

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE
BOARD OF DIRECTORS MEETING
NOVEMBER 16, 2005**

President Lisa Smith called the meeting to order at noon at the Bridgeview Restaurant. Present were Vice-President Ralph Legere, Directors Heather Lawless, Robert Lawn, Ken Durand, Sharon Spychi, Ray Young, Brent Laton, Bill Pakeman, Ken Rundle, Anne Sawyer, Mike Baril, members Tina Murray, Chris Vallom, Marylou Murray, Lorne Mallory, Matt Rowbotham, Robert Haller and guests Melissa Ablett and Wendy Onstein (1000 Islands Entrepreneurship Centre). Minutes recorded by secretary Debbie Lawless.

1. INTRODUCTION OF GUESTS: Lisa introduced Wendy Onstein, Manager of the 1000 Islands Entrepreneur Centre. Wendy informed all present of the upcoming workshop being held on November 30, 2005 at the St. Lawrence College in Brockville on "How to Write an Effective Business Proposal to the Federal Government". To register contact Wendy at 342-8772 x 470.

Wendy also noted a name change will take place in the new year whereby the centre will be called Leeds and Grenville Small Business Enterprise Centre.

Lisa also sent congratulations out to Robert Haller and his wife on the birth of their baby girl.

2. APPROVAL OF AGENDA: The agenda for November 16, 2005 was approved on motion by Ralph Legere and seconded by Ken Durand. Carried.

3. REVIEW OF AND BUSINESS ARISING FROM LAST MONTH'S MINUTES: Lisa noted next month the Nominating Committee will nominate the Directors for 2006. Debbie Lawless will contact present Board members to see if they wish to remain or not remain on the 2006 Executive. Anyone interested in becoming a Director may contact Lisa Smith at 925-4441 or Sharon Spychi at 925-5700.

4. APPROVAL OF LAST MONTH'S MINUTES: The minutes for October 20, 2005 were approved as circulated on motion by Heather Lawless and seconded by Ray Young with the amendment that the remaining \$2000.00 be donated by the Chamber to the Shakespeare Festival was motioned by Sharon Spychi and not Ken Durand. Carried.

5. PRESIDENT'S REPORT: Lisa Smith reported Melissa Ablett gave a bus tour with a group through some of our Historical sites with each guest receiving a Prescott brochure. Melissa is also working on an information package for all four groups which would provide information on places to stay, eat, shop, tour, demographics for house hunting, business ventures, BIA and Chamber information and benefits, etc.

On November 1, 2005 Lisa attended the launch of Prysmian Power Cables formerly Pirelli Cables. Prysmian are very supportive and proud to own such a company that has been a world leader in the cable industry.

On November 5, 2005 Lisa attended the unveiling of the "Snap Shot Mural" at Eva's Art Studio which depicts the CPR Railway depot, which once existed in Prescott. The mural is on the side of the building facing the IDA parking lot.

On November 5, 2005 Brenda Kenney presented the Chamber's bursary to Ryan Delaney at the SGDHS Commencement Ceremonies.

The Welcome Sign re-application has been approved through EODF and 39 pallets (donated by Bob Pelda) have been collected to begin the stone pillars. Now being in the final stages of approval, excavation should begin shortly, weather permitting.

The Downtown Revitalization Steering Committee has sent out RFP's for streetscaping, a facade improvement program and market building. Proposals received will be reviewed within the coming weeks.

Also a thankyou note was received from the SG Rangers Junior B Hockey Club for the Chamber's donation to their fundraising golf tournament.

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

7. **TREASURER'S REPORT:** The treasurer's report for period ending October 31, 2005 was presented by Lisa Smith. The financial statement was accepted on motion by Brent Laton and seconded by Ken Durand. Carried. Copy enclosed.

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

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

10. **COMMITTEE REPORTS:**

1. **FINANCE:** Brent Laton reviewed and summarized the results of the recent membership survey sent out to all Chamber members. Brent felt the low number of surveys received (6% of total membership) were not representative of the entire membership. Brent recommended the Directors decide whether to increase fees or not. Brent also noted our 2005 Budget was overspent by \$9,000.

