



Board of Directors Meeting **November 16, 2011**

President Jen Wyman called the meeting to order at 12:10 pm at the 730 Truck Stop.

Present: Directors Vice-President Dan Roddick, Pat Sayeau, Robert Lawn, Brent Laton, Roger Rhodes, Beth Morris, Shawn Lockett, Julie Marshall, Brenda Minish, Jim French.

Members: Larry Dishaw, Doug Malanka, Tina Murray

Minutes recorded by Secretary Tracy Day.

A quorum was established.

GUESTS: No guests present.

APPROVAL OF AGENDA:

Moved by J. French and seconded by B. Minish that the agenda be approved. Carried.

REVIEW OF BUSINESS ARISING FROM LAST MONTH'S MEETING:

Email sent out to directors/members about not entering a float in the Light up the Night Parade due to the lack of volunteers.

Brent will speak of the motion from last meeting about purchase of laptop in the Treasurer's report.

APPROVAL OF MINUTES:

S. Lockett brought to the secretary's attention that H. Lawless was listed as a director in the October 2011 minutes. Noted and the change will be made to move H. Lawless from Director to Member.

Moved by P.Sayeau , seconded by R. Rhodes that the minutes of the meeting on October 19th, 2011 be approved. Carried.

PRESIDENT'S REPORT: Jen Wyman

- Jen's items will be discussed under the Programming and Planning.

VICE PRESIDENT'S REPORT: Dan Roddick

- Nominating Committee still needed for 2012. Dan would like this to be in place by the end of today's meeting. Please speak to Dan after the meeting if interested in sitting on the nominating committee. He would like a slate of officers ready by the next meeting as well. Bill Pakeman and Brenda Minish volunteered at last month's meeting to sit on the committee.

- Annual General Meeting is scheduled for Wednesday January 18th, 2012 at 5:30pm for a dinner meeting. Holding the dinner meeting at the Legion was suggested. The availability of the Legion will be looked into by Tracy Day.
- Dan would like to hold the awards dinner before March – preferably February 2012. Dan has contacted Maxime Bernier about being the guest speaker. He is currently waiting for confirmation at which time the date will be set. It was brought up that the awards dinner should not be held on the long weekend in February (Family Day).

Jen spoke of some people that were disappointed that they were not nominated for last year's awards. An effort needs to be made to really look at the awards and submit names of nominees sooner than later to eliminate the last minute crunch of not having anyone nominated. Tracy will circulate a list of the awards and the criteria to all directors and general membership.

P. Sayeau asked if we have a system of acknowledging the receipt of nominations. Last year nominations were received by various directors who then met and gathered nominations together. Jen has all previous nominations on file. B. Laton brought up the issue of people asking for nomination forms which we currently do not have. It would be a good idea to come up with a generic nomination form to make it easier and more consistent for people to make nominations.

Jen spoke of the Finance Committee and to they may want to consider spending some money for an advertisement in the newspaper to help promote the awards and banquet. This was done last year as well.

TREASURER'S REPORT: Brent Laton

- Financial Report for October 2011 was distributed.
- Brent spoke of the motion from last month's meeting to purchase a laptop (spend up to \$750) for the Chamber office. The purchase of the laptop came in below \$750. The purchase of the laptop, printer, and laptop case can be found under the Less Disbursements: Economic Development – Re-focusing Initiatives. Telephone and internet costs are averaging about \$100/month.
- There has been a motion on the books for quite awhile to maintain the Chamber Mutual Fund Investment at \$10,000. This has never been maintained even though the money has been there to do so. Currently with the process of moving funds to Bank of Montreal – it would be a good time to make a clean split and have the \$10,000 in a Mutual Fund Investment where it is not locked in and still accessible for special projects as it was intended for. It was asked if we were only looking at mutual funds. Brent answered that we do want to have something which is low risk – like the money market mutual fund we currently have. The original intent was to segregate these funds from the operating account in order to have them available for special projects, not necessarily as a fundraising mechanism. However, it may be prudent to explore some other investment options.
- P.Sayeau asked about the cost of the website upgrades being captured in the financial report. There is no cost for website upgrades as we have only been paying the renewal - which was \$80 last year. Our website provider is a member of the chamber and has been very gracious with updating the website with monthly meeting minutes and other requests that we send.

Moved by Brent Laton and seconded by Bill Pakeman that the financial report for October 2011 be approved. Carried.

