

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE  
BOARD OF DIRECTORS MEETING  
OCTOBER 20, 2005**

President Lisa Smith called the meeting to order at noon at the Bridgeview Restaurant. Present were Vice-President Ralph Legere, Treasurer Allan Norton, Directors Heather Lawless, Sharon Spsychi, Ray Young, Brenda Kenney, Brent Laton, Anne Sawyer, members Tim Ruhnke, Kevin Ingleby, Bryan Somerville, Matt Rowbotham, Susan Nielsen, Robert Pelda, Pete Rakowski, Todd Howard, Susan and Chris Vallom and guests Melissa Albett, Dave Kay and Anne Harper of Southeastern Telecommunication Services. Minutes recorded by secretary Debbie Lawless.

**1. INTRODUCTION OF GUEST SPEAKERS:** Ralph Legere introduced Anne Harper and Dave Kay of Southeastern Telecommunication Services.

**2. APPROVAL OF AGENDA:** The agenda for October 20, 2005 was approved on motion by Ralph Legere and seconded by Brent Laton. Carried.

**3. REVIEW OF AND BUSINESS ARISING FROM LAST MONTH'S MINUTES:** Lisa reported Brenda Kenney volunteered to present the Chamber's Bursary Award at the South Grenville District High School commencement on November 5, 2005.

Also to clarify Monica Whitney is the part-time Coordinator for BIA exclusively, while Melissa Albett is the Joint Coordinator for BIA, Chamber, Economic Development and Tourism.

Lisa also noted links for SGED and Bike sites are linked to the Chamber's website ([www.prescottanddistrictchamber.com](http://www.prescottanddistrictchamber.com)) as well as the Town website ([www.prescott.ca](http://www.prescott.ca)).

**4. APPROVAL OF MINUTES:** The minutes for September 21, 2005 were approved as circulated on motion by Ray Young and seconded by Robert Pelda with the following amendments: under Program and Planning that Heather Lawless suggested it may be worthwhile to survey members as to their interest in paying a higher membership fee in lieu of being approached two or more times a year by the Chamber to donate prizes for various Chamber sponsored events and under New Business that the Hiring Committee be disbanded for the Executive Director position as we now have Melissa Albett. Carried.

**5. PRESIDENT'S REPORT:** Lisa congratulated Director Brent Laton and his wife on the arrival of their first child, a new baby girl.

Lisa and Melissa meet once a week to update and review projects and all groups meet once a month with Melissa for updates on local projects and events taking place. Melissa is presently working on the Chamber's bylaws and a new draft should be ready for our November meeting.

Melissa personally delivered thank you notes to Golf Tournament hole sponsors and draw prize donators and also delivered the Bridges to Better Business flyers to area businesses. She has completed the service sign evaluation and will be contacting service clubs shortly regarding the new signage and the state of their signs.

Some larger projects Melissa has undertaken for the BIA include inventory of stores, residential and for Tourism the binder for the Forwarders Museum and pictures of attractions. Also for Economic Development she is working on websites, Town, South Grenville, Ontario.

On October 14, 2005 Lisa attended a meeting regarding the Downtown Revitalization study. A Steering Committee was formed with discussion regarding priorities for the downtown and to further discuss an action plan. RFP's (request for proposals) will be sent out for streetscape design for King Street, facade improvement package with supplemented funded perhaps with an EODF application and an architectural design for a Market Building. Next meeting will be on November 4, 2005.

Lisa also attended the open house for the Official Draft Plan on October 12, 2005 which is another step into the future of the town and its development. Copies of the plan are available at the town hall and public library. .../2

The Bridges to Better Business event held on October 19, 2005 was attended by 30 participants. Paul Boivin, the keynote speaker was excellent and the round table discussions were very informative with Ken Durand's group of Small Business Accounting and Suzanne Dodge's group of Marketing and Media.

In regards to the Welcome Signs update, some of the red tape has been completed now and have had to reapply for funding. An answer should arrive next week and then hopefully this project can proceed immediately.

