

**Markdale Chamber of Commerce
Executive Meeting – July 24, 2008
7 p.m. Walter Harris Memorial Library**

MINUTES – DRAFT

Attending: Wayne Fitzgerald, Janie Badgerow, Don Kopplin, Lynn Silverton, Kate Russell (Manager)

Regrets: Nereda Manion, Patti Shaw.

Absent: Mark Worthington, Doug Crawford.

CALL TO ORDER: Meeting was called to order at 7:10 p.m. There being only three voting members of the executive in attendance, the meeting was declared NO QUORUM. Due to the nature of business needing to be attended to (approving payables etc.) it was decided the executives present would constitute an ad hoc management committee to proceed with the business of the Chamber.

There was some discussion of the procedures and protocols for a no quorum meeting. This is the second successive such meeting this year. It was suggested the motions at this meeting be recorded as recommendations to the executive, and that a summary of the meeting and the previous no quorum meeting be circulated to the general membership for review and be presented for approval at the September general meeting for approval “as circulated” to the membership.

There is great concern about the seeming lack of interest in the executive positions. Several members have missed subsequent meetings and there is concern whether the executive members feel the Chamber is a viable organization. The lack of meeting attendance seems to indicate people are not interested in being involved.

There needs to be a concerted effort to recruit members onto the executive. Benefits of the Chamber like the Santa Claus parade, Cruise Night, insurance discounts and many other benefits including co-marketing radio campaigns would not be possible without the Chamber. It was determined the following steps would be taken:

1. Circulate a letter to the executive asking their interest and whether they intend to attend meetings or if they think the Chamber should simply wind up its business and fold. It was noted the Vice President has missed many meetings, she has recently had a baby so may need to step out of the VP role into a director role as she is unable to fulfill the duties of the VP, namely to step up in place of no president.
2. If executive feels Chamber should continue, write a letter to the membership asking what they want – and if they want the Chamber to continue, some must step forward to join the executive. List the benefits and say they would be lost without the Chamber.
3. If no response from the executive or membership to bring forward new executive members, then a public announcement of the dire straights of the Chamber will be made, with a list of benefits to be lost if members of the public don't join and support the Chamber through membership and executive level volunteering.

All these letters will be vetted through the executive members present, namely Wayne Fitzgerald, Don Kopplin, Janie Badgerow and Lynn Silverton to check tone and intent.

PREVIOUS MINUTES: The minutes of the previous meeting – June 12, 2008 – were presented for review by the committee. There being no quorum at that meeting, and there being no quorum at the present meeting, it was recommended the previous minutes be accepted as read and summarized for acceptance at the general meeting in September (there being no meeting in August).

BUSINESS ARISING:

Retailer letter: This planned letter about the old cars on the Trafford property downtown was not sent the municipality as Janie has spoken to the municipal bylaw officer and the municipality has opened a file on the property. Mr. Trafford has been given two months to remove the old cars from his lot. He has until mid-August, so the Chamber is awaiting the outcome of this matter. An old tree growing out of the rad of one of the cars has been removed.

Parkette funds: The manager has approached the municipality about this issue and been told there are no more parkette funds at the municipality. The original deal was for the municipality to match private funds raised with monies from the Hydro fund at the municipality. There is a feeling there was some funds left that were privately raised, which may have been clawed back into general coffers of the municipality. The funds were for the “creation of the parkette” so there are no maintenance funds (according to the municipal CAO) . Lynn Silverton suggested this should be checked with the municipality, as the Hydro funds would be traceable through municipal books and if we know the amount of private funds raised, we will be able to determine if all the funds were used or not. It is felt the parkette is not complete, and there could be more work done to finalize the project.

Tom Levitt of Home Hardware was on the original committee for the parkette. He has been asked several times to determine the amount of funds raised. He is still investigating and will report at some point in the future.

ACTION: Once the amount of private funds raised is determined, the manager will investigate with the municipal CAO the amount of funds in the original parkette budget line, see the funds to match, and determine the amount withdrawn from the Hydro funds to match. This will show if there should be any monies left in the parkette fund.

Chapman’s Membership – discussion pending.

Cruise Night Band – it was decided (in consultation with Wayne Fitzgerald) that the Chamber hire Rick Tourlousse again for Cruise Night, as it was felt the acappella ladies quartet would not be loud enough for the evening. The ladies group will be approached to sing carols at Moonlight Madness this year.

50/50 tickets: these are now on sale at local stores – had good sales at Cruise Night. Draw is in September at golf tournament, so must sell lots of tickets. We printed 2,000 in hopes of raising the final funds for the hospital pledge. There was some discussion of getting Harry Trafford to sell tickets.

ACTION: Manager will see if Harry may set up a table at the local grocery stores to sell 50/50 tickets.

Radio ads for event network: now running through to September with Trillium funds. Janie noted she and Pam Petch at PJ Knickerbockers are the only two downtown retailers still getting a special rate with Bayshore Broadcasting for radio ads.