SECRETARY REPORT: Tracy Day

- One general inquiry about the Chamber was received this month via email. The business owner was welcomed and provided with a link to the Chamber website as well as provided with a membership application form. Follow up will occur within the next two weeks.
- Email and letter mail was sent out to entire chamber membership with a Member Update Form to be filled out. Everyone was asked to have form filled out and submitted by Tuesday November 22, 2011.
- Jerome Taylor is the new Canadian Tire dealer taking over for Brad O'Neil. He has been very active in contacting the chamber to introduce himself and make sure that we have him as the new contact. He was welcomed into the community and provided information on the monthly Board of Director's Meeting.
- Heather Jones from the Canadian Cancer Society emailed and asked for the help of the Chamber by sending out an email to the membership concerning Relay for Life – Brockville 2012 (sponsorship donations, teams to register, volunteers and pledges). It was discussed as this would be emailed to the membership and would be provided gratis to the Cancer Society.

Moved by B. Laton that Relay for Life be exempt from the nominal fee charged for advertising. Seconded by D. Roddick. Carried.

- CSE has contacted the Chamber to distribute an ad to the membership about their free employer services as they start to gear up for the busy Christmas season. The fee for such an ad is \$50.
- The calendar of office hours for the month of December 2011 can be found on the Chamber website starting next week.

D. Roddick mentioned that he has tried to contact the business (marketing group) in Kemptville that was interested in more information about the Chamber as reported at last month's meeting. He has yet to hear back from the business.

CORRESPONDENCE:

A list of correspondence for November 2011 was distributed.

COMMITTEE REPORTS

FOCUSING COMMITTEE: Pat Sayeau

- Pat distributed the Report of the Re-Focus Committee:
 - 1) The refocus committee met on Oct. 13, 2011 for the first review of the Chamber By-laws as requested by the Board of Directors at the meeting of September 21, 2011.
 - 2) The committee tabled the FIRST DRAFT of suggested By-Law Revisions at the Board Meeting of Oct. 19, 2011 and held a general discussion of the scope and purpose of the suggested revisions. Board members were asked to forward any additional thoughts, concerns or suggestions to the Committee Chair by email.
 - 3) No additional inputs were received from any Board Member by email or otherwise.

- 4) The Committee met again on Nov. 2, 2011 to prepare DRAFT #2 of suggested revisions to the Chamber By-law. Some additional minor changes were discussed and inserted to produce Draft #2 which was circulated to all members of the Board of Directors last week for their review prior to today's meeting.

Committee Recommendations

Recommendation #1: Moved by P. Sayeau that the Board of Directors receive, review and approve Draft #2 of suggested changes to the Chamber By-law to be presented to the Annual General Meeting in January 2012 for formal and final endorsement of the General Membership. Seconded by B. Morris. Carried.

Draft #2 will be put into its final form by the secretary (all red removed and changes complete) and circulated amongst the general membership with notice of changes to the by-laws.

Background for Recommendation #2: In response to a recommendation from the Committee at the Board Meeting on May 18, 2011, the Board allocated the sum of \$2500 for upgrades, changes and revisions to the Chamber website as detailed in a Request for Proposals prepared by the Committee. In the end the Committee was able to negotiate and secure the desired changes to the web-site at a fraction of the anticipated costs by collaboration with the existing Internet Service Provider who is also a Chamber member.

Recommendation #2: Moved by P. Sayeau that the Board allocate the expenditure of up to \$1000.00 for the purchase of 500 three colour cover stock presentation folders with pockets, imprinted with the Chamber logo, Vision Statement and maps to be used for promotional and other purchases. Seconded by J.Marshall. (1 opposed - S. Lockett). Carried.

Recommendation #3: Moved by P. Sayeau that the Board of Directors authorize the payment of \$100.00 as an honorarium in thanks to the graphic artist who created and developed several versions of the logo for use by the Chamber. Seconded by B. Laton. Carried.

One of these versions was subsequently selected and adopted by the Board and it is appropriate that the creative efforts of the artist be now recognized and the individual thanked for their time. Artist is Julie Green.

Recommendation #3: Moved by P. Sayeau that the Board of Directors authorize the development of a Generic Business Card containing the Chamber name, logo, phone number, and web-site address on which individual members of the Board or the General Membership can add up to three lines displaying their own names and personal contact information and that each individual be authorized to order such cards at their own expense of approximately \$15 per 200 cards. Seconded by: S. Lockett .Carried.

