



Board of Directors Meeting
October 19, 2011

President Jen Wyman called the meeting to order at 12 noon at The Bridgeview Restaurant.

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

Members: Larry Dishaw, Randy Helmer, Doug Malanka, Steve Rosatani, Tina Murray, Rebecca Campbell, Heather Lawless.

Guests: Lorne Watling, Brett Todd, Allison Boyd, John McFarlane

Minutes were recorded by Secretary Tracy Day.

A quorum was established.

GUESTS: Rebecca Campbell introduced volunteer co-coordinator Allison Boyd. Dan Roddick welcomed John McFarlane. Tracy Day welcomed Lorne Watling from the Prescott Fire Department.

APPROVAL OF AGENDA:

Moved by Julie Marshall and seconded by Dan Roddick that the agenda be approved.
Carried.

APPROVAL OF MINUTES:

Moved by Brent Laton, seconded by Pat Sayeau that the minutes of the meeting September 21st, 2011 approved. Carried.

PRESIDENT'S REPORT: Jen Wyman

- Jen was away after last month's meeting so has nothing to report at this time.

VICE PRESIDENT'S REPORT: Dan Roddick

- Nominating Committee needed for 2012. Replacements are needed for 2 spots. Dan would like this to be in place before next month's meeting. Bill Pakeman and Brenda Minish volunteered to sit on committee.
- Saturday January 21st is suggested as a possible date for the annual Awards Banquet. Dan is open to suggestions for speakers for the banquet.
- Dan has been out around town asking locals what they would like to see in economic development in the area. Most people are hoping to see more development but not offering suggestions as to what.

- Dan, along with Jen Wyman and Brent Laton, attended a seminar in Perth and received some great ideas from the Economic Development Officer. A full report will be prepared for next month's meeting.
- Beth Morris spoke to one of the merchants that Dan has visited and the response was very positive. Overall impression seems to be that people are happy to see the Chamber is active and running.

TREASURER'S REPORT: Brent Laton

- Financial Report for September 2011 was distributed. Brent spoke of some modifications to the report (language,) but he tried to mirror the budget in the report in terms of line items and category names. Accounting cycle for 2011 has been re-created to match budget categories so the transition into 2012 should be seamless.
- Still waiting for invoice from Prescott Golf Club for the golf tournament. This in not yet included on financial report.

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

SECRETARY REPORT: Tracy Day

- Getting settled into the office with only one issue being the computer system used at the museum.
- The calendar of hours for the month of November 2011 was distributed. The calendar will be forwarded to Jason Rooney for placement on the Chamber website.
- Voicemail is being looked at for the Chamber phone (613-213-1043).
- Member lists and email distribution lists are in the process of being updated.
- One general inquiry about the Chamber was received this month via email. A business owner in Kemptville asked for information on the Prescott and District Chamber of Commerce (rates, etc.) She was provided with the Chamber website and a membership application form. Dan Roddick will follow up with interested party by phone.

CORRESPONDENCE:

A list of correspondence for October 2011 was distributed to all members.

COMMITTEE REPORTS

FOCUSING COMMITTEE: Pat Sayeau

- Draft By-laws were distributed. Pat presented the draft by-laws that were reviewed by the re-focusing committee, with the changes being outlined in red. The changes are being presented to the Board of Directors with a timeline of 2 weeks being allowed for review. Please contact Pat (chair of committee) about errors, changes, concerns. The Refocusing committee will meet again before the November Board of Directors Meeting to bring everything together into a final package. The final package will be presented at next month's meeting for approval, hopefully before the Annual General meeting (proposed date of January 21, 2012).

NOTE: Correction of missing word in draft by-laws:

Article V – Board of Directors:

3. *The President and the President-Elect shall **NOT** hold the same office*

MEMBERSHIP COMMITTEE: Bill Pakeman reported no new members.

FINANCE COMMITTEE: Bill Pakeman

Request for funding was received from the Prescott Fire Department: Light up the Night Annual Christmas Parade for \$1500.

Moved by Bill Pakeman, seconded by Shawn Lockett that the Prescott Fire Department: Light up the Night Parade be given \$750. Carried.

The possibility of putting together a float was discussed. Up to \$250 from the Chamber financial reserves could be provided towards float preparation. Gerry Hasiuk has volunteered equipment for the float and the float can be parked inside the St. Lawrence Printing building prior to parade for preparations. Doug Malanka spoke of the need for the Chamber to make its presence in the community and participation in the upcoming parade. He volunteered to help out. It was discussed that a communication will be emailed out to members to see if 15 people would be interested in participating in the float/parade preparations. If enough interest is generated, an email will be sent to the Board of Directors where a final decision will be made. Timeline of 1 week for email communication was set.

Moved by Dan Roddick, seconded by Pat Sayeau that up to \$250 be used to prepare a float for the 2011 Light up the Night Parade. Carried.

Request for funding was received from the Leo Boivin Midget AAA Hockey Tournament for \$1000.

Moved by Bill Pakeman, seconded by Brent Laton that \$250 donation be made to the Leo Boivin Midget AAA Hockey Tournament. Carried.

