

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE**

**BOARD OF DIRECTORS MEETING**

**JULY 20, 2005**

President Lisa Smith called the meeting to order at noon at the Grenville Arms Restaurant. Present were Vice-President Ralph Legere, Treasurer Allan Norton, Directors Robert Lawn, Sharon Spychi, Tom Doyle, Ray Young, Bill Pakeman, Ken Rundle, Anne Sawyer, members Tim Ruhnke, Bryan Somerville, Robert Haller, Bob Pelda, Mike O'Keefe, Chris Vallom and Dominika Duris. Minutes recorded by secretary Debbie Lawless.

**1. APPROVAL OF AGENDA:** The agenda for July 20, 2005 was approved on motion by Bill Pakeman and seconded by Anne Sawyer. Carried.

**2. REVIEW OF AND BUSINESS ARISING FROM MINUTES:** No report presented.

**3. APPROVAL OF MINUTES:** The minutes for June 15, 2005 were approved as circulated on motion by Bill Pakeman and seconded by Anne Sawyer. Carried.

**4. PRESIDENT'S REPORT:** Lisa Smith distributed the Chamber's newly completed merchant brochures and thanked Jason Rooney of Red Top Design for doing a great job and for all his hard work and also thanked GCFDC and Industry Canada for Jason's funding.

Lisa noted a "release of information" form will be sent to all Chamber members in order to permit posting of their business information and email addresses on our website's member listing.

Lisa attended an opening/welcome dinner for Shakespeare at Ms. Jean Casselman-Wadds home and met all the plays actors.

Lisa also met with Robert Haller of the Town, Chuck Street of the BIA, Chris Vallom and Jim Bishop of Tourism and discussed joint sharing of an Executive Director/Manager. Robert has taken the lead for this project and has applied to EODF for a joint coordinator intern. The intern will work for all four organizations out of the Town Hall.

Lisa has seen the Shakespeare play four times now and urged all to attend as the actors, crew and volunteers are outstanding. She also invited area Chamber's (Brockville, North Grenville, North and South Dundas and Augusta and Edwardsburgh/Cardinal Townships) and our recent award winners with the tickets received for the Chamber's donation and support.

Ken Rundle and Lisa met with Tourism, the Town, BIA, Mike Laking and Paul Boivin to get work started on the new welcome signs. Ideas were discussed on the look of the signs, construction, marketing, etc. and hopefully work will begin within the next two weeks on the signs.

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

**6. TREASURER'S REPORT:** The treasurer's report for period ending June 30, 2005 was presented by Allan Norton. The financial statement was accepted on motion by Ray Young and seconded by Robert Lawn. Carried. Copy enclosed.

Allan noted the Golf Committee met last week and it was decided to up entry fees by \$5.00 (Prescott Golf Club members \$40.00 and Non-members \$65.00). The committee is presently designing the golf flyer which will be sent out shortly and Allan has scheduled bookings already. Also businesses will be approached for prize donations for the tournament.

Donations may be dropped off at the Royal and Toronto Dominion Banks in downtown Prescott. For more information contact Alan Norton at 925-4244 ext. 250 and for mandatory cart bookings please call the Prescott Golf Club at 925-5370.

**7. CORRESPONDENCE:** A list of correspondence received for July 2005 was distributed to all present.

**8. COMMITTEE REPORTS:**

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

**2. PROGRAM AND PLANNING:** Fundraising ideas will be discussed at our August meeting. Suggestions and ideas will be welcomed and appreciated.

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

Sea & Sky,  
Brockville, Ontario  
(Scuba Shop)

This new member was approved on motion by Ralph Legere and seconded by Robert Lawn. Carried.

**9. LIAISON REPORTS:**

**1. TOWN OF PRESCOTT:** Bob Pelda reported the final plan has been completed and the full report was forwarded to the Town Hall in regards to the Downtown Revitalization project. The Steering Committee which includes the Chamber and BIA will meet and review the report. Council has budgeted \$50,000 for downtown projects. The Official Plan review is underway and will be completed this fall and next year will see a new zoning by-law which will support the new Official Plan.

Bob also noted Council and staff are working with the Chamber, BIA and Tourism on the welcome sign project.

A joint Coordinator position for Economic Development, Tourism, BIA and the Chamber is being created and an application has been made to the EOD Fund to support an 8 month initiation phase. The town will provide office space, equipment and supervision and a permanent office for all four groups will hopefully be located at the Town Hall.

The South Grenville Community Profile has been completed and demographics and statistics on all of South Grenville will be available on-line or on CD. The South Grenville website design has been completed and will host the community profile and it is expected to launch the website and profile within two weeks.

A new waterfront trail is to be installed by the Rebekahs at Centennial Park and a new light installed in the picnic shelter to address late night loitering and vandalism.

An open house was held last week in regards to the new sub-division and was very well attended with lots of interest from buyers. Town staff are preparing an RFP to go out to developers in August and staff are also completing all cost estimates to ensure all costs are covered in any sale price.

Tenders are out for the combined CN overpass and Edward Street rehabilitation project. Council has approved the engineering design for Churchill Road, West with hopes to rebuild the road next year but changing the intersection lane design this year.

The COMRIF grant was approved for 2/3 funding by Provincial and Federal Governments for the sewage treatment plant. Prescott's 1/3 cost will be through a low-interest loan from the Province. The detailed design is underway and construction will start in the spring of 2006 and completed in the late fall with full operation in early 2007.

The Environmental Assessment has been completed for the water/sewer extensions to run trunk lines east to Johnstown and west to Riverview Heights. Council is now working on financial analysis to fund this project.

