

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2007**

President Lisa Smith called the meeting to order at noon at the Bridgeview Restaurant. Present were Vice-President Marylou Murray, Treasurer Allan Norton, Directors Bill Pakeman, Heather Lawless, Brent Laton, Anne Sawyer, Matt Rowbotham, Ken Rundle, Robert Lawn, Beth Morris, Marilyn Ashby, Bryan Somerville; members Tim Ruhnke, Elma Pyl, Robert Pelda, Peter LeClair, Renata Kimmerly, Pat Dewar and guests Gerald Hasiuk and Jack McNamee. Minutes recorded by secretary Debbie Lawless.

1. **INTRODUCTION OF GUESTS:** Bill Pakeman introduced Jack McNamee who is presently the Acting CAO for the Township for Augusta.
2. **APPROVAL OF AGENDA:** The agenda for February 21, 2007 was approved on motion by Bill Pakeman and seconded by Brent Laton. (7 for, 0 opposed). Carried.
3. **REVIEW OF BUSINESS ARISING FROM LAST MONTH'S MINUTES:** Brent Laton noted the motion regarding the Chamber honoring a third year of its pledge of \$1200 annually to the Friends of the Prescott Public Library is fine but it should be noted and corrected the intent of the motion was to complete the Chamber's pledge of the outstanding balance of \$3600.
4. **APPROVAL OF LAST MONTH'S MINUTES:** The minutes for January 17, 2007 were approved as circulated on motion by Brent Laton and seconded by Robert Lawn. (8 for, 0 opposed). Carried.
5. **PRESIDENT'S REPORT:** Lisa Smith reported the Town's Frost Festival held last Saturday was very successful with the horse-drawn rides being the biggest attraction.

The Ontario Senior Winter Games were also very successful and on opening day Monica Whitney, Jessie Ritchie (Shakespeare) and Chuck Street set up a display booth in Gananoque to promote Prescott. Participants in the games visited the booth and learned of Prescott attractions, as well as receiving Fort Wellington passes and tickets to Shakespeare, with hopes of their return in the summer. There were a total of 160 hockey players at our rink on Thursday and Friday, with their meals being provided by the Curling Club. In addition, there were 60 participants at the Curling Club.

The Shakespeare Valentines Dinner held on February 17 was attended by approximately 95 people. The Cabaret performances were outstanding.

On March 2, 2007 Lisa will be attending the EODP press release at the Town Hall in Prescott and on March 5, 2007 she will be attending the celebration of the Rejuvenation of the Prescott Public Library.

6. **VICE-PRESIDENT'S REPORT:** No report presented.

7. **TREASURER'S REPORT:** Allan Norton presented the treasurer's report for period ending January 31, 2007. The financial statement was accepted on motion by Bill Pakeman and seconded by Ken Rundle. (7 for 0 opposed) Carried. Copy enclosed.

8. **SECRETARY'S REPORT:** Debbie Lawless reported invoices for the Chamber's 2007 Annual dues have been sent out to all Chamber members and the 2007 membership plaques will cost \$0.93 each plus \$60.00 for artwork/screen charge.

Also Debbie requested the Chamber investigate purchasing highspeed internet as it is taking 1-2 hours per day to receive, forward emails, send out minutes, Chamber correspondence, etc. Debbie provided several quotes from local servers plus asked those present for their input. As no one had further suggestions, Debbie requested approval to seek more quotes to discuss and compare next meeting. It was motioned by Brent Laton and seconded by Matt Rowbotham that highspeed internet be further investigated, quotes be readdressed and a decision be made next meeting. (8 for, 0 opposed). Carried.

9. **CORRESPONDENCE:** A list of correspondence received for February 2007 was distributed to all present.

Lisa noted she had received information to subscribe to the Ontario Political Guide Publication Directory. It was decided this Directory was not needed by the Chamber by all present.

10. **COMMITTEE REPORTS:**

1. **FINANCE:** No report presented.

2. **PROGRAM AND PLANNING:** Marylou Murray reported plans are well underway for the Chamber's Annual Awards Dinner being held on Monday, March 26, 2007 at the Prescott Golf Club. Guest speaker will be Frank McAuley, RBC Royal Bank, Regional Vice-President, Commercial Markets. Tickets are \$32.50 each and are available at House of Flowers, Bank of Montreal, Royal Bank and the Toronto Dominion Bank in downtown Prescott and also at O'Reilly's Your Independent Grocer.

