

**MARKDALE CHAMBER OF COMMERCE
EXECUTIVE COMMITTEE MEETING
Walter Harris Memorial Library – June 12, 2008 – 7 p.m.**

MINUTES - DRAFT

ATTENDING: Don Kopplin, Janie Badgerow, Wayne Fitzgerald, Patti Shaw, Kate Russell (manager)

REGRETS: Nereda Manion, Mark Worthington, Doug Crawford, Lynn Silverton.

WELCOME & CALL TO ORDER: 7:08 p.m.

NO QUORUM: As we have lost some executives, there was no quorum on the evening of the meeting. There was some discussion about recruitment, with some comments to approach our insurance benefit members to let them know to support the executive will keep the organization to going. More planning on these tactics to come. It was decided the meeting and business of the Chamber must move forward, so a meeting without quorum would be held and the motions deferred until an email poll obtains the extra vote needed to pass them.

APPROVAL of previous minutes of May 15, 2008 meeting. Those in attendance reviewed the past minutes.

MOTION: Moved by Wayne Fitzgerald, seconded by Janie Badgerow that the minutes of the previous meeting be accepted as presented.

BUSINESS ARISING:

Downtown retailer letter – Chamber weed letter attached – Janie updated the committee that she spoke personally to the local bylaw officer, who was awaiting a complaint on the downtown car lot cleanup. The letter was not sent (with weed letter attached) as this personal contact was made. The bylaw officer spoke to the owner of the lot and has given him two months to clean up the lot.

ACTION: Janie was encouraged to send the letter (on behalf of concerned retailers) and Lynn Silverton will look into the use of the lot for commercial purposes – to check on zoning etc.

Parkette funds – Wayne reported we are still awaiting the report on funds left in the parkette account. He clarified this account is held by the municipality, so costs associated with the parkette should be accessed through the municipality.

Chapman's membership – Wayne has spoken to Charlie Rheume (retired) is awaiting an opportunity to speak with Dave Chapman about this.

Cruise Night Band – Kate has been in