

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS MEETING
APRIL 20, 2011**

President Jen Wyman called the meeting to order at noon at the Prescott Golf Club. Present were Vice-President Don Rivoire, Directors Robert Lawn, Heather Lawless, Shawn Lockett, Pat Sayeau, Dan Cook, Brent Laton, Julie Marshall, Gerry Hasiuk, Brenda Minish, Beth Morris, Bill Pakeman, Roger Rhodes, Bonnie Gommert, members Doug Malanka, Dan Roddick, Hugh Cameron, Shaun Kelly, Ron Bulmer, Anne Marie Johnson and guest Larry Dishaw. Minutes recorded by secretary Debbie Lawless.

1. **INTRODUCTION OF GUESTS:** No report.
2. **APPROVAL OF AGENDA:** The agenda was approved on motion by Bill Pakeman. (6 for, 0 opposed). Carried.
3. **REVIEW OF BUSINESS ARISING FROM LAST MONTH'S MEETING:** No report.
4. **PRESIDENT'S REPORT:** Jen Wyman reported the Chamber needs to communicate with other Chambers. Also follow up should be made with guests who attend meetings to have them join the Chamber and if they decide not to, to find out why. Also she noted visits should be made to businesses and approach them to join and perhaps get an ambassador for this. She also noted it's not only what the Chamber can do for you but what you can do for the Chamber.

Bill Pakeman noted that he and Roger Rhodes volunteered to form a relationship with the South Dundas Chamber of Commerce if she wishes and noted he presently sends out letters of invite to join the Chamber twice a year. Jen suggested he follow up on these invites by visiting door to door. She also suggested issuing a list of what businesses Prescott does not presently have and also include what businesses we want to come to Prescott.

Larry Dishaw recommended our Chamber join the Edwardsburgh/Cardinal Business Association which currently has 36 members and they would join the Chamber. Jen recommended their Business Association have a representative attend our meetings and vice-versa and she will follow up on this.

6. **VICE-PRESIDENT'S REPORT:** Don Rivoire thanked Pat Sayeau for his leadership on the Focusing Committee and Dan Roddick for facilitating the Visioning session and reported approximately 20 people attended.
7. **TREASURER'S REPORT:** The treasurer's report for period ending March 31, 2011 was presented by treasurer Debbie Lawless and was accepted on motion by Roger Rhodes and seconded by Bill Pakeman. (6 for, 0 opposed) Carried. Copy enclosed.

8. **SECRETARY'S REPORT:** No report.

9. **CORRESPONDENCE:**

ITEM #1: Request from SGDHS for Annual Bursary for \$300.00

It was motioned by Brent Laton and seconded by Heather Lawless the Chamber donate \$300.00 to the SGDHS Annual bursary award sponsored by the Chamber. (8 for, 0 opposed). Carried.

10. **COMMITTEE REPORTS:**

1. **FOCUSING COMMITTEE:** Pat Sayeau reported on the five areas of focus and specified action items.

Discussion was held and it was motioned by Pat Sayeau and seconded by Beth Morris to approve the recommended acceptance of the following three recommendations as presented.

1. That the Board of Directors of the Prescott and District Chamber of Commerce approve the vision statement - It is the vision of the Prescott and District Chamber of Commerce to build a prosperous Community of South Grenville by increasing Business Retention and Economic Growth through teamwork and innovation.

2. That the Board of Directors approve the following goals and objectives identifying five broad areas of focus for Chamber attention, for additional work and the development of specific action items with measurable results.

1. Economic Development i.e. improve communication mechanisms, assemble and develop promotional materials, etc.

2. Community Presence i.e. establish a visible Chamber office presence, establish an enhanced virtual presence on the internet, introduce new brand for Chamber.

3. Networking i.e. publish a business directory, work on relationships with United Counties Economic Development office, etc.

4. Leadership - develop a formal structure for goal-setting and measurement, etc.

5. Resources - engage a dedicated liaison person to engage with the public, etc.

3. That the Committee be mandated to continue the work of further defining and refining the goals and objective and be asked to bring forward from time to time specific proposals or specific initiatives for Board consideration and approval. (9 for, 0 opposed). Carried.