PROGRAMMING AND PLANNING COMMITTEE: Jen Wyman

- Currently working with rep from Peller Estates who is interested in doing a Business After 5 event with the Chamber. Jen is working to put something together for November. Roger Rhodes suggested avoiding the 3rd Thursday of the month as this is when Brockville Chamber's events are held.
- Prescott Tourism position comes to an end on October 28, 2011.
- Jen is still looking for interest from store owners to use empty store fronts for a Business after 5 gathering and other events.

LIASON REPORTS:

BIA: Beth Morris

- Beth spoke of a local business woman who complained at the last BIA meeting of receiving a parking ticket for parking in front of her store (breaking 2 hour parking limit). A petition is currently being circulated amongst local businesses about the matter.

- Treasure Fest and the closing of the Market were successful events.
- More information on Christmas programming will be provided at the next meeting.

GCFDC: Heather Lawless

- Heather wished everyone a “Happy Small Business Week”!
- The GCFDC held a successful event at the Prescott Golf Club on Tuesday October 18, 2011 with 40 people in attendance.
- Events:
 - Bridges to Better Business: Thursday October 20th, 8:30-3pm, CJ’s. Mark Seymour is the key note speaker
 - Working with the Economical Development and Business Development of North Grenville to host a Small Business event on Thursday October 20th, 6:15-9pm at the Municipal Centre in North Grenville. Presentation by Jennifer DeBruin.

TOURISM:

Beth Morris brought up the Ontario Bicycling Route (OBR) and who will take it over since the tourism position is done at the end of the month. To be discussed at a later time.

TOWNSHIP OF AUGUSTA: Doug Malanka

- Still in the process of seeking a CAO/Clerk Administrator. John Trudgen is currently filling the position.
- Augusta Township is requesting an Expression of Interest (EOI) to stimulate interest with developers on converting the former Maitland School property to senior housing.
- Tuesday October 18th, was the annual Library Appreciation Night. The wine and cheese reception was held to celebrate and honour volunteer’s years of service. Richard Dumbrill was the recipient of this year Dreamers and Doers Award.
- The Augusta Township 2011 Business of the Year award recipient was Selleck Mechanical Inc. Other nominees were: Steve Polite Sand and Gravel, P.F. Donnelly Construction Ltd., Vacuum Thermal Flooring, Nuisance Wildlife Control Inc., Irvine Memorial Chapel and Reception Centre at Roselawn, Dewar’s Inn on the River.

A comment was made by Heather Lawless that it was nice to see many of the businesses nominated were family run where sons and daughters were involved in the business.

TOWN OF PRESCOTT – Robert Lawn

Robert reported on:

- Habitat for Humanity: Interviews are currently being conducted for people interested in the two semi-detached homes being built in Prescott.
- Council looking at temporary road closures and working to create incident free situations when a road is turned over to pedestrians (parades, etc.)
- Walker House celebrated its 25th Anniversary.

- Brockville rifles will be participating in a staged exercise in the Town of Prescott November 4-6th.
- Moving ahead with waterfront development – condominiums.
- Working on code of conduct for council.
- Review the number of social housing units in Prescott.
- About to enter partnership with Ontario Realty Corporation to sell land that centre on the former OPP building.
- Still working on sale of Industrial park land.

Mayor Brett Todd invited everyone to the open house of the two new housing units on Churchill Road – November 18th 11-1pm.

TOWNSHIP OF EDWARDSBURGH/CARDINAL – Pat Sayeau

Pat Sayeau will now be the representative reporting for the Township of Edwardsburgh/Cardinal. Pat reported on:

- Major Sloan sends his regrets.
- Water meters are finally coming to Cardinal. Consultants were hired to see Cardinal through the process.
- The Township of Edwardsburgh/Cardinal has retained a consultant to undertake a Community Improvement Plan Study for the Village of Cardinal.
- There has been a complete rebuild of Adelaide and Perry Streets in Cardinal.
- Completion of the road rebuild on Hurley/Dukelow/Goodin Roads. This is an example of the federal gas tax refund money at work.
- Wharf project: Construction of 12 cells will commence Nov. 1st to with a completion date of March 2011.

NEW BUSINESS:

Brent Laton spoke of the need to replace old desk top computer with new laptop for Chamber office. The laptop would make the make the entire office portable.

Moved by Brent Laton, seconded by Bill Pakeman, to purchase laptop computer for the Chamber office. Not to exceed \$750. Carried

Pat Sayeau spoke of the Queens team that is assembled and have been assigned the Pre-feasibility study at Greenfield Ethanol Plant. He is asking for \$500 from the Chamber to support the study. Information sheet distributed.

Moved by Pat Sayeau, seconded by Julie Marshall to refer the request for \$500 towards Pre-feasibility study for Greenfield Ethanol to the finance committee. Carried.

CLOSING REMARKS:

Jen/Tracy will bring 50/50 tickets for next meeting.

Moved by Bill Pakeman, seconded by Brenda Minish that the meeting be adjourned. Carried.

Next month's meeting is Wednesday November 16th, noon at the 730 Truck Stop (upstairs dining room).

Everyone welcome!