

# PRESCOTT AND DISTRICT CHAMBER OF COMMERCE

## BOARD OF DIRECTORS MEETING

SEPTEMBER 21, 2005

President Lisa Smith called the meeting to order at noon at the Grenville Arms Restaurant. Present were: Vice-President Ralph Legere, Treasurer Allan Norton, Directors Robert Lawn, Ken Durand, Heather Lawless, Ray Young, Brent Laton, Ken Rundle, Anne Sawyer, members Tim Ruhnke, Kevin Ingleby, Bryan Somerville, Lorne Mallory, Robert Haller, Robert Pelda and guests Melissa Ablett and Pete Rakowski and Todd Howard of Independant Safety Associates. Minutes recorded by secretary Debbie Lawless.

- 1. INTRODUCTION OF GUESTS:** President Lisa Smith introduced Melissa Ablett who is the new joint coordinator for South Grenville Economic Development, Tourism, BIA and the Chamber. Melissa is presently working on new by-laws for the Chamber which have not been updated since 1998.
- 2. APPROVAL OF AGENDA:** The agenda for September 21, 2005 was approved on motion by Ray Young and seconded by Brent Laton. Carried.
- 3. REVIEW OF AND BUSINESS ARISING FROM LAST MONTH'S MINUTES:** No report presented.
- 4. APPROVAL OF MINUTES:** The minutes for August 17, 2005 were approved as circulated on motion by Ken Rundle and seconded by Robert Pelda. Carried.
- 5. PRESIDENT'S REPORT:** Lisa Smith reported the Chamber's Golf Tournament was a great success and thanked Allan Norton, Marylou Murray, Kevin Ingleby, Ray Young, Robin Shire, Chuck Street, Prescott Blossoms, Chris O'Reilly, Your Independant Grocer, Ken Rundle, Giant Tiger and the Prescott Golf Club and all businesses for supporting the event. Some left over prizes are being donated to the Prescott Food Bank and being made into a gift basket to be raffled off at Christmas with ticket sales money being used for stocking the shelves for Christmas. Some other prizes were donated to the South Grenville Jr. B's Hockey Club Golf Tournament.

The Chamber's website is up and running at [www.prescottanddistrictchamber.com](http://www.prescottanddistrictchamber.com). Please submit your release of information form to be included in our member directory. Discussion was held on whether to post our monthly minutes on the web and it was motioned by Ken Durand and seconded by Anne Sawyer to post the Chamber's monthly minutes on the web. Carried.

Lisa suggested a yearly review of what the Chamber has accomplished be made public as some members do not realize what the Chamber has done and what it has to offer.

Lisa attended meetings with Mike O'Keefe, Ben TeKamp and Wendy Onstein on working together on events taking place for small business week and concluded with the Bridges to Better Business forum which will be held during small business week on Wednesday, October 19, 2005 at the Prescott Golf Club. Round table discussions are being planned on Marketing, Government Funding Programs, Small Business Banking and Legal Issues for Small Business.

Contact Lisa at 925-4441 or Debbie Lawless at 925-2171 for more information and registration form.

Lisa noted we will have to change our next month's meeting to Thursday, October 20, 2005 as the Bridges to Better Business event is being held on Wednesday, October 19, 2005. Everyone present agreed to the date change for next month's meeting.

Lisa also attended the Volunteer Appreciation Reception of the St. Lawrence Shakespeare Festival and accepted our certificate of support and she also attended the Bottom Line Food Challenge and the Mayfield Retirement Resident open house.

- 6. VICE-PRESIDENT'S REPORT:** No report presented.
- 7. TREASURER'S REPORT:** The treasurer's report for period ending August 31, 2005 was presented by Allan Norton. The financial statement was accepted on motion by Ralph Legere and seconded by Ken Rundle. Carried. Copy enclosed.

Allan noted the Golf Tournament raised approximately \$3000.00 and last year's amount was approximately \$2500.00 noting fees were increased by \$5.00 this year. Allan thanked all those who donated prizes for the tournament and all participants who made the tournament a great success.

Lisa noted it was mentioned by some participants this was the best and most well organized tournament they had ever played in!

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

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

**10. COMMITTEE REPORTS:**

**1. FINANCE:** No report presented.

**2. PROGRAM AND PLANNING:** Anne Sawyer reported for the committee and noted there is not ample time to plan and organize a car rally for this year but perhaps in May 2006 it could be held with a BBQ afterwards, making this event a family fun time. Anne will need 12-18 volunteers to run a 1 ½ to 2 hour rally.

Lisa noted bingos are now out as the hall has closed and the fashion show idea did not receive a really positive reply.

Ideas will be revisited in the new year. If you have suggestions and/or ideas for fundraising please contact Sharon Spychi at 925-5700 or Lisa Smith at 925-4441.