A thank you note was received from the Prescott Food Bank for the Chamber's donation (some leftover prizes from Golf Tournament) for their basket raffle.

Lisa handed out the Fort Town Concert Series program for 2005-06. Everyone is welcomed and urged to attend as these performances are incredible.

Lisa also distributed copies of the South Grenville Community Economic Profile. You may also access the profile on [www.southgrenville.com](http://www.southgrenville.com). The profile contains great information on South Grenville schools, tourism, demographics, employment, etc.

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

7. **TREASURER'S REPORT:** The treasurer's report for period ending September 30, 2005 was presented by Allan Norton. The financial statement was accepted on motion by Brent Laton and seconded by Ralph Legere. Carried. Copy enclosed.

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

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

10. **COMMITTEE REPORTS:**

1. **FINANCE:** Brent Laton reviewed the proposed membership fee survey to send out to all members and suggested the Chairs of our three committees, Finance, Program and Planning and Membership, meet to finalize the survey to send out before our November meeting. The survey informs members of what events the Chamber supports through fundraising. The survey will hopefully determine the avenue the Board of Directors will pursue for 2006 in regards to fundraising efforts and if membership fees should be raised. Members are most welcome to provide comments that they feel beneficial to the Board of Directors as they plan for 2006.

Discussion was held and it was motioned by Brent Laton and seconded by Brenda Kenney a sub-committee be formed consisting of the Chairs of the Chamber's Finance, Membership and Program and Planning Committees as well as the President and Treasurer to develop a survey regarding membership fees and fundraising to be distributed to all members. Results of the survey are to be received and reviewed by this sub-committee no later than November 11, 2005 in order to report to the Board of Directors at our November meeting. Carried.

2. **PROGRAM AND PLANNING:** Sharon Spychi is welcoming fundraising suggestions and ideas. Also if anyone is interested in helping out for the Annual Dinner to be held in April 2006, please contact Sharon at 925-5700 or Lisa at 925-4441.

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

Johnstown Mini Storage,  
Johnstown, Ontario  
(Ellen Purvis)

This new member was accepted on motion by Ray Young and seconded by Robert Pelda. Carried.

.../3

## 11. LIAISON REPORTS:

1. **TOWN OF PRESCOTT:** Robert Pelda reported the draft of the Town's Official Plan is available for viewing at the Town Hall, the Public Library and also by email at [info@prescott.ca](mailto:info@prescott.ca) and on [www.prescott.ca](http://www.prescott.ca) website. Feedback on the draft is most welcome. Contact Robert at 925-2812 with your comments and suggestions. Next steps for the plan include new zoning bylaws for next year, a new transportation plan and a community improvement plan with incentive programs for redevelopment.

Negotiations are still underway with Fieldstone, the developer chosen for the new northeast end subdivision.

The CN Overpass and Edward Street projects are progressing well.

The final copy of the Downtown Revitalization Plan will be available soon. The Steering Committee is presently focusing on the facade improvement package, the streetscape design and the Market Building and will issue RFP's.

Information packages have been sent out to bidders for the new OPP detachment and the RFP closes October 25, 2005. The town has offered 2-3 acres on Development Drive for \$1.00 to the successful bidder.

Also RFP's have been sent out for a consultant to review equipment needs and funding methods and to conduct a full Master Fire Plan Review for the Fire Department.

A briefing was held last night by MPAC (Municipal Property Assessment Corporation) in regards to tax assessments and the library renovations project has been awarded to D.C. Snelling.

2. **TOURISM:** Chris Vallom reported approximately 87 people attended the first concert of the Fort Town Concert series. Concert information pamphlets have been distributed in the local area.

Prescott has been selected to host the 2006 Annual Congress of Jeunesses Musicales of Canada on Labour Day, a first for Ontario! More information to follow.

Premier Destination rankings were given out which established 7 tourist destinations. The 1000 Islands has been named as the eighth tourist destination where Prescott is included and part of this destination (1000 Islands).