After the AGM in January when the Board of Directors has been set, anyone that is interested in the business cards can order on their own expense (bulk order to take advantage of the savings).

The Final Year-End Report of the Re-Focus Committee will be presented at the December Board meeting in summary form and the Committee will then "Stand Down" from additional activity awaiting revision and additional instruction from the NEW Board of Directors following the Annual General Meeting in January 2012.

Jen thanked P.Sayeau for all his hard work and time spent on the Re-Focusing Committee.

MEMBERSHIP COMMITTEE: R. Rhodes reported two applications for membership:

- 1) McGuffy's News Prescott

Moved by R. Rhodes and seconded by Pat Sayeau that McGuffy's News Prescott be accepted as a Chamber member. Carried.

2) Cardinal Power

Moved by R. Rhodes and seconded by Pat Sayeau that Cardinal Power be accepted as a Chamber member. Carried.

FINANCE COMMITTEE: B. Minish reported on:

- 1) Request for funding for sponsorship was received from South Grenville Rangers Junior B Hockey Club.

It was recommended by the Finance Committee that funding for the hockey club was outside of the mandate of the Chamber. Discussion ensued concerning the motion passed last month for the donation to the Leo Boivin Midget AAA Hockey Tournament versus the request from the Junior B Hockey Club. D. Roddick spoke of how South Grenville Hockey is a very public forum for the community and businesses and could be for the Chamber as well. Pat recommended that we support the South Grenville Junior B Hockey Club at the Bronze level (\$ 250/Name goes into the program for all home games and playoff games as well as 1 season ticket).

Moved by B. Minish, seconded by S. Lockett that the South Grenville Junior B Hockey team be supported at the Bronze level - \$250. Carried.

At the Bronze level, your name is in the program for all home games and playoff games plus you receive one season ticket. It was suggested that the season ticket be used as a door prize at the Annual General Meeting.

Moved by P. Sayeau,. seconded by D. Roddick that the season ticket provided as part of the Bronze level sponsorship, be used as a door prize at the AGM. You must be present to win. Carried.

It was suggested that we should ask that the season ticket be for next year's games as we are well into the hockey season already.

- 2) Request for funding was received from Ontario East Wood Centre for the Queens team that is assembled and assigned the Pre-feasibility study at Greenfield Ethanol Plant in the amount of \$500. The Financial Committee recommends that we support the study. as it is supportive of our mandate to pursue economic development in our jurisdiction.

Moved by B. Minish, seconded by B. Laton to fund the Pre-feasibility study at Greenfield Ethanol Plant in the amount of \$500. (Opposed: J.French) Carried.

It was discussed that the Chamber should get some publicity out of providing the funding. The Chamber logo should appear on the study report and P. Sayeau will put a press release together as well.

PROGRAMMING AND PLANNING COMMITTEE: Jen Wyman

- First Annual Wine Tasting Holiday Kick-Off Mixer is set to run on Thursday December 1st, 2011 starting at 5pm at Boomers. Peller Estates is providing their sommelier Nicolas Malbouef to share his knowledge on the four different wines being presented. Jen handed out posters to those interested.
- Jen stressed that a committee needs to be formed to help plan and organize the Awards Dinner. This is crucial as it is too much organizing and preparation for 2-3 people to do alone. This has been the case for the last couple of years. We need at least 5 or 6 people to plan the dinner.
- The Great Waterway Partnership will be holding a meeting on Monday November 21st, 9:30-11:30am at The Mill in Brockville.

- Friday November 25th is the Economic Development Summit in North Grenville.

LIASON REPORTS:

BIA: Beth Morris

- December 8th is the BIA Christmas luncheon. Tickets are available in advance through Ray Young.
- Saturday December 10th the BIA will be holding holiday season activities: horse drawn wagon ride with Santa and treats and crafts with Mrs. Claus at the Forwarder's Museum.
- Wreaths are up in town and the tree in downtown parking lot is being prepared to be lit for the season.