Discussion was held and some suggestions were to re-visit doing another survey in the new year, to budget quarterly and to hold more functions such as the Bridges to Better Business event.

Bill Pakeman noted an increase in membership fees could affect fees from the Chamber's insurance plan.

Ken Durand motioned and Sharon Spychi seconded to increase the base fee for membership dues by \$5.00 for 2006 and \$5.00 again in 2007 and review annually. Carried.

Ken also suggested a more detailed breakdown of the monthly financial statement be done to show the operating costs and income, fundraising income and expenses, etc. therefore making the financial situation of the Chamber better understood by all.

Discussion was held and it was motioned by Heather Lawless and seconded by Mike Baril to breakdown the financial statement more and segregate statements (i.e. fundraising, operating funds, etc.) Carried.

A request was received from SGDHS in Prescott to sponsor the upcoming Ontario Federation of School Athletic Associations Basketball Championship to be held on December 1, 2 and 3rd in Prescott. Brent Laton has sent a Chamber's project funding application to the school.

2. **PROGRAM AND PLANNING:** Sharon Spychi reported the Committee met on November 7, 2005. A sub-committee was chosen for the Awards which includes Lisa Smith, Ken Durand, Sharon Spychi and Ralph Legere. A new Chair-person was needed for the Committee and Marylou Murray has volunteered and will start the position in January 2006. Marylou is a current member of the committee and has diligently supported and volunteered for Chamber events for many years. Many, many thanks to Marylou!

The committee will be placing ads for award nominations, contacting South Grenville, St. Mary's and GCC high schools for nominations for the Youth Award, receiving nominations and choosing winners, preparing plaques, selecting presenters and notifying winners and/or families. Also they will be responsible to arrange a summary of the evening for the local media. This release will go out the night of the Awards dinner.

As of now the Committee is in the process of contacting a guest speaker and then deciding on a date in April 2006 for the dinner.

3. **MEMBERSHIP:** Lisa reported one new member.

Digital Networks,
Manfred Menges and Oliver Noe,
Prescott, Ontario
(Internet Service Provider)

This new member was accepted on motion by Sharon Spychi and seconded by Mike Baril. Carried.

11. **LIAISON REPORTS:**

1. **TOWN OF PRESCOTT:** Robert Lawn reported Council is commencing Phase I of the new subdivision, which has been downsized to 10 new single-family homes and a RFP has been sent out for a real estate agent to join the team. A sales plan will be released soon.

The work on Edward Street is now complete and the CN overpass deck had larger problems than expected and has caused some delays with the remainder of the project having to wait until Spring.

Final corrections are being made to the Downtown Revitalization Plan and then it will be released. RFP's have been sent out for streetscape, market building and facade improvement.

Council has passed the updated Official Plan and the draft has been sent to the Province for review. Copies are available at the Town Hall, Public Library and on the web at www.prescott.ca.

Review of and development of new zoning bylaws will take place next year.

Departments are presently preparing for the 2006 Budget. Tourism, Prescott Figure Skating and S.G. Minor Hockey have presented their requests to Council.

Library renovations have began and the contract was won by D.C. Snelling. Donations are still needed.

Council approved to power up Dock C at the Marina to provide more service slips and it will be ready for the next boating season.

The RFP has been sent out to conduct a review of vehicles and also conduct a full operational fire plan review for the Fire Department.

Ongoing projects are selection of the OPP detachment, the sewage treatment plant and marketing new businesses for Development Drive.

Robert noted Council's workload is very heavy but very important!

2. **TOURISM:** Chris Vallom reported they are presently working on brochures (12 pages) for the Town. Tourism has presented their budget request to Council and have asked for no increase.

On February 3, 2006 Opera Hit Parade will be presented at St. Andrew's Presbyterian Church in Prescott at 8:00 p.m.

