

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS MEETING
MAY 18, 2011**

President Jen Wyman called the meeting to order at noon at the Prescott Golf Club. Present were Vice-President Don Rivoire, Directors Julie Marshall, Pat Sayeau, Robert Lawn, Dan Cook, Shawn Lockett, Brent Laton, Beth Morris, members Shaun Kelly, Ian Farthing, Doug Malanka, Dan Roddick, Hugh Cameron, Tina Murray, Alton Whitehorne, Janet Whitehorne, Randy Hopkins, Rebecca Campbell and guest Larry Dishaw. Minutes recorded by secretary Debbie Lawless.

1. **INTRODUCTION OF GUESTS:** Shaun Kelly introduced Randy Hopkins, Prescott's Arena Supervisor and Ian Farthing introduced Rebecca Campbell, General Manager for the Shakespeare Festival.
2. **APPROVAL OF AGENDA:** The agenda was approved on motion by Pat Sayeau and seconded by Julie Marshall. (7 for, 0 opposed). Carried.
3. **REVIEW OF BUSINESS ARISING FROM LAST MONTH'S MEETING:** No report.
4. **APPROVAL OF LAST MONTH'S MINUTES:** The minutes for April 20, 2011 were approved as circulated on motion by Brent Laton and seconded by Robert Lawn. (6 for, 0 opposed). Carried.
5. **PRESIDENT'S REPORT:** Jen Wyman reported the golf committee has met. Volunteering for the committee were Shawn Lockett, Shaun Kelly, Brad O'Neill and Don Rivoire.

The tournament will be run this year with a casino type theme. Brad O'Neill offered to look after prizes and members may donate prizes if they wish. Also hole sponsorships will be available again this year. Approximately 20 volunteers will be required to run the tournament.

The date set for the tournament is September 14, 2011 at the Prescott Golf Club. More information will follow.

A list has been filed of businesses needed in our community and is now included in an Economic Development file and is available to Augusta and Edwardsburgh/Cardinal townships.

Also the contract between the Chamber and the town of Prescott regarding the chamber office in town is ready to be signed.

6. **VICE-PRESIDENT'S REPORT:** No report.
7. **TREASURER'S REPORT:** The treasurer's report for period ending April 30, 2011 was presented by treasurer Debbie Lawless and was accepted on motion by Brent Laton and seconded by Pat Sayeau. (7 for, 0 opposed). Carried. Copy enclosed.

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

9. **CORRESPONDENCE:** A list of correspondence received for May 2011 was distributed to all present.

10. **COMMITTEE REPORTS:**

1. **FOCUSING COMMITTEE:** Pat Sayeau presented four branding themes (logos) to be used for future use on all Chamber letterhead, business cards, advertising, emails, web-site, etc. Discussion and voting was held and out of the four proposed designs presented, two were selected for further revision and to be brought back at the next meeting.

Motion was made by Pat Sayeau and seconded by Don Rivoire to choose logos B and C and to include some revamping of each, as discussed, and then to bring the two revamped logos back to the Board to select one for approval.

For more information and/or input on the above, you may contact Don Rivoire at 925-4265 or don@stlawrenceprinting.on.ca.

Also discussed was the re-development and re-design of the Prescott and District Chamber of Commerce website. Motion was made by Pat Sayeau and seconded by Dan Cook that the Board of Directors authorize the Focusing Committee to solicit requests for proposals for the re-development and re-design of the Prescott and District Chamber of Commerce website and that the new design include graphics as per the final branding theme selected by the Board (Chamber vision statement, a business directory, events page, contact information, current initiatives, South Grenville business opportunities, industrial land for sale, international bridge information, members business links, etc.) and that the budget for the website is not to exceed \$2500.00. (8 for, 0 opposed). Carried.

Help will be required to design and devise a request for proposal to develop the website using new software and maintenance of the website. Please contact Pat Sayeau and 657-1087 or psayeau@b2b2c.ca if interested in designing and devising this request for proposal to re-develop and re-design the Prescott and District C of C website

2. **MEMBERSHIP:** Brent Laton reported one new member.

Ontario East Wood Centre and Eco-Industrial Park (OEWIC)
Johnstown, Ontario
(Science and Technology)

This new member was accepted on motion by Brent Laton and seconded by Pat Sayeau. (8 for, 0 opposed). Carried.

Larry Dishaw briefly explained the function and projects of the Wood Centre and its values and also its assets to the Chamber by providing services for marketing, leadership, staff aide, academic fields, etc.

3. **FINANCE:** Brent Laton reported the Finance Committee has made recommendations to create a policy entitled “Membership Dues Collection Process” outlining the process by which annual membership dues will be collected and delinquent members are informed they no longer qualify for group insurance benefits and also those not on the group insurance plan will have their membership terminated.