Beautification: The cost of flower boxes from Meaford is too high. There are some bench planters for sale at Home Hardware this week. After discussion it was determined to buy one for in front of the Olde Firehall to determine whether they will stand up in weather and if they will be vandalized.

Wayne noted he was recently in Huntsville where they have year-round garbage/recycling containers, which are good and could be good for us.

ACTION: Manager will contact Huntsville Chamber to investigate garbage containers.

MOTION: Moved by Janie Badgerow, seconded by Don Kopplin that the Chamber manager be directed to purchase one bench/planter for the front of the Olde Firehall.

Olde Firehall electrical: Manager requested a quote for electrical work at Olde Firehall – the quote has been given to the municipality and is available through the CAO. This could be part of a Trillium grant application this fall.

ACTION: Manager will seek quote figure from municipal CAO.

PRESIDENTS REPORT: No sitting president at this time.

VICE PRESIDENT’S REPORT: Not in attendance.

PAST PRESIDENT:

Primary Care Facility:

Wayne Fitzgerald, director in charge of special projects, has been asked by the Centre Grey Health Services Foundation to chair a building committee for the Primary Care Facility. He has accepted this position and is representing the Chamber. The hospital building committee has disbanded until further notice as the foundation focuses on building a primary care facility (doctors offices) on a business case basis (to avoid going back to the community to raise funds for the facility).

The committee will look at the cost quoted for the building (which appears exorbitant) and work with private developers and other partners to look at options for the facility. This facility is separated from the hospital as the province will not fund doctors offices and they are desperately needed for the recruitment of doctors to the area.

There have been meetings with the Local Health Integration Network (LHIN) which has funds for a Community Health Centre (as separate from a primary care facility) which would address the health care needs of specific determined populations. More consultations are expected.

Wayne also outlined other details, including a variety of sites being investigated; potential developers, donors and financial backers. His committee is targeting November for a conceptual plan, so recruiters attending conferences may have some concepts to present to medical students and residents who might wish to relocate to the area if a new primary care facility is available for them.

Cruise Night: Wayne also mentioned he felt Cruise Night was a great night and the initiative to close the road a further block west expanded the area and made it easier for the cars. He suggested with the new set-up there could potentially be a partnership with the Rotary at Street Frolic to combine the events and simply extend the street area used. Janie reported the Street Frolic was excellent and raised lots of money for Rotary causes. She volunteered at the fish pond and collected over \$700 on her shift.

TREASURER’S REPORT:

Financial Report: Don Kopplin presented the monthly balance sheet and profit and loss statement. There hasn’t been much change over last month. There is still a healthy bank balance and the Trillium funds are whittling down. There is still about \$2,500 to raise for the hospital fund.

MOTION: Moved by Wayne Fitzgerald, seconded by Janie Badgerow that the treasurer’s report be accepted as read and recommended for acceptance to the membership at the general meeting in September.

Payables: In the interest of moving forward with the business of the Chamber, the manager then presented a list of payables for review and approval. Most bills were pre-approved projects of the Chamber. Some new purchases included souvenir books for sale in the tourism booth. These sale items are becoming more

popular and the petty cash at the Chamber office has been kept flush due to sales. Wayne Fitzgerald presented an additional payable – his expense of \$162.31 for the Canadian Flags now hanging downtown.

ACTION: During the payables review it was suggested the manager:

1. seek better Bell phone package to include call answer
2. look into cost comparison with BMTS phone line
3. seek the equal billing option and automatic withdrawal for Union Gas payments
4. unplug the hot water heater at the Olde Firehall as hot water is not used
5. investigate the cost of a laser colour printer with Trillium funds
6. future payables lists to show separate totals for Chamber and Trillium payables

MOTION: In the interest of keeping business moving forward, it was then moved by Janie Badgerow, seconded by Wayne Fitzgerald to accept and approve the July payables as presented, and recommend the motion be approved at the next general meeting of the Chamber.

MANAGER'S REPORT:

Cruise Night: was a success with over 100 cars and 23 door prizes. It has cost money as there was no sponsor this year. Manager suggested sponsorship drive next year. Wayne suggested there is a professional fundraiser who gets sponsors for the Oshawa show.

ACTION: Wayne will get the manager the contact information for the fundraiser. Manager will then approach same to see if interested in our Cruise Night.

Eugenia Gold Rush Days: Manager hosted a children's craft area and artists exhibit at the Gold Rush Days as part of the Trillium work plan. It was much better than last year, with good crowds out. Manager took photos and will include with final Trillium report.

STARS Awards: a table sponsorship was approved in payables. Discussion of nominees determined the following would be approached:

ACTION:

Customer Service - Foodland – Janie/Beth Kennedy - on behalf of Ice Cream Festival.

Co. Under 15 – Top O' The Rock – Manager to prepare.

Corporate Citizen – Sidekicks Café – Manager to prepare.

Co. Over 15 – Four Seasons Party Rentals – Manager to prepare.

Entrepreneur of the Year – H. Devereaux – Manager to prepare.