The Doors Open event will be held on May 27, 2006.

Chris also noted Melissa Albett is doing a great job!

3. **SGED COMMITTEE:** On September 28, 2005 the new website and Community Profile were officially launched. The site is [www.southgrenville.com](http://www.southgrenville.com).

The committee met and discussed the South Grenville cycling study and cycling maps are being printed.

Financing needs to be discussed and formatted for the water/sewage expansion project and one of the Municipalities should take the lead for this project.

The EOD Fund is still accepting applications until November 13, 2005. An overview of previous programs is available.

4. **BIA:** Ray Young reported focus is on the Christmas season presently, with the Lite Up the Night Parade scheduled for November 18, 2005. Ray urged everyone to support the Firemen and/or enter a float for this yearly event as it brings many new and local people into town.

On Saturday, November 19, 2005 the Annual Giant Craft sale sponsored by the South Grenville Alumni Association will be held the South Grenville District High School with proceeds going to school activities. This is a great yearly event and supports our local community.

12. **NEW BUSINESS:** Lisa noted we need to know if present Directors wish to remain on the Board of Directors for the Chamber for 2006 and also a Vice-President needs to be nominated at our November meeting. If anyone is interested in serving as a Director for 2006 please submit your name on or before the December meeting. You may contact Lisa at 925-4441 or Sharon at 925-5700. At the December meeting the Nominating Committee will nominate the Directors for the upcoming year and the elected Directors will be officially installed at the Annual Meeting in January 2006.

As of now Lisa, Ken Durand and Sharon Spychi have volunteered for the Annual Dinner sub-committee. Volunteers would be appreciated. Please contact Sharon at 925-5700 if you can help. Also suggestions for guest speakers are welcomed.

Lisa noted the Recorder and Times is once again issuing the Vacation Travel Guide. Discussion was held and it was suggested that perhaps advertising in the guide could be done jointly with BIA, Tourism Prescott and the Town. Melissa will investigate this avenue of advertising for the guide and also see what other guides the Chamber advertises in. Heather Lawless suggested advertising for the Recorder and Times Vacation Travel Guide be revisited at our November 2005 meeting.

13. **OTHER BUSINESS:** Lisa noted the remainder of the Chamber's donation of \$2000.00 to the St. Lawrence Shakespeare Festival was to be revisited this fall. Brent suggested a financial statement from the Festival be attained in order to budget for this event. Discussion was held and it was motioned by Ken Durand and seconded by Ray Young the Chamber pay the remaining \$2000.00 (motion made at June 2005 meeting to donate \$2000.00 and to review further \$2000.00 this fall) to the St. Lawrence Shakespeare Festival. Carried.

14. **NEXT MEETING:** The next Board of Directors meeting will be held on **THURSDAY, NOVEMBER 16, 2005** at the **BRIDGEVIEW RESTAURANT** commencing at noon.. "Everyone Welcome".

15. **ADJOURNMENT:** The meeting adjourned at 1:05 p.m. on motion by Brent Laton and seconded by Ralph Legere. Carried.

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE  
FINANCIAL REPORT AS AT  
September 30, 2005**

**BANK BALANCES December 31, 2004**

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

**Plus Income**

Membership	9,354.55	
Annual Dinner	6,254.50	
Insurance	3,159.40	
Special Events	1,290.75	
Directory	0.00	
Golf Tournament	8,455.00	
Interest	214.15	
Misc.	1,742.74	
50/50 draws	245.50	<u>30,716.59</u>
		<b>\$ 60,258.58</b>

**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	6,472.94	
Advertising	83.89	
Postage	388.30	
Insurance	621.00	
Bursaries/Donations	5,000.00	
Misc.	10,648.46	<u>37,880.86</u>
		<b>\$ 22,377.72</b>

**BANK BALANCES September 30, 2005**

Current Account	\$ 8,109.51	
Mutual Fund	<u>16,503.03</u>	
Cheques Outstanding	2,234.82	<b>\$ 22,377.72</b>