Melissa is presently working on a guest sign-in book and information brochures.

3. **SGED COMMITTEE:** Due to two municipalities presently having no CAO's there was not a meeting this month.

Melissa is reviewing and updating the Town's website and you may now post any events on the site. You may contact Melissa at the Town Hall at 925-2812 to enter your events.

4. **BIA:** Ray Young reported wreaths are being hung and windows are being decorated for the Christmas season. The parade is taking place this Friday night, November 18, 2005. Santa's Workshop will be opening in the old Flower World building on the corner of King and Centre Streets next to Doyle's. The workshop has not opened for the last two years. Remember to shop locally this Xmas and support your hometown!.

12. **NEW BUSINESS:** Ken Durand thanked the Chamber for donating to and supporting the Shakespeare Festival, which is entering its fourth season! Ken briefly reviewed the Festival's financial statement noting they are in the black now. The Coordinator is presently working on getting outside help for the Festival.

Attendance increased from 25,000 to 28,000 and ran for three weeks. They are now looking at running the play for four weeks, holding Sunday matinees and holding a youth camp for training and to learn about Shakespeare, etc. next year.

Ken also noted support from the community has been unbelievable with over \$40,000 being donated from the town to operate the Festival. The Festival has a huge impact on what it brings to the Town.

13. **OTHER BUSINESS:** Robert Lawn reported Prescott has been selected to host the 2006 Annual Congress of Jeunesses Musicales of Canada and this is great as it has never been hosted outside Quebec. The caliber of performances are next to the National Arts Centre but at a lot less cost. It is of the highest quality from highly trained young people which attracts many outside people.

Heather Lawless suggested some performances could perhaps be held for the children at our local schools.

Lisa noted Recorder and Times has sent an information package on advertising in the 2006 Vacation Guide again. Over 60,000 copies are distributed. Discussion was held and Ken Durand motioned and Heather Lawless seconded the Chamber act as an agent to sell ads for the 2006 Vacation Travel Guide being produced by the Recorder and Times. Carried.

Also Heather Lawless, Anne Sawyer and Debbie Lawless volunteered to do the 50/50 draws at our monthly meetings.

14. **NEXT MEETING:** **“IMPORTANT - DATE CHANGE”**

The next Board of Directors meeting will held on **WEDNESDAY, DECEMBER 14, 2005** at the **BRIDGEVIEW RESTAURANT** commencing at noon. “Everyone welcome”.

14. **ADJOURNMENT:** The meeting adjourned at 1:20 p.m. on motion by Ralph Legere and seconded by Brent Laton. Carried.

**“BEST WISHES FOR A HEALTHY AND PROSPEROUS 2006
&
MAY ALL CHRISTMAS WISHES BE GRANTED
TO YOU AND YOURS!”**

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE
FINANCIAL REPORT AS AT
October 31, 2005**

BANK BALANCES December 31, 2005

Current Account	\$ 8,726.20	
Items Outstanding	(473.09)	
Mutual Fund Investment	21,288.88	\$ 29,541.99

Plus Income

Membership	9,414.55	
Annual Dinner	6,254.50	
Insurance	3,546.09	
Special Events	1,574.30	
Directory	0.00	
Golf Tournament	8,655.00	
Interest	241.99	
Misc.	1,742.74	
50/50 draws	291.50	<u>31,720.67</u>
		\$61,262.66

Less Disbursements

Membership	\$ 1,562.20	
Annual Dinner	4,013.89	
Special Events	3,297.28	
Golf Tournament	5,309.68	
Stationary	483.22	
Salary & Wages	6,672.94	
Advertising	83.89	
Postage	532.43	
Insurance	621.00	
Bursaries/Donations	5,000.00	
Misc.	11,675.21	<u>39,251.74</u>
		\$22,010.92

BANK BALANCES October 31, 2005

Current Account	\$ 5,480.05	
Mutual Fund	<u>16,530.87</u>	
(Cheques Outstanding)	0.00	\$22,010.92
		\$22,010.92