Young Entrepreneur of the Year – Grass Roots Organics (Desboro)

Small Business Week: Manager has a commitment from Dave Barrett at SEDC to invest up to \$1,000 in an event here in October. This will include final volunteer training sessions in Trillium workplan – training will be crossover training for small business people who want skills similar to those used by volunteers (bookkeeping/business plans etc.)

ACTION: Manager to prepare an outline and proceed with organizing this Trillium sponsored event.

Olde Firehall Trillium grant: Manager has made preliminary contact with municipal CAO – no feedback as yet.

CORRESPONDENCE: None at this time (bills only).

NEW BUSINESS:

Tim Hortons proposal: Manager asked if action should be taken. Chamber will not take a position on this as it is not our place to tell business what to do and/or not do.

BDC: Manager has met with new representative of the Business Development Bank of Canada – Steve Holler – who is now in Owen Sound. Information on hand at the office and will be in next Chamber newsletter.

ACTION: Manager will share information with Wayne.

NRCC letter: Manager was recently informed by Festivals and Events Ontario (FEO) about a potential NRCC (Neighbouring Rights Copyright Collective) proposal to attach a 5 % fee to events, which play music in the background. An letter against this fee has been sent by the manager to MP Larry Miller. Mr. Miller has responded saying he can't find evidence of the proposal, but he is watching for it and would be against it.

Radio advertising package: Manager presented a new CKNX proposal to support a “Shop Grey Highlands” radio campaign, in participation with area retailers. It was discussed and the cost seemed high. It was decided that with the current Chamber climate, it would be best not to support this campaign at this time. The ad rep will still be approaching local businesses.

Deli at the Olde Firehall: Manager outlined the idea a young man has of putting a deli counter in the front of the side hall at the Olde Firehall. There was some discussion and it was decided the past president would meet with the man to determine the viability of the plan.

ACTION: Manager to arrange a meeting with the past president and proponent.

New printer: The manager offered that she had to purchase a new printer for the office as the old one was no longer functional. This will be included in the next Leeson's statement. It only works with laptop. Office computers need upgrading.

Promotions and communications: Wayne offered he had recently met a communications specialist – Mike Anderson – who may be willing to assist the Chamber promote itself and recruit executives.

ACTION: Wayne will provide contact info to manager to follow-up.

ADJOURNMENT: 9:30 p.m.

NEXT MEETING: Sept. 18 – General Meeting.

Markdale Chamber of Commerce - Invoices for approval – July 24, 2008 Exec. Mtg.

Prepaid or on bank account:

Hydro One	200.18
Bell Canada – June - business line (ordered name change to CoC)Pd.	102.36
<i>QUERY: Do we want to keep call answer for \$11 a month?</i>	
Bell Canada – July	103.68
SUBTOTAL	406.22

New invoices for payment:

Union Gas – bill + deposit (equal billing-pd. Wrong acct- reimb. coming)	542.73
Edwards Insurance Group – Cruise Night rider	108.00
Bell Canada – Toll Free line (overpaid in past – investigating)	33.95
Old Autos – Cruise Nigh advertising	90.30
Credit Valley Railway Co. Ltd. – souvenir books	245.70
Municipality of Grey Highlands – water bill	83.27

Leesons True Value – statement (recently purchased printer – next bill)	66.16
Four Seasons party Rentals – Cruise Night – draw drum rental	9.04
Four Seasons Party Rentals – Gold Rush Days – chair rental (TRILLIUM)	42.38
Murray’s Print Shop – 50/50 ticket fundraiser – ticket printing	168.37
Bluewater District School Board – Vol. Night rental (TRILLIUM)	115.84
The Dundalk Herald – Museum bat event (TRILLIUM)	19.64
Wilton Sanitation Inc. – portable toilet – Cruise Night	115.50
Blackburn Radio Inc. (The Bull radio ads – events) (TRILLIUM)	420.05

SUBTOTAL **2,060.93**

FOR APPROVAL:

STARS Sponsorship – table?	100.00
EduFun! (South Grey Museum) – toys for kids events (TRILLIUM)	113.40
Heritage Canada Foundation – books on heritage development (symp.)	44.07
Bruce Trail: Beaver Valley Club – day hike trail maps for tourism booth	160.00
Kas Stone – Paddling & Hiking Guides (1 each.)	33.00

SUBTOTAL **450.47**

TOTAL PAYABLES: **2,917.62**

PREVIOUSLY APPROVED - PAID IN THIS PERIOD:

The Colour Jar – Durham – 6 Art easels (TRILLIUM)	397.27
Beavercrest Community School – Citizenship Award (receipt)	40.00

SUBTOTAL **437.27**

TOTAL PAYABLES PLUS PAID: **3,354.89**

MOTION: In the interest of keeping business moving forward, it was then moved by Janie Badgerow, seconded by Wayne Fitzgerald to accept and approve the July payables as presented, and recommend the motion be approved at the next general meeting of the Chamber.