

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS MEETING
FEBRUARY 15, 2006**

President Ralph Legere called the meeting to order at noon at the Bridgeview Restaurant. Present were Vice-president Lisa Smith, Directors Bill Pakeman, Robert Lawn, Mary Lou Murray, Chris O'Reilly, Brent Laton, Ken Rundle, Anne Sawyer, Tina Murray, Matt Rowbotham, members Tim Ruhnke, Robert Haller, Robert Pelda, Bryan Somerville and guests Melissa Ablett, Diane Brown and Lorraine Casselman. Minutes recorded by secretary Debbie Lawless.

1. INTRODUCTION OF GUESTS: Ralph Legere introduced guests Diane Brown of A Stitch In Time in Prescott and Lorraine Casselman of Woodlands Day Spa and Esthetics in Prescott.

2. APPROVAL OF AGENDA: The agenda for February 15, 2006 was approved on motion by Bill Pakeman and seconded by Ken Rundle (7 for 0 opposed). Carried.

3. REVIEW OF AND BUSINESS ARISING FROM LAST MONTH'S MINUTES: No report presented.

4. APPROVAL OF MINUTES: The minutes for January 18, 2006 were approved as circulated on motion by Bill Pakeman and seconded by Robert Lawn (6 for 0 opposed). Carried.

5. PRESIDENT'S REPORT: Ralph Legere reported he has met with the Chamber's Committee Chairs to review present and future agendas of the Committees.

Committees were reviewed and the following members will stand for 2006.

Finance: Chair Lisa Smith, Vice-Chair Tina Murray, members Allan Norton, Bill Pakeman, Tom Doyle and Ralph Legere.

Program and Planning: Chair Mary Lou Murray, members Sharon Spychi, Heather Lawless, Lisa Smith, Anne Sawyer, Chris O'Reilly and Ralph Legere.

Membership: Chair Bill Pakeman, members Lisa Smith, Mike Baril and Ralph Legere.

Golf Tournament: Members Allan Norton, Mary Lou Murray, Tina Murray, Ray Young and Ralph Legere.

Sub-Committees:

Fundraising: Members Heather Lawless, Robert Lawn, Lisa Smith, Mary Lou Murray, Chris O'Reilly, Anne Sawyer, Sharon Spychi and Ralph Legere.

Annual Awards: Ken Durand, Lisa Smith, Mary Lou Murray, Sharon Spychi and Ralph Legere.

Annual Dinner: Members Ken Durand, Lisa Smith, Sharon Spychi, Bill Pakeman and Ralph Legere.

Signs: Members Lisa Smith, Ken Rundle, Bill Pakeman and Ralph Legere.

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Ralph attended the Senior Games Winterfest 2007 Organizing Committee celebration which was excellent. One key factor noted was approximately 600-700 volunteers are required to support this event. Information to volunteer is available by logging on to www.volunteerleedsgrenville.com, use yellow banner my volunteer page and search for Ontario Senior Games or call 342-8772 ext. 8289 or go to www.ontarioseniorgames.ca for more information. The games will take place on February 14 to 16, 2007 and will be hosted by all four communities, Brockville, Prescott, Gananoque and Athens.

6. VICE-PRESIDENT'S REPORT: Lisa Smith reported she is working on a follow up report on the work Melissa has accomplished, more Prescott.ca changes, coordinating advertising for Tourism, parking inventory and surveys for the BIA, review of completed projects for all groups as well as suggestions for this year.

Lisa attended a Downtown Steering Committee meeting last Friday and the group has shifted its focus from the Market Building to the Museum/Visitor Centre. Their thoughts are to do some renovations to the building to make it more welcoming. Also the group is further pursuing streetscaping and a facade improvement initiative. This group will be asking the chamber to provide a commitment of between \$1,000 and \$1,800 towards the program.

7. TREASURER'S REPORT: Lisa presented the treasurer's report for period ending January 31, 2006. The financial statement was accepted on motion by Brent Laton and seconded by Anne Sawyer. (8 for 0 opposed). Carried. Copy enclosed.

8. SECRETARY'S REPORT: Debbie Lawless reported invoices have been sent out to all members for their 2006 Membership Dues.

9. CORRESPONDENCE: A list of correspondence received for February 2006 was distributed to all present.

10. COMMITTEE REPORTS:

1. FINANCE: Brent Laton reported the Chamber's second installment of its three year pledge to the Library renovation project is now due. Discussion was held and it was motioned by Brent Laton and seconded by Bill Pakeman the Chamber pay the second installment of \$1200 to the Prescott Library Renovation Fund. (6 for 0 opposed). Carried.

Brent also noted he will not be remaining on the Finance Committee for 2006.

2. PROGRAM AND PLANNING: The Chamber's Annual Awards Night and Banquet will be held on Monday, April 24, 2006. Nominations are now being sought for the Community Service Award, Business Achievement Award, Connie Dickey Memorial Youth Award and the Michael Boyles Business Expansion or Improvement Award. Nomination deadline is Friday, March 31, 2006. For more information and to nominate please see enclosed flyer.

