

Claresholm & District Chamber of Commerce

EXECUTIVE MINUTES

Tuesday, March 1, 2016

Present:

Justin Sweeney
Betty Fieguth

Tony Walker
Marilyn Curry

Donna Courage
Maria Colon

Linda Brooks
Lorraine Norgard

Justin called the meeting to order at 5:45 p.m.

Maria has asked for everyone to review the website and provide her with feedback as she will be working on it this upcoming weekend.

Everyone had been asked to submit a photo and small biography of themselves to her.

Agreed that our bylaws need to be reviewed and clarified. Lorraine will send a copy of the bylaws to all the Board, to review and bring back at next Exec meeting. We will work on them, and present at AGM in 2017 for approval.

Agreed that we need to set up attainable as well as ambitious goals, but keep in mind not to over-extend ourselves.

Discussion held regarding upcoming Easter Egg-Sitement event. Question came up as to why we were limiting each child to only 4 eggs. Justin will talk to previous organizer to get more info regarding number of participants and details before too many decisions are set in stone. Agreed that we let the younger kids look for eggs first and work up the years. Sanitation and financial sponsors are available. So far we have heard positive feedback.

Justin stated that all members and executive are volunteers and probable expectation would be 1-3 hours per week each. He asked that we all review the website and provide any feedback to him by Friday at 5:00 pm.

If we each divide up to 1-2 sub-committees, we should reasonably be able to help out to productively promote Claresholm businesses and the Chamber.

Goals Created:

1. Increase membership. 2 years ago we had 108 members, last year 76 and our goal is obtain up to at least 90 for this year.
2. Improve website and social media and door to door campaigns.
3. We need to decide on a "welcome" gift to present to new businesses. Betty will find out if the Town will provide us with a list of businesses as they arrive to town.
4. Establish an organizational location. Justin will meet with FCSS to see about housing our central info.
5. ByLaws need to revised and awareness of them to all will be circulated.
6. Setting fees or financial reports or borrowing money; agreed to be fiscally planning and reviewing.
7. Tony will head up writing job descriptions for inclusion on the website.
8. Minutes and financial reports will need to be posted on the website.
9. Speaker Series every other month in place of regular meetings.
10. Four Community Events per year.

Committees will be a combination of Executive and members, working together. Helps make projects go easier with more helping out. Justin will sit on other committees as a member.

1. Downtown Revitalization (flower pots, etc.) – Donna Courage
2. Mexican Fiesta – Maria Colon
3. Services Review & ByLaw Committee – Tony Walker
4. Speaker Series – Linda Brooks
5. Media – Justin Sweeney & Maria Colon; Communication aspect – Lorraine Norgard
6. Egg-Sitement – Marilyn Curry & Lorraine Norgard

Justin will follow-up with provider regarding electric charging station. Most in attendance felt that were are not ready for this project without more information and an owner. This will be discussed at next Executive meeting.

Annual Budget & Financial Statements: Divide up by events utilize as a working document for each. Linda Brooks is to ask in writing to Iqal N regarding the \$235 funds owing from Trade Fair and cc: Justin Sweeney.

Betty will look into location for EDC office and term of employment and report back at next meeting.

Meetings:

1. Executive Meetings will be held 1st Tuesday of each month, 6:30 pm – 8 pm, at different locations including FCSS.
2. Routine for Speaker and Regular meetings to be set. Some will be noon meetings and some supper. Community Enhancement and EDC funds may be attainable to assist with costs. Suggested locations were FCSS, Library, Museum, Century 21, Worry-Free Mortgage Office. Justin will talk to Barb and Ken and report back.

Discussion held and agreed that Justin look further into obtaining a summer employment (STEP) position.

Justin reported that Lethbridge College Advisory Council is expanding to Community Advisory Council – could be a Chamber meeting invited to join. Justin reviewed their Terms of Reference. All agreed to move forward.

Think Claresholm first – local initiative – more discussion and review their presentation.

The meeting was adjourned at 8:05 p.m., with reminder of next Easter Egg-Sitement meeting on March 9 at 5:30 at FCSS.