Marylou also noted donations are still needed for the silent auction and would be greatly appreciated. Please call Marylou at 925-5265, Lisa Smith at 925-4441 or Sharon Spychi at 925-5700 for further information and pickup.

3. **MEMBERSHIP:** Bill Pakeman reported four new members.

Kings Road Auto Sales
Prescott, Ontario
(Car Dealer)
Oliver Noe

James A Doris Professional Corporation
Prescott, Ontario
(Law Practice)

Township of Augusta,
Prescott, Ontario

Hasiuk Trailer Container Repairs and
Rentals
Colburne, Ontario
(Gerald Hasiuk)

The above 4 members were accepted on motion by Bill Pakeman and seconded by Heather Lawless (8 for, 0 opposed). Carried.

11. LIAISON REPORTS:

1. **TOWN OF PRESCOTT:** No report presented.

2. **SGED Committee:** Heather Lawless reported funding has been received to establish a planning session for the Economic Development Committee to follow over three years. Local municipalities of Augusta, Prescott and Edwardsburgh/Cardinal will be contacted to provide their input also for the planning session.

3. **GCFDC:** Heather Lawless reported the response received in regards to the EODF program was great and is fully subscribed to. All projects must be executed, reports submitted and payment claims submitted on or before March 31, 2007 as per letter of offer.

Also the committee is hoping to hear about renewal to the EODF in the next 30-60 days.

A Press Event will be held with MP Gordon Brown to announce recipients of the 2006-2007 funding on Friday, March 2, 2007 at 10:00 am in the Council Chambers at the Prescott Town Hall.

Business financing and Consulting is available by contacting Mike O'Keefe, Business Development Officer, at 925-4275 ext. 22 (www.grenvillecfdc.com). On line learning is available at www.cfdlearn.ca to the Grenville CFDC board, staff, clients and community partners by contacting Charlotte McArthur at 925-4275 ext. 23 or Elaine Deschambault at ext. 25 for an access code or info@grenvillecfdc.com and seb@grenvillecfdc.com.

The SEB (Self Employment Benefit) program will hold an information session on March 16, 2007 at 1:00 p.m. in Prescott at the GCDC boardroom. You may contact Elaine Deschambault for more information at 925-4275 ext. 25. The next 8 week workshop commences in May 2007.

Client Service System is available at www.grenvillecfdc.com. Recently added services include Ask the Expert, Bulletin Board, Discussion Groups, Business Directory, SEB Success Stories and SEB Business Directory.

4. COORDINATOR'S REPORT:

TOURISM: Lisa reported for Monica Whitney who is attending a Tourism meeting in Brockville.

BIA: No report presented.

CHAMBER: No report presented.

Lisa noted during the four-week period, Monica worked for the Chamber for 17.5 hours, the BIA for 18 hours, Tourism for 45 hours and 18 hours for Economic Development.

A request was received from the Royal Ottawa Health Care Group to organize an awareness/public education work shop on mental health issues for businesses and how these issues can challenge a business or affect a business' bottom line. ROH is looking to use a chamber function for a workshop with a view to developing a healthy and productive workplace. Also she was recently approached by a Brockville firm that specializes in skills development services for Chambers and BIAs. She is now exploring the possibility partnering with the two groups and offering a half-day workshop presentation later in the spring on relevant topics that tie into mental health and stress in the workplace. This would be a revenue generator for the Chamber.

Monica's majority of hours in the four week period were worked for BIA and Tourism, with emphasis on organizing Frost Fest and Valentine's promotions, organizing the Winterfest Ontario Senior Games promotional display in Gananoque, arranging for new signage at the Forwarders' Museum and compiling detailed information on Prescott's attractions for inclusion in an online regional road trip project known as EastQuest, through the Prince Edward Lennox and Addington CFDC.

Heather Lawless noted it is great to have Monica available to do things that otherwise would not get accomplished.