GCFDC: Heather Lawless sends her regrets. Tracy Day reported in her absence:

Self Employment Benefit (SEB) Program

- GCFDC is recruiting for the SEB Administrator position; deadline for applications 4pm Nov. 21; see website for position requirements
- Our next 8-wk. Business Plan Development Workshop is scheduled to commence in January 2012, GCFDC Board Room, Prescott
- Contact Justin St. Pierre at Tel. 613-925-4275 ext. 24 or seb@grenvillecfdc.com for further information

Eastern Ontario Development Program

- Program renewal (2.5 years) was announced late October
- GCFDC is incorporating revised program guidelines into our application processes
- Please monitor our website and Facebook page for news on application details
- Ryan Gilligan has been hired as our Youth Intern – Business and Program Development, responsible for EODP Administration

Business Loan and Consultation Programs

- Contact Mike O'Keefe GCFDC Business Development Officer (Tel. 613-925-4275 ext. 22 mokeefe@grenvillecfdc.com) for further information

Leeds and Grenville Economic Development Summit

- Registration is open for the Leeds and Grenville Economic Development Summit, 830am-300pm, Friday, November 25, 2011, North Grenville Municipal Centre
- Registration is \$20 until November 18th; advance registration required
- <http://www.leedsgrenville.com/en/aboutus/resources/LeedsGrenvilleEcoDevSummitNovember2011.pdf> for details and registration information

Eastern Ontario Bilingual Local Food Conference

- Registration is open for the Eastern Ontario Local Food Conference 830am-430pm, Thursday, December 1, 2011 at University of Guelph Kemptville Campus
- Register for \$50 until November 25th and \$70.00 after November 25th
- This event is a bilingual conference designed to build stronger collaborative relationships among Eastern Ontario local food organizations and to provide technical information on key topics needed to build the sector
- See www.omafra.gov.on.ca/english/food/events for details and registration information

TOWNSHIP OF AUGUSTA: Doug Malanka

- Mike Larocque has been appointed as the CAO for Augusta Township. Mike is retired but has agreed to come back to fill in for the role while the Township is in the interview process.
- Update on the plans for converting the former Maitland School property to senior housing. Meeting on Monday for approval of the Expression of Interest (EOI) proposal that will be sent out to developers.
- Application by Lafarge Construction to move aggregate through Prescott. Prescott did not approve the application for loaded trucks to travel through downtown Prescott – there may be issues with the by-law still allowing empty trucks to travel through. An aggregate shortage has been developing in other areas of Ontario and there is a significant aggregate pit in the Blue Church road area.

TOWN OF PRESCOTT – Robert Lawn

Robert reported on:

- Sign by-law has been turned over to a committee that is being formed.
- Improvements on Centennial Park. Request for shoreline development (beach area).
- Code of Conduct being developed for the members of council as well as local boards or committees appointed by Council.
- Dealing with temporary Road closures – New by-law January 1st.
- Queens help with a strategic planning exercise.
- Change in traffic bylaws:
 - Boundary Street – speed limit
 - Water Street – speed limit
 - Russell Street – parking
- Request from a transport company to haul large stone (aggregate) through town. Huge impact on downtown businesses and the streets it would be 99 tractor trailers a day / 5 days a week / at the rate of a truck every 6 minutes (each way). The request was denied by council for full trucks going east but they are unsure about the trucks coming back.
- ETR has now been finalized.

Jen has asked Robert to email Tracy when the speed limits are changed so it can be passed onto the all members and listed on website to bring to everyone's attention.

TOWNSHIP OF EDWARDSBURGH/CARDINAL

Pat Sayeau reported on:

- Demolition of dilapidated building on corner of Dundas/Bridge Street.
- Township is heavily involved in an Economic Development Strategy where consultants have been hired to lead township through the process. Series of 6 focus groups have met. Open House at St. Paul's in Cardinal tonight at 6:30pm.

- Pen Energy Renewable Ltd. is planning to engage in a renewable energy project – solar farm east of bridge in Wexford / County Rd 2, roughly 100 acres. One of the largest solar farms in Ontario. Also received is a proposal from a company for a wind-farm, most of which will be located in Township of South Dundas but at the present time, they are projecting a turbine located in Edwardsburg/Cardinal.
- Pat attended the Highway H20 conference. He is happy to report that great things are happening on the St. Lawrence Seaway. 8 new steam ships will be ordered by Algoma Steam Ship Lines. 5 new vessels will be ordered by Canadian Steamship Lines.

OTHER BUSINESS:

Town of Prescott sent out an email looking for a chamber member to sit on the Sign by-law committee. Jerome Taylor (new Canadian Tire Dealer) has shown interest and his name has been forwarded to the town.

ADJOURNMENT:

Moved by D. Roddick, seconded by R. Lawn that the meeting be adjourned at 1:35pm.
Carried.

**Next month's meeting is WEDNESDAY DECEMBER 21ST, NOON, RED GEORGE PUB.
EVERYONE WELCOME!**