3. MEMBERSHIP: Bill Pakeman reported two new members.

United Way of Leeds & Grenville
Brockville, Ontario
(Judi Baril)
Not for Profit Fundraising Organization

The Complete Gardener
Prescott, Ontario
(Mavis Jale)
Lawn Care/Garden Maintenance

The above members were accepted as presented on motion by Mike Baril and seconded by Chris O'Reilly. (9 for 0 opposed). Carried.

Bill Pakeman noted it is necessary to look at ways to get people to join the Chamber's Insurance program. He also suggested the Town could join the Chambers plan and Bill will meet with Robert Haller to discuss this matter.

Discussion was held and it was motioned by Bill Pakeman and seconded by Chris O'Reilly to form a committee to define ways to market and support the Chamber's insurance program. (9 for 0 opposed). Carried. Volunteering for this committee were Bill Pakeman (Chair), Ralph Legere, Mike Baril and Mary Lou Murray.

11. LIAISON REPORTS:

1. TOWN OF PRESCOTT: Robert Pelda reported Council is working on the final tender process for the sewer and water project and the new subdivision lots are now for sale.

The Library renovations are presently underway and the Official Plan is still with the Ministry for approval. Also the new welcome signs are presently being erected.

Council has began working on the zoning and community improvement plan and are also hoping to acquire the CN Station building.

Robert Lawn noted Council is also setting a strategic plan and has reviewed the list on what Council wants to do, what was path projected and creating a path and what it has accomplished. A copy is available at Town Hall. Robert noted this Council has been one of the best in working as a team and have made great accomplishments.

2. TOURISM: Melissa Ablett report 20,000 Tourism brochures which were printed by St. Lawrence Printing are at the Forwarder's Museum now and are also being distributed throughout town. Melissa is reviewing websites to look into ways to draw Tourists to Prescott.

3. SGED COMMITTEE: No report presented.

4. BIA: Robert Pelda reported there is a meeting tonight at the Town Hall regarding the budget.

12. NEW BUSINESS: Lisa reported there is approximately 900 out of 5000 Prescott Merchant brochures left and requested to update and reprint 5000 more brochures and suggested this be

done early for early distribution. Discussion was held and it was motioned by Robert Pelda and seconded by Ken Rundle to reprint more brochures. As no price was available for the cost of reprinting the brochures it was motioned by Bill Pakeman and seconded by Robert Pelda to table this request to our March meeting and Bill Pakeman will obtain a price for reprinting the brochures.

Also Lisa inquired if the Chamber wishes to continue to be part of the Joint Coordinator position. Discussion was held and it was motioned by Bill Pakeman and seconded by Robert Pelda to find out what the other groups positions are on this matter, review the Chamber's financial situation and followup on this inquiry at our March meeting.

Anne Sawyer noted the 2006 EMC Progress Edition is being prepared. For more information and to place your ad you may contact Anne at 498-0305 ext 104. Anne noted the Progress Edition is a very viable production.

13. OTHER BUSINESS: Ralph noted the Chamber needs to have an audit done. Discussion was held and it was motioned by Anne Sawyer and seconded by Mike Baril the Chamber have an audit done but then suggested to table this to our March meeting.

14. NEXT MEETING: The next Board of Directors meeting will take place on **WEDNESDAY, MARCH 15, 2006** at the **BRIDGEVIEW RESTAURANT** commencing at noon. "Everyone Welcome".

15. ADJOURNMENT: The meeting adjourned at 12:50 p.m. on motion by Bill Pakeman and seconded by Chris O'Reilly. (7 for 0 opposed). Carried.

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE
FINANCIAL REPORT AS AT
January 31, 2006**

BANK BALANCE December 31, 2005

Current Account	\$ 3,457.10	
Items Outstanding	(1,101.38)	
Mutual Fund Investment	16,591.14	\$ 18,946.86

Plus Income

Membership	180.00	
Annual Dinner	0.00	
Insurance	335.56	
Special Events	0.00	
Directory	0.00	
Golf Tournament	100.00	
Interest	35.13	
Misc.	0.00	
50/50 draws	0.00	
		<u>650.69</u>
		\$19,597.55

Less Disbursements

Membership	\$ 1,563.27	
Annual Dinner	0.00	
Special Events	0.00	
Golf Tournament	0.00	
Stationary	48.85	
Salary & Wages	200.00	
Advertising	0.00	
Postage	26.75	
Insurance	0.00	
Bursaries/Donations	0.00	
Misc.	26.75	
		<u>1,865.62</u>
		\$17,731.93

BANK BALANCES January 31, 2006

Current Account	\$ 2,105.66	
Mutual Fund	<u>16,626.27</u>	
(Cheques Outstanding)	1,000.00	\$17,731.93

[Annual Awards Nomination Form.pdf](#)

[\(Double click here for Annual Awards Nomination Info\)](#)