

Creston Valley Chamber of Commerce
Directors' Meeting Minutes
May 21, 2020
Online

Call to Order 5:35

Attendance: Vern, Scott, Brenda, Joanna, Bob, Ralph, Daniel, Mark, Tara

Regrets: Samantha, Ellen, Celia

Quorum yes

1. Approval of Agenda as amended MSC

2. Consent Agenda

Approval of Minutes of April 9, 2020 MSC

President's Report - Scott reviewed new Agenda, some issues with the consent agenda. Some items moved to their own section. Need to look at job descriptions of President, Vice President, Treasurer, Secretary and Past President. We need to establish committees which will include members - executive, nominating (these are standing committees of the board), assets, communications, projects, fundraising. Some others may come out of strategic Planning. Scott has a format for committees. Currently there have been too many emails and committees may eliminate some of these Use cue cards from the town to identify conflict of interest, confidentiality, etc. Possible guest speakers - Bob Morrison, Michelle Mungall. BC Chamber of Commerce rep from Cranbrook

Manager's Report

Correspondence none

Formal ratification of Daniel, Mark, Celia as Directors of the Creston Valley Chamber of Commerce. MSC

3. Financial Report - Daniel,

- accounting status no report at this time

- refinancing proposal - Daniel - Remortgaging with Credit Union necessary but we will need to be conservative with what we're doing. Current financial reporting has not given us the nitty gritty of past projects.

Vern - with lost income from trade show and membership fees abatement, we do not have enough revenue to cover future expenses. If Covid had not happened, we would probably be in the black. Vern

has been in touch with Michelle Mungall about assistance for chambers which have lost funds be use of cancelled events. Wave accounting system was free and it did not give a detailed accounting. On Daniel and Brenda's advice, Vern has ordered Quick books online. He will work with Denne on the best program.

Moved Daniel Secor, seconded Joanna Wilson that the Creston Valley Chamber of Commerce obtain mortgage financing from the Creston and District Credit Union for \$150,000 secured by a first mortgage on the building and a Line of Credit for \$30,000. The CDCU will pay off the existing mortgage and LOC from RBC and we will close those accounts. We will close the RBC chequing account as soon as all preauthorized payments are moved to CDCU. The Credit Card will remain at RBC. Carried

Moved Ralph Vigna, seconded Tara Mehrer that Scott Veitch, Daniel Secor, Brenda Brucker and Vern Gorham be signing authority. Carried

Moved Tara Mehrer, seconded Mark Wolfe that Daniel will negotiate the best deal and that refinancing is not to exceed \$180,000. Carried

4. Guest (none)

5. Issues for discussion(**these would be aligned with our mission and goals**)

6.Board Business

- AGM will be held by virtual meeting on June 17, at 7:00 pm
- Strategic Plan - James couldn't change the time, but Tara and Daniel will forward their answers to the five questions to Scott.
- market use of washrooms- only for exhibitors and manager will have control of key. Market needs to submit their safety plan to Vern and then it will be approved. (spaying after use, providing own disinfectant and hand sanitizer.)
- Fields Forward - possible partnership with them to advance food security (advocating, providing visibility) Elizabeth Quinn is willing to speak to us.
- Gran Fondo. - downsized and outside

7. In Camera Session - motion to move out of committee and report that personnel issues were discussed. MSC

8. Adjournment 8:00 M

Action	Responsible	Due date	Outcome
Rework Agenda	Scott, Brenda, Bob	2 weeks before next meeting	
Staff job descriptions	Samantha, Brenda	To executive	
Committee format sent to directors	Scott	Immediately	
Cue cards to directors	Joanna	Next meeting	
Meeting with CDCU	Daniel	ASAP	
Strategic plan answers to Scott	Tara, Daniel	Immediately	
Fields Forward speaker for July meeting	Mark	July 16	
Copy of appraisal to Executive	Vern	Immediately	
Farmers Market letter re use of washrooms	Vern	Immediately	
Email invite to members to re AGM	Vern	Beginning of June	