to members regarding whether they have any interest in advertising in a printed Member directory. Tanya received four replies; three of them would be interested in purchasing ads (depending on costs), and one expressed support for this project.

This Committee will need to make a decision on proceeding once the new Board is in place after the our Annual General Meeting.

CURRENT EVENTS COMMITTEE

Members: Bill McBurney, Joan White

There being no one from this committee present at the meeting, no report was given.

PRESIDENT'S REPORT

Steve announced that he would not be seeking nominations for President for the upcoming year. He will serve as Past President and work to ensure continuity for the incoming Board.

TREASURER'S REPORT

Jill presented an income and expense statement for the month of January 2010:

Income:

Membership Dues	988.00
Insurance Commission	2,208.06
Total Income	<u>3,196.06</u>

Expenses:

Office Manager - Wages	560.00
Office Manager - Expenses Mileage	119.25
Membership APCC	730.00
Lunch and Learn	61.06
Office Supplies	19.00
Postage	37.30
Rent	350.00
Cell Phone	36.86
Phone/Fax/Internet	158.79
Power	29.34
Office cleaning	49.90
Total Expenses	<u>2,151.50</u>

NET INCOME January 2010 **1,044.56**

*All totals are shown without HST

Tanya commented on the phone/fax/internet amount in follow-up to last meeting. This amount is now consistent with *one* phone line. Prices were compared at the time of setting up the office and there was very little difference between Aliant and Eastlink.

Susie McDonell motioned to approve the January 2010 income statement, and this was seconded by Jennifer Marlow.

The Treasurer also presented a draft income statement for 2009 as she works to prepare the financial statements for the AGM.

OFFICE MANAGER'S REPORT

Tanya has been working on the AGM, Strategic Planning Committee, and handling the monthly member renewals.

After sending out the advertising rates to the Board for the "One Strong Voice for Business in Atlantic Canada" newspaper feature, no decision was made prior to the deadline date for this so the Chamber did not place an ad.

With input from our President and Vice President, a letter of support was sent to the Yarmouth Chamber with regards to their efforts to maintain international ferry service between Nova Scotia and Maine.

OLD BUSINESS

- a) Tourism Symposium – Tanya attended this event last week and put up a display for the Chamber at the venue. She attended the morning session on branding and the afternoon workshop on volunteer recruitment. Director Jennifer Marlow was also in attendance. JD MacCulloch thanked the Chamber for sponsoring the symposium reception.
- b) Steve contacted *The Weekly Press* regarding their new Chamber member offer which expired at the end of 2009, and they will consider renewing this offer.
- c) Steve presented a draft policy for expenses re traveling on Chamber business. Discussion was had over the particulars. Steve will make some minor revisions and then forward a final version to the Board.

NEW BUSINESS

- a) Director Joan White submitted her resignation on January 19, 2010 due to relocating.

There was subsequent discussion around the general issue of Board members missing meetings. Chamber By-Laws (item #37 a & b) address this issue. All agreed that this policy needs to be enforced.
- b) NSCoC Quarterly Member meeting is being held on March 2 following the Premier's Breakfast at the World Trade & Convention Centre. Details have been e-mailed to the Board.
- c) Correspondence was received from Halifax International Airport Authority regarding an information session being held on February 17 on airport noise regulation. Tanya will forward the details to the Board via e-mail in case any are available to attend.
- d) A Nomination Committee has been formed after several members volunteered to assist. Mike Tompkins (Past President), Steve Pottie (outgoing President), and Perry Mitchelmore (member) will form the committee. Perry has been asked to be Chair, and Steve will confirm this with him. Tanya will send a notice to members asking for their suggestions for Directors and Officers, and all submissions will be given to the Nomination Committee for their consideration.
- e) JD MacCulloch mentioned there will be a public meeting regarding the Atlantic Gateway Opportunity on February 23. They are also planning a meeting of local businesses and CNTA representatives to plan for Saltscapes Expo. He will forward details regarding this so it can be passed along to members.

Adjournment: Jennifer Marlow motioned for the meeting to be adjourned; motion was seconded and the meeting adjourned at 9:25 p.m.

Next meeting: Special Meeting Friday, February 19 at 8 a.m. at Chamber office

Minutes recorded by:
Tanya Eisnor-Whynot, Office Manager