

## Regular Meeting of the Board of Directors Meeting Minutes

**Date/Time:** March 16<sup>th</sup>, 2022 at 6:00pm  
**Location:** Chamber Boardroom

### ATTENDANCE

#### PRESENT

<b>President</b>	Ryan Lefebvre
<b>Vice President</b>	Joanne Roch
<b>Directors</b>	Bob Buckle, Pam Leniuk, Steve Engman, Femi Ajayi, Bonnie Folkard, Spencer Ferguson
<b>Executive Director</b>	Sherri Buckle
<b>Secretary</b>	Nicole Groulx
<b>Membership Coordinator</b>	Emilee Crump

#### REGRETS

Brenda Brouwer, Raymond Cowell, Sherine Leiper,

### 1.0 CALL TO ORDER/INTRODUCTIONS – Call to order 6:03 pm

### 2.0 CONSENT AGENDA (2 MINS)

- 2.1 Minutes of February 9<sup>th</sup>, 2022 (Sent by email prior to board meeting)
- 2.2 Executive Director’s Report (Sent by email prior to board meeting)
- 2.3 Financial Report (not yet available – year end)
- 2.4 Correspondence Folder

**Motion:** Steve motioned to consent agenda as presented. Second by Bonnie. All in favour. Carried.

### 3.0 ADOPTION OF AGENDA (5 MINS)

- 3.1 Additions to the Agenda

**Motion:** Bob motioned to adopt agenda as amended. Second by Pam. All in favour. Carried.

### 4.0 LIASON REPORTS (30 MINS)

#### 4.1 City of Cold Lake

- Security Program Open house scheduled for April 14<sup>th</sup> advertising will be going out on social media and radio with two sessions, one at lunch and one evening
- Presentations and boards for viewing. Questionnaire dropped off
- City hosted an open house for realtors for feedback on growth.
- Discussion on the commercial airport service and where things are today. Currently still working with 4Wing agreement.
- Mainstreet washroom open house to be announced at later date.

- 4.2     **4 Wing Cold Lake**
  - Airshow planning continuing for July 2022
  - Sponsorship & ticket sales going well
  - March 31 early bird pricing, increase April 1

- 4.3     **Cenovus - Regrets**
- 4.4     **Imperial - Regrets**
- 4.5     **MD of Bonnyville – Regrets**
- 4.6     **Portage College - Regrets**

## 5.0     **UNFINISHED BUSINESS (10 MINS)**

- 5.1     **Main Street Park Project**
  - Nothing new to report
- 5.2     **Security/Night Patrol Project**
  - Open house as mentioned by Andrew. Ryan, Joanne, Bob, Spencer, Bonnie, and Femi will attend along with Sherri & Nicole
  - Board meeting scheduled for the evening before, will discuss more details
  - Discussion on the public restrooms, will watch for open house to attend.
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- 5.3     **Reader Board Sign**
  - Update on the pricing received to fix the sign as well as remove current insides and put stationary logo. Both quite pricy.
  - Will approach the city as a potential for them to utilize the sign for information centre purposes and Chamber logo.
- 5.4     **Beach Pop ups**
  - Steve is working to finalize a proposal for May meeting
- 5.5     **Business Profile Video Series**
  - Secured spots for 25 businesses to participate, with 9 spots filled
  - Will send out to membership as this will be a long-term project.
  - Currently waiting until the snow is cleared up
- 5.6     **Feast at the Beach**
  - Updated on feast. Meeting scheduled for April 6<sup>th</sup>
- 5.7     **Chamber Travel**
  - Morocco is a go for spring 2023. Earlier than expected but it is because of Ramadan
  - Chamber royalties \$300 members and \$400 non members
  - Staff attending a virtual information session for possible Ireland trip fall 2023

**Motion:** Bob motioned to waive fees for directors who are booking for the Morocco trip. Second by Bonnie. All in Favor. Carried

## 6.0     **NEW BUSINESS**

- 6.1     **Community Guide Final Report**
  - The 2021 community guide was complete in January and distributed.
  - City grant covered cost of printing
  - The program did generate revenue but each year ad sales get harder to achieve.

**6.2 Chamber Market Grant funding update**

- Update on the program that is ending March 31, 2022
- Secured two grants at approx. \$44,000
- Additional video series project will start soon.
- Additional rapid test program wages reimbursement applied for as well

**6.3 Financial Statements Review**

- Directors reviewed the 2021 financial statements
- Update on banking and review of deposit accounts

**Motion:** Bob motioned to accept the 2021 Financials as presented to be presented at the 2022 AGM for approval. Second by Steve. All in Favor. Carried.

**6.4 ACC Political Action Day – March 23**

- PAD is being held March 23 in Edmonton. Any director wishing to attend notify Sherri.

**6.5 143 Healthcare Consulting Proposal**

- Refresher for those not in attendance for the presentation with company end of Feb
- Proposal received and discussed by directors.
- Phases one and two broken down into ½ cost each.
- Phase one to include business plan
- Directors asked if any stats could be given from like communities ie Camrose

**Motion:** Steve motioned to go back to 143 Healthcare Consulting Inc to help develop business case to present to industry for stakeholder buy in, weather it be in document or digital form at a max price of \$25,000 contribution by the Chamber. Second by Bob. All in Favor. Carried.

**7.0 OPEN DISCUSSION**

**7.1 Presidential and Board Member Highlights**

**7.2 Upcoming Events**

- March 24<sup>th</sup> – Chamber AGM
- June 29<sup>th</sup> – Chamber Membership Appreciation BBQ

**8.0 CORRESPONDENCE / ROUND TABLE DISCUSSION**

**9.0 IN CAMERA**

**10.0 NEXT MEETING – April 13<sup>th</sup> , 2022 @ 6:00pm**

**11.0 ADJOURNMENT – The meeting was adjourned at 9:07 P.M.**

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Recording Secretary – Nicole Groulx

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President – Ryan Lefebvre

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Date

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