2. **MEMBERSHIP:** Bill Pakeman reported one new member.

Hometown Heating,
Prescott, Ontario
Randy and Pearl Visser
(Heating and Air Conditioning Services)

This new member was accepted on motion by Bill Pakeman and seconded by Dan Cook. (7 for, 0 opposed). Carried.

3. **FINANCE:** Bill Pakeman reviewed the proposed costs for opening a Chamber office in Prescott stating it would cost approximately \$9300.00 per year to operate. Discussion was held and it was motioned by Bill Pakeman and seconded by Brent Laton to approve the acceptance of the following recommendations to open a Chamber office in Prescott and therefore be it resolved, that the Prescott and District Chamber of Commerce enter into an agreement as soon as possible with the Town of Prescott to rent office space in the Forwarders' Museum for a trial period of one year and at a rental rate of \$100.00 per month and that occupancy occur in a timely fashion; and be it further resolved, that the office shall operate three days per week, seven hours per week during its first year of operation; and be it further resolved that the Office Personnel earnings level be \$450.00 per month, based upon the industry average of \$15.00 per hour; and be it further resolved, that the Board of Directors authorize start-up costs up to \$800.00 in order to install a business telephone line, business internet service and the purchase of a multi-function print/fax/scanner/copier machine; and be it further resolved, that the Chamber Finance Committee review this plan two months prior to the end of the one year trial period and report to the Board of Directors as to the success of the venture. (5 for, 0 opposed)

Discussion was held and amendment was made on motion by Roger Rhodes and seconded by Brent Laton the Office Personal **salary** level be \$450.00 per month be changed to the Office Personal **earnings** level be \$450.00 per month. (10 for, 0 opposed) Carried.

Don Rivoire suggests the Office Personnel report to the President and Pat Sayeau suggested all committee recommendations presented be written on paper for liability purposes and all Directors to be emailed updates of developments.

4. **PROGRAM AND PLANNING:** Pat Sayeau reminded everyone of the Greenfield Ethanol Business After 5 being held on April 21, 2011 in Johnstown.

11. LIAISON REPORTS:

1. **TOWN OF PRESCOTT:** Robert Lawn reported the following:

- Council's budget has been completed
- Council is working on new committees system and will now have six committees and the Chair of each committee will be a Council member

- Robert is the Chair of the External Relations Committee
- Council is looking at requests for housing
- interest has been shown for the north of 401 property
- Council is working with Counties on expanding housing
- now have new agreement with Westerra Homes for Mackenzie Road area which enables up to 60 homes to be built
- Heritage Committee now added under the Town which will strengthen the heritage of Prescott

2. TOWNSHIP OF AUGUSTA: Doug Malanka reported the following:

- Council has ratified collection agreement
- budget has not been adopted yet but 2.9% increase proposal for municipal taxes and 0.51% increase for residential taxes
- Doug attended a L&G workshop regarding the community wide plan which had three great speakers and he will follow up on this
- Annual Pitch In was held on April 16, 2011 and he thanked Glen Kirkland and Jeff Baker for organizing the event which had approximately 75 registered people who collected over 300 bags of garbage
 - Township's Third Annual Business Fair is being held May 14, 2011 at the Maitland Fire Hall from 10 a.m. to 3 p.m. with breakfast being served from 8 a.m. to 10 a.m. The fair will showcase Augusta's businesses with the theme being "where community and businesses meet"
- Doug welcomed the Chamber to participate in the fair and will send an application form with fees

3. EDWARDSBURGH/CARDINAL TOWNSHIP: Pat Sayeau reported the following:

- Penn Energy Renewables Ltd. will be holding an open house on June 21, 2011 at the Johnstown Community Centre regarding the 10 megawatts solar panel placement project
- Pat attended meeting with Queen's team who presented their proposal to deal with furfural plan
- previous Council's official plan was approved and submitted and received from Ministry which proposed 33 changes to plan
- budget being brought forward on April 25, 2011 with 2% increase for municipal taxes and operating budget of \$4.1 million up from \$3.6 million, reserves \$5.3 million to \$5.2 million at end of year

