

## Regular Meeting of the Board of Directors Meeting Minutes

**Date/Time:** November 9<sup>th</sup>, 2022 at 6:00pm  
**Location:** Chamber Boardroom

### ATTENDANCE

#### PRESENT

##### President

Ryan Lefebvre

##### Vice President

Joanne Roch

##### Directors

Pam Leniuk, Femi Ajayi, Steve Engman, Sherine Leiper, Bob Buckle,  
Bonnie Folkard

##### Executive Director

Sherri Buckle

##### Secretary

Nicole Groulx

#### REGRETS

Ray Cowell, Spencer Ferguson

### 1.0 CALL TO ORDER/INTRODUCTIONS – Call to order 6:13 pm

### 2.0 CONSENT AGENDA (2 MINS)

2.1 Minutes of September 14<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 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:** Pam motioned to adopt agenda as presented. Second by Sherine. All in favour. Carried.

### 4.0 LIASON REPORTS (30 MINS)

#### 4.1 City of Cold Lake

- Currently in budget deliberations
- Security topics for discussion this evening including the security program, CPO and additional RCMP
- Passed loitering bylaw to include curfew of 12am-6am
- Bylaws have begun clean up of tent cities in the area
- Rural Entrepreneur Program, will reach out to the Chamber during the application process
- 2 new transit buses secured for the city
- Lakeshore Drive project continuing, additional engineering required due to concept of the project
- Discussion on the JHS placement & upcoming meeting Thursday 2pm-3pm at the Energy Centre

#### **4.2 4 Wing Cold Lake**

- Finalizing contracts on new project – future fighter, will send information to Sherri for distribution.
- Canex is looking to put a new chain business in one of the vacant spaces.
- Posting season turnover of about 20 family members
- Military housing at about 25% empty
- Remembrance Day at the imperial arena – Energy centre.

#### **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 -at this point not looking good as there are still approvals needed from the AEP, current applications need resubmitting with additional information.
- Suggestion to remove from agenda until new information is received.

**Motion:** Bob motioned to remove the Main Street Park Project until new information is received. Will revisit topic at that point. Second by Joanne. All in Favor. Carried

#### **5.2 Chamber Travel**

- Trip to Morocco has been cancelled.
- Lack of participation, length of trip and costs contributed to cancelation
- Deposits will be refunded
- Fam trip in February to Croatia for Executive Directors, Sherri will likely attend
- If the right trip can be found this would be a good source of non dues revenue

#### **5.3 Feast at the Beach**

- Overview of the budget was given.
- Budget loss of \$6322.85
- Cost of reloadable cards and merch for current year only
- Currently looking into grants for 2023
- January will structure committee for Feast
- Bigger sponsorship will be the focus for 2023
- Discussion on beer gardens, limit the amount of offerings to help with cost, committee to discuss

### **6.0 NEW BUSINESS**

#### **6.1 Business of the Year Final Report**

- Discussion on final report, change in venue, layout of event.
- Great feedback on the layout, some felt cost was high. Space seemed smaller but it was the 2021/22 awards so double of nominees, milestones, and winners.
- Could possibly utilise another space at the Lakeland if more space is needed.
- Change milestone process, possibly remove one screen/projector, and add more high-top tables for drinks/food

## **6.2 Director Nominations**

- Two nominations came forward, 5 current directors seeking re-election.
- Will hold voting at December business mixer.
- 1 vote/business

## **6.3 Lakeland Lifestyle Expo (formerly Home & Leisure Trade Show) Logo Ideas**

- Will work with Ryan for the logo with the website he uses.

**Motion:** Steve motioned to spend up to \$100 for the logo design. Second by Bonnie. All in favor. Carried.

## **6.4 Christmas Radio Ads**

- Current ad special with Stingray.
- Establish a budget line item and allow staff to purchase ads as needed outside of projects.
- Clarification given as to why there are other ads heard more than any of the Chamber.

**Motion:** Steve motioned to spend up to \$3000 to include all 3 radio stations. Use some for the Christmas ads and the remainder for projects. Second by Pam. All in favor. Carried.

## **6.5 Annual Operating Budget**

- Discussion on the budget
- Advertising/gratuities increase from \$1000-\$3500
- Conferences board & Staff increase as more interest by board to attend.
- As memberships increase as will group insurance, business use as employee retention in tough staffing times.

**Motion:** Joanne motioned to accept the 2023 Proposed budget as presented to be presented at the 2023 AGM. Second by Sherine. All in favor. Carried

## **6.6 Annual Meeting Schedule**

- Discussion on the meeting schedule
- AGM to be determined in January as a guest speaker is being confirmed.

**Motion:** Sherine motioned to accept the meeting schedule for 2023 as presented. Second by Bonnie. All in favor. Carried.

## **6.7 Meeting Attendance**

- Recap on the importance of attending meetings and the requirement for quorum for board decisions

## **7.0 OPEN DISCUSSION**

### **7.0.1 Presidential and Board Member Highlights**

#### **7.0.1.1 Chamber of Commerce Executives of Canada**

- Sherri gave a recap on the CCEC Conference she attended in Ottawa
- lots of great information that we can implement within our Chamber, including a website for volunteer recruitment and sign ups
- Panels of college spoke and reminded all chambers that we answer to the business community not the public so do the advocacy.

#### **7.0.1.2 Canadian Chamber of Commerce AGM**

- Joanne, Ray, Bob & Sherri attended the CCC AGM in Ottawa
- Good experience, lots to learn



- Speakers and panel discussions were very informative, interesting to see the policy development, how it gets to where it do
- CLRCC co-sponsored a policy on income splitting.
- CCC AGM 2023 will be in Calgary

#### **7.0.1.3 Chamber Delegation to City Council update**

- Security delegation was cancelled as council deliberations around security were being held at the same time as our current meeting, therefore there was no point to present.

#### **7.0.1.4 Round Table Discussion**

### **7.0.2 Upcoming Events**

#### **7.0.2.1 Chamber Hosted Christmas Mixer ~ December 7**

#### **7.0.2.2 Office Closed ~ December 23 – January 2 – Christmas Break**

### **8.0 IN CAMERA**

#### **8.1.1 Christmas**

Joanne motioned to go in camera 8:38pm

Sherine Motioned to come out of camera 8:40pm

Motion: Steve motioned to present the chamber staff with the same Christmas bonus as 2022. Second by Bonnie. All in favor. Carried.

### **10.0 NEXT MEETING – January 11<sup>th</sup>, @ 6:00pm**

### **11.0 ADJOURNMENT – The meeting was adjourned at 8:41 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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Date