Heather Lawless noted donations are needed for the Annual Dinner's Silent Auction to be held next April. It is getting harder to obtain donations as many other organizations require donations for their fundraisers. Heather suggested members should donate or we could raise our annual membership fees. Brent Laton will contact Bill Pakeman, Chair of our Membership Committee to seek his opinion on raising our fees.

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

Independant Safety Associates  
Brockville, Ontario  
Safety Training and Program Development  
(Pete Rakowski and Todd Howard)

This new member was accepted on motion by Ray Young and seconded by Ken Durand. Carried.

**11. LIAISON REPORTS:**

**1. TOWN OF PRESCOTT:** Robert Pelda reported the first draft of the town's official plan review is complete. An open house to present the update on the review and proposed changes to the plan will be held on October 12, 2005 from 5-7 p.m. at the Town Hall. Copies of the plan will be available at the Town Hall and Prescott Public Library next week. A formal presentation of the plan will be held on October 17, 2005.

Construction is presently ongoing on Edward Street, North and the CN overpass projects.

An RFP (request for proposals) has been issued for developers for the proposed subdivision and interviews will be held Friday and the Massey Drive extension will be the first phase of the project.

The downtown revitalization project is still in progress.

The water/sewage expansion project is in the detailed design state now and it is physically possible to run trunk lines from Riverview Heights to Johnstown. A meeting will be held next week to discuss financial funding for this project.

The Fire Department and the Town Engineer are presently reviewing building code changes.

**2. TOURISM:** Robert Haller reported a digital camera will be purchased to take pictures of events, of the town, etc. for the website and media reporting as it is cheaper than hiring a professional photographer.

Previous advertising rates for Tourism are being reviewed and the committee is looking into possibly sharing advertising with the Chamber and BIA to obtain better rates.

The new website and community profile will be officially launched next week. The site will be [www.SouthGrenville.com](http://www.SouthGrenville.com). Robert suggested everyone visit the site as it is very informative and well laid out. Funding for the site was provided by EODF and spearheaded by GCFDC.

**3. SGED COMMITTEE:** Robert Haller noted the Bike South Grenville committee has created a cycling map of routes in the area and are now trying to obtain funding to produce the map. Bicycle tourism generates \$7 million per year. Lisa noted links are on the Town's website for SGED and Bike sites.

**4. BIA:** Ray Young reported the Merchant brochures have been very well received and well used, this was definitely money well spent.

The BIA is presently working on street decorations for fall, Christmas promotions and advertising. Ray noted to make it clear Monica Whitney has been hired as a part-time coordinator for the BIA and not with Melissa or the Chamber.

**12. NEW BUSINESS:** Lisa suggested the Executive Manager position should be disbanded as we now have Melissa Ablett. It was motioned by Ken Durand and seconded by Anne Sawyer to dissolve the Executive Director position. Carried.

Also it was motioned by Anne Sawyer and seconded by Ray Young to disband the website committee as the site is up and running. Carried.

**13. OTHER BUSINESS:** Heather Lawless reported the deadline for applications for the EOD Fund is October 13, 2005. Visit [www.grenvillecfdc.com/eodfund.com](http://www.grenvillecfdc.com/eodfund.com) or contact Teri Devine at 613-925-4475 ext. 26 for more information.

**14. NEXT MEETING:** The next Board of Directors meeting will be held on **THURSDAY, OCTOBER 20, 2005** at the **BRIDGEVIEW RESTAURANT** commencing at noon. "Everyone Welcome".

**15. ADJOURNMENT:** The meeting adjourned at 12:55 p.m. on motion by Anne Sawyer and seconded by Ray Young. Carried.

**PRESCOTT AND DISTRICT CHAMBER OF COMMERCE**  
**FINANCIAL REPORT AS AT**  
**August 31, 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	9,294.55	
Annual Dinner	6,254.50	
Insurance	2,787.12	
Special Events	1,290.75	
Directory	0.00	
Golf Tournament	3,345.00	
Interest	189.45	
Misc.	1,742.74	
50/50 draws	213.50	<u>25,117.61</u>
		\$ 54,659.60

Less Disbursements

Membership	\$ 1,562.20	
Annual Dinner	4,013.89	
Special Events	3,297.28	
Golf Tournament	0.00	
Stationary	459.75	
Salary & Wages	6,272.94	
Advertising	83.89	
Postage	388.30	
Insurance	621.00	
Bursaries/Donations	5,000.00	
Misc.	10,621.71	<u>32,320.96</u>
		\$ 22,338.64

BANK BALANCES August 31, 2004

Current Account	\$ 8,436.13	
Mutual Fund	<u>16,478.33</u>	
Cheques Outstanding	2,575.82	\$22,338.64