12. **NEW BUSINESS:** Bill Pakeman suggested the Township of Augusta also report at our monthly meeting. It was discussed and motioned by Bill Pakeman and seconded by Robert Lawn to add the Township of Augusta to our monthly agenda. (10 for 0 opposed) Carried.

Lisa will send a letter to Edwardsburgh/Cardinal Township to invite a representative to attend and report at our monthly meetings also.

Lisa reported a request was received from the Chamber's secretary, to have her wages reviewed as she is spending more hours on chamber business as the Chamber has become more visible and accessible and more involved in the local communities in the past few years. Lisa suggested \$10.00 per hour be paid with an hourly breakdown being provided per month. It was noted the time keeping would not be accurately charged as our secretary would give more hours to the Chamber than billed for. It was then noted an hourly rate might lead to payroll problems as opposed to a monthly amount

given as an honorarium. Discussion was held and \$300.00 per meeting was suggested and then suggested, was to double the current wage to \$400.00 per meeting. Motion was made by Bill Pakeman and seconded by Brent Laton to pay the rate of \$300.00 per meeting. A second motion was made by Anne Sawyer and seconded by Matt Rowbotham to pay the rate of \$400.00 per meeting. For the first motion of \$300.00 per meeting, 7 were in favour and 2 opposed. For the second motion, 2 were in favour and 5 opposed. The final decision was \$300.00 per meeting for the secretary's wage. Carried.

13. **OTHER BUSINESS:** Lisa reviewed all committees and the following members will stand for 2007.

STANDING COMMITTEES

Finance - Members Allan Norton, Bob Pelda, Ken Rundle, Lisa Smith

Membership - Chair Bill Pakeman, members Mike Baril, Brent Laton, Lisa Smith

Program and Planning - Chair Marylou Murray, members Sharon Spychi, Heather Lawless, Anne Sawyer, Marilyn Ashby, Lisa Smith

SUB-COMMITTEES

Annual Awards Dinner (Planning) - Members Marylou Murray, Sharon Spychi, Heather Lawless, Anne Sawyer, Marilyn Ashby, Lisa Smith

Annual Awards Selection - Members Marylou Murray, Sharon Spychi, Chris O'Reilly, Anne Sawyer, Lisa Smith

Fundraising - Members Marylou Murray, Heather Lawless, Anne Sawyer, Sharon Spychi, Gerry Hasiuk, Lisa Smith

Golf Tournament - Members Allan Norton, Ray Young, Matt Rowbotham, Marilyn Ashby, Lisa Smith

The signs committee was dissolved on motion by Bill Pakeman and seconded by Anne Sawyer. (7 for, 0 opposed). Carried.

14. **NEXT MEETING:** The next Board of Directors meeting will be held on **WEDNESDAY, MARCH 21, 2007** at the **BRIDGEVIEW RESTAURANT** commencing at noon. "Everyone is Welcome."

15. **ADJOURNMENT:** The meeting adjourned at 12:50 p.m. on motion by Brent Laton and seconded by Allan Norton. (7 for, 0 opposed). Carried.

**Prescott & District Chamber of Commerce
Financial Report as of January 31, 2007**

Bank Balance December 31st, 2006		
Current Account	\$9,916.30	
Items Outstanding	(1,600.00)	
Mutual Fund Investment	11,977.42	\$20,293.72
Plus Income:		
Membership	\$0.0 0	
Annual Dinner	0.00	
Insurance	251.21	
Special Events	0.00	
Golf Tournament	0.00	
Interest	36.59	
Misc.	0.00	
Vacation Guide	0.00	
50/50 Draws	0.00	287.80
		\$ 20,581.52
Less Disbursements:		
Membership	\$1,671.83	
Annual Dinner	0.00	
Special Events	0.00	
Golf Tournament	0.00	
Stationary	0.00	
Salary & Wages	200.00	
Advertising	0.00	
Postage	0.00	
Insurance	0.00	
Bursaries/Donations	0.00	
Vacation Guide	0.00	
Misc.	26.50	\$1,898.33
		\$18,683.19
Bank Balance January 31, 2007		
Current Account	\$6,669.18	
Mutual Fund	12,014.01	
(Cheques Outstanding)	0.00	\$18,683.19
Est. Future Commitments		0.00
Net funds available		\$18,683.19

