

**Claresholm & District Chamber of Commerce**  
**MINUTES**

Special Meeting STEP Student - May 10, 2016  
Douro's Restaurant - Claresholm

Present: Justin Sweeney, Tony Walker, Donna Courage, Marilyn Curry, Lorraine Norgard, Betty Fieguth

Absent: Linda Brooks

Meeting was held to discuss and prepare for STEP Student employee. We reviewed the job description for the STEP Student "Project Coordinator" that we have been approved for through the Federal Government.

Museum could be the location for employee. They will provide an office and printer. Betty see if Town of Claresholm has a laptop computer that we could utilize. Tony also has one that may be able to be lent us. He also may have a copier to sponsor. Justin will provide these updates with Ken at the Museum, and if need be contact Tony.

We have all in place. Linda Brooks will do payroll and submit our claim at the end of the term. Justin will look into WCB.

We will plan for a start date of June 13, 2016, 9-12 weeks. Looking at 30-40 hours per week. We will look into extending to August 19.

We will advertise position at least 2 weeks (May 18 & 25) in Claresholm Local Press, as well as on our website and Facebook and other sites that are appropriate. Tony moved that Justin & Donna will review applications, schedule and perform interviews, and select top 3 candidates. We will all meet June 2 at the Deli Building at 6:30 p.m. to review their three candidates and choose from there. This will be coordinated with our next Executive meeting for June. Seconded by Marilyn Curry, carried. They will also provide a full day orientation with the successful candidate.

Agreed that all unsuccessful applicants receive a letter thanking them for applying and notifying them that they did not get the position.

**Other Business:**

Betty will ask the Town to hang up the silk flowers throughout town, if possible before May long weekend and take down after September long weekend. Agreed that there will be no promotion or fundraising this year for the silk flowers uptown.

Business Awards – Discussion of taking nominations and the Committee choosing winners and then have picture taken with Rob Vogt and all published in the Claresholm Local Press.

**Next Meeting**

June 2, 6:30 p.m. 6:30 p.m. at the Deli Building (combines with Exec meeting for June).

**Adjournment**

Keep in mind that Justin is away June 8 to 27. The meeting was adjourned 7:30 p.m.