The CN train derailment which occurred recently displayed excellent response times from the Firefighters, OPP and Town staff and the CN recovery team was in place in hours and gone within 48 hours. Lessons were learned on how to better communicate with and educate the public on how to act in these situations.

The Shakespeare Festival has had great reviews and lots of community involvement. Fundraising is still underway with more grant applications in the works for the Prescott library expansion and renovations.

Tax bills are being sent out this week with rates being down for the second year in a row.

**2. TOURISM:** Chris Vallom reported committee elections were held with Chris and Jim Bishop as co-chairs, Sandra Robertson being treasurer and Libby Pilon as secretary.

Prescott's tourism rack cards have been distributed to all Ontario Information Centres. Information signs are being examined for King and Edward Streets, the corner of King and Centre Streets and on front of the Forwarders Museum. Two students have been trained and are working at the Museum with a phone and computers.

An accommodation tour of 10 sites from Johnstown to Maitland was held to let Tourists know of available accommodations and also the tourism budget has been approved by Council.

Chris noted other local events are the Concerts at the Amphitheatre, the Historic Walking Tour and Shadows of the Fort. The Tourism Committee will meet the first Wednesday of each month starting in September.

**3. SGED COMMITTEE:** No report presented.

**4. BIA:** Ray Young reported customers have stated they have visited Prescott because of the Shakespeare Festival.

The OPP Golden Helmets Precision Motorcycle Team will be performing next weekend with activities and a sidewalk sale being held on Saturday. Also the BIA has hired a downtown resource worker to organize events and contracts, etc. until the end of December 2005.

**10. NEW BUSINESS:** No report presented.

**11. OTHER BUSINESS:** Robert Lawn noted the Historic Walking tours are very interesting and very enjoyable as you meet re-enactors along the way and recommended everyone to take the tour. Also the High Tea at the Colonel's Inn is entertaining and all proceeds from the tea go to the Festival.

**12. NEXT MEETING:** The next Board of Directors meeting will be held on **WEDNESDAY, AUGUST 17, 2005** at the **GRENVILLE ARMS RESTAURANT** (925-0087), 513 King Street, West, Prescott commencing at noon. "Everyone Welcome".

**13. ADJOURNMENT:** The meeting adjourned at 12:35 p.m. on motion by Anne Sawyer and seconded by Ralph Legere. Carried.

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE  
FINANCIAL REPORT  
JUNE 30, 2005**

BANK BALANCES December 31, 2004

Current Account	\$ 8,726.20	
Allowance for uncleared/prepaid	(473.09)**	\$ 8,253.11
Mutual Fund Investment		<u>21,288.88</u>
		29,541.99

Plus Income

Membership	8,874.55	
Annual Dinner	6,254.50	
Insurance	2,016.16	
Special Events	1,290.75	
Directory	0.00	
Golf Tournament	0.00	
Interest	142.05	
Misc.	1,154.25	
50/50 draws	181.00	\$ 19,913.26
		<u>49,455.25</u>

Less Disbursements:

Membership	\$ 1,562.20	
Annual Dinner	4,013.89	
Special Events	1,309.01	
Golf Tournament	0.00	
Stationary	277.61	
Salary & Wages	5,872.94	
Advertising	83.89	
Postage	356.20	
Insurance	0.00	
Bursaries/Donations	4,700.00	
Misc.	9,634.41	<u>27,810.15</u>
		\$ <u>21,645.10</u>

BANK BALANCES June 30, 2005

Current Account	6,045.15	
Mutual Fund Investment	<u>16,430.93</u>	
Minus Cheques outstanding	( 830.98)	
		\$ 21,645.10

Available Funds \$ 11,645.10  
Reserve Fund \$ 10,000.00

**“IMPORTANT NOTICE”**

**TO ALL MEMBERS**

THE PRESCOTT AND DISTRICT CHAMBER OF COMMERCE IS PRESENTLY CREATING A WEBSITE WHICH WILL BE UP AND RUNNING VERY SOON.

IN ORDER TO INCLUDE OR NOT INCLUDE YOUR BUSINESS/INFORMATION FOR THE WEBPAGE MEMBER LISTING THE FOLLOWING ‘RELEASE OF INFORMATION’ FORM IS REQUIRED.

PLEASE FILL OUT AND RETURN ASAP.

THANKING YOU IN ADVANCE.

WEBPAGE MEMBER LISTING - RELEASE OF INFORMATION

COMPANY NAME:

ADDRESS:

PHONE:

CONTACT PERSON:

E-MAIL ADDRESS:

WEB-SITE:

PRODUCTS AND SERVICES:

ADDITIONAL INFORMATION:

DO NOT WANT MEMBER LISTING ON WEBSITE: NO INFORMATION OR DESCRIPTION

THE ABOVE MENTIONED, DOES HEREBY CONSENT TO THE ABOVE INFORMATION BEING DISPLAYED ON THE PRESCOTT AND DISTRICT CHAMBER OF COMMERCE WEBPAGE.

THE ABOVE MENTIONED, HEREBY RELEASES THE PRESCOTT AND DISTRICT CHAMBER OF COMMERCE FROM ALL LIABILITY, INDEMNITY, ETC.

SIGNATURE

DATE

PLEASE RETURN TO DEBBIE LAWLESS, VIA MAIL AT P.O. BOX 2000, PRESCOTT, ONTARIO, K0E 1T0 OR FAX to 613-925-5575 OR E-MAIL TO [PRESCOTTCHAMBER@RIPNET.COM](mailto:PRESCOTTCHAMBER@RIPNET.COM) OR DROP OFF TO HOUSE OF FLOWERS, CHURCHILL ROAD, PRESCOTT, ONTARIO.