4. GCFDC: Heather Lawless reported their Annual General meeting will be held on June 17, 2011 commencing at 8:30 a.m. in North Grenville (location to be announced) and they are presently recruiting representatives of tourism, agricultural and industrial sectors to serve as volunteer members for their Board of Directors. If interested please send cover letter and bio/resume to hlawless@grenvillecfdc.com Also expressions of interest in joining the GCFDC general membership are due to be submitted mid May.

The SEB program welcomed Kayla Miller as SEB Administrator on April 4, 2011. The next 8 week Business Plan Development workshop starts May 2, 2011 at the St. Lawrence College in Brockville with 15 entrepreneurs registered (pre-registration is required).

The next SEB program information and orientation session is scheduled for July 12, 2011 in Prescott. Contact Kayla Miller and 925-4275 ext 24 or seb@grenvillecfdc.com for more information and to register.

The Eastern Ontario Development Program (local programming) status will be determined after the federal election and when the 2011 federal budget is passed. Applications are no longer available on their website as some program requirement modifications are anticipated should funding be removed and you may view their website for updates.

The Business Loan Program disbursed \$1.2 million in loans in 2010-2011 and the lending limit has returned to \$150,000 from \$250,000 per individual business effective April 1, 2011. Also access to business loans up to \$500,000 is available through the Eastern Ontario Investment Pool, accessed through GCFDC. Contact Mike O'Keefe at 925-4275 extension 22 or mokeefe@grenvillecfdc.com for more information.

Heather also reminded all the renewal fee to re-register a small business name is \$60.00.

5. **BIA:** Beth Morris reported Sue O'Hanolan is organizing a parade for Father's Day weekend and there will also be a sidewalk sale.

Beth noted Seasonal Expressions will be doing the flower baskets and planters at a cost of \$5000.00

The BIA is seeking to hire an events coordinator on a contract basis and they still would like one more director to their board.

The BIA is presently working on the idea to expand the BIA and include the north end of town.

The Loyalist Days Committee is working on purchasing a huge movie screen and hold movie nights and the Harbor Days Committee is looking at plans to hold a flea market in the rink.

The Prescott Legion and Food For All Food Bank is holding an Easter Fun Day and their will be a 21 gun salute on April 29, 2011 to mark the Royal Wedding of Prince William of Wales and Catherine Middleton.

Prescott's Pitch In program will take place May 7, 2011.

Shakespeare Festival will present the pre-season play Toad on May 13 and 14, 2011.

Bonnie Gommert reported the Food For All Food Bank will be holding their Annual Roast Beef Dinner and live auction on Saturday, May 14, 2011 at St. Mark's Parish Centre and cost is \$20.00 per person. Contact Bonnie at 925-2444 for more information.

6. **TOURISM:** Shaun Kelly reported the Leo Boivin “AAA, AA” Midget Hockey Tournament was a huge success and the committee received much positive feedback. Shaun thanked all sponsors and volunteers and also read a letter from the Kingston team of what a great time they had and what great memories the players will carry with them for the rest of their lives.

Shaun is working with the RT09 (Regional Tourism Organization) marketing committee’s website and marketing campaign. He is also working on new brochures for Prescott.

12. **NEW BUSINESS:** No report.

13. **OTHER BUSINESS:** Bill Pakeman reported the Prescott Legion requested funding for their Easter event and the Finance Committee met and declined the request as they felt it fell outside the Chamber’s mandate.

Roger Rhodes suggested a meeting be held to discuss re-branding the Chamber.

14. **NEXT MEETING:** The next Board of Directors meeting will e held on **WEDNESDAY, MAY 18, 2011** at the **PRESCOTT GOLF CLUB** commencing at noon. “Everyone Welcome”

15. **ADJOURNMENT:** The meeting adjourned at 1:45 p.m.