

Claresholm & District
CHAMBER OF COMMERCE
Executive Meeting Agenda
Tuesday, April 5, 2016

Present: Justin Sweeney, Tony Walker, Linda Brooks, Marilyn Curry, Lorraine Norgard and Donna Courage.

1. Call Meeting to Order
Justin called the meeting to order at 6:45 pm as Lorraine was late.
2. Acceptance/Additions to Agenda
Agenda was accepted as circulated with addition of correspondence Item b. ii under Communication.
3. Committee Reports
 - a. Downtown Revitalization
Donna provided an update on the downtown revitalization community forum and presented invitations to the upcoming event. They also have posters to be put up in windows.
 - b. Communications
 - i. Website Updates
Justin reported that the website is updated and work continues as Justin and Maria will sit down together to go over quirks that need to be dealt with. Facebook page is more active and has thirty new members. Showcasing that Claresholm has six new businesses. Justin will need to be added as an administrator to our Facebook page.
 - ii. Letter
Lorraine read a letter from Russell Sawatzky.
 - c. Bylaws
 - i. Previous Review & Updates
Tony will establish which set is the most current and circulate to all Exec members. Send Justin a set as soon as possible, please.
 - d. Speaker Series
 - i. Lunch & Learn on April 13 will be a short presentation prior to the regular monthly meeting at Journey's Centre. Justin will add to our Facebook page.
 - ii. Future Plans & Recommendations – not discussed at this time.
 - e. Easter Egg-Sitement
 - i. Report and Dissolve – There was one prize sponsor missed in the thank you email that went out. Lorraine will send out an addendum regarding Sharon Starling's contribution. Linda reviewed financials on it thus far. We need to track donors and contributors more closely for next year. The committee members would like to meet after Val gets back to review ideas to make better for next year. Appreciate all the work that went into it and all the fun the kids and their families had. Have had great feedback.

4. Old Business

a. Electric Charge Station

Justin provided an update on various costs that we were not made aware of in the beginning. Marilyn moved that take this information forward to the April 13 regular meeting to have the general members vote on for a decision. Seconded by Donna Courage, carried.

b. Budget

Linda provided a budget for us to review. Adjustments were made and she will reflect same in her next presentation.

Justin will determine the exact date of the Mexican Fiesta event so that we can move forward in plans.

c. Possible Locations of Chamber Employee if Funding Approved

Discussion held as to where we could locate our STEP student if approved. Suggestions included FCSS, the Museum, the Library, or Marilyn's office. Everyone to be thinking about this in case we are approved.

d. Support of President Appointment to Lethbridge College Community Advisory Council

Justin explained the benefits of his appointment to the LCC Advisory Council, as liaison between LCC and the business community. Donna Courage moved that we approve this, seconded by Tony, carried. Lorraine will write up a letter of support in these regards.

5. New Business

a. Annual Schedule

Linda Brooks & Justin Sweeney offered to do up an annual calendar/schedule with all our meetings and events marked on it, which will include:

i. Executive Meetings

ii. Regular Meetings

iii. Lunch & Learns

iv. Speakers (different than Lunch & Learns). Next one being held Wednesday, April 27th suggesting the Cottonwood or the Library. Members would be free and nominal fee for non-members.

v. Community Events

a. Formation of Mexican Fiesta Ad Hoc Committee – need lead as Maria is unable to Chair this. Please let Justin know of anyone interested. He will bring up again at April 13 regular meeting.

b. Insurance – Linda will check if we have coverage through Alberta Chamber for Executive and Directors and report back at May Exec meeting. Insurance to hold Easter event was \$112.00.

c. Visitors Guide Ad – Agreed to have 1/6 page ad and Justin will revamp the design for \$225.00.

d. Welcome Baskets – Justin reported we have six new businesses in Claresholm. We again discussed options. Seriously need to make a decision right away. Think hard and we will decide at the May Exec meeting. Lorraine can do up Thank You cards as well as Welcome cards. Discussion held revamping our logo as is very busy.

Justin will bring the Chamber coins to each meeting and see if we can promote and sell.

We need to review citizen of the year protocol with the Town for updating.

6. **Next Regular Meeting** – April 13, 2016, 12pm at Journeys
7. **Next Executive Meeting** – Tuesday, May 3, 2016, 6:30pm, location Lethbridge College (5202-5 Street East, Claresholm)
8. **Adjournment**
Meeting was adjourned at 8:50 p.m.