Discussion was held and it was motioned by Brent Laton and seconded by Pat Sayeau the following committee recommendations be approved as presented.

- therefore, be it resolved, that the Prescott and District Chamber of Commerce create a policy entitled “Membership Dues Collection Process” outlining the process by which annual membership dues will be collected and delinquent group insurance plan members are informed that they no longer qualify for group insurance benefits; and be it further

- resolved that this policy include a clause indicating that a reminder email shall be emailed to current group insurance plan members and non group insurance plan members by February 15th of the current calendar year; and be it further

- resolved, that this policy include a clause indicating that a final letter be forwarded to delinquent members by registered mail on April 30th of the current year whereby the members are informed that the group insurance provider, Johnson Insurance, shall be notified that the members are no longer in good standing with the Prescott and District Chamber of Commerce and that group insurance benefits shall be discontinued for this member; and also non group insurance plan members be forwarded a letter by registered mail on April 30th of the current year whereby they shall be notified that they are no longer in good standing with the Prescott and District Chamber of Commerce and their membership shall be terminated; and be it further

- resolved, that the Chamber Membership Committee submit a draft of the “Membership Dues Collection Process” policy to the Board of Directors at the June 15, 2011 regular monthly meeting for final approval. (8 for, 0 opposed) Carried.

Brent also noted a special Directors only meeting will be held to address the 2010 and 2011 requests and concerns of our present secretary at O'Reilly's meeting room next week. Motion was made by Brent Laton and seconded by Pat Sayeau a special meeting be held to discuss and address the Chamber's secretary's requests and concerns at O'Reilly's meeting room next week. (6 for, 0 opposed). Carried.

4. **PROGRAM AND PLANNING:** Jen Wyman reminded all to contact her if they are interested in holding a Business After 5 event and volunteers are always needed for these events.

The Prescott Curling Club is holding a Swing and Sweep event and she urged all to support the Club if possible.

Pat Sayeau briefly explained his recent visit to the Ogdensburg Bridge and Port Authority and its ways of operation.

11. LIAISON REPORTS:

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

- Fort Wellington project is moving ahead
- Council has completed 2011 budget with no tax increase
- Harbor Days have submitted a request to hold a parade on June 18
- 13 new homes are planned to be built by Westerra
- water and sewer project to be done June 6
- Council will tour town and look at social housing needs
- Council working with Habitat for Humanity project
- Council working on strategic planning process for next three and half years
- Robert attended Safe Communities of Brockville Leeds and Grenville exercise on Injury Prevention which focused on improving the level of health and safety and the three main concerns were assault, motor vehicle accidents and accidental deaths

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

- Business Fair held on May 14, 2011 was a great success and an evaluation of the event is being done now
- Doug thanked Augusta Fire Department, St. James Anglican Church, SGDHS students, Grenville Snowmobile Association and all those who helped in any way
- CAO/Clerk Richard Bennett is retiring and township is presently advertising for a replacement

3. **TOWNSHIP OF EDWARDSBURGH/CARDINAL:** Pat Sayeau reported the following on behalf of Mayor Bill Sloan:

- Council moving forward to install water meters in Cardinal
- budget for 2011 has been approved and passed
- Council is looking at bylaws for new water rates for Cardinal and Spencerville
- road work will begin when weather betters

4. **GCFDC:** No report

5. **BIA:** Beth Morris reported flower baskets will be up and flower planting will begin soon.

Bonnie Gommert and Rebecca Campbell have volunteered to be Directors for the BIA.

A sidewalk sale will also be held on Father's Day weekend.

6. **TOURISM:** Shaun Kelly reported on the following:

- he is working with Regional Marketing Committee for RT09 to market areas from here to Cornwall to Quinte West to Westport

- “The Great Waterway” is their new name that has been approved
- Doors Open will celebrate its 10th anniversary and event will take place May 28
- Prescott brochures have gone to print
- Marina opens this weekend
- Fort Wellington opens this weekend
- plans are underway for Harbor Days and Loyalist Days events

12. **NEW BUSINESS:** Larry Dishaw will be attending Business at the Border event in Alexandria Bay and volunteered to represent the Chamber there.

13. **OTHER BUSINESS:** No report.

14. **NEXT MEETING:** The next Board of Directors meeting will be held on **WEDNESDAY, JUNE 15, 2011** at the **BRIDGEVIEW RESTAURANT** commencing at noon. “Everyone Welcome”

15. **ADJOURNMENT:** The meeting adjourned at 1:25 p.m. on motion by Brent Laton and seconded by Robert Lawn (8 for, 0 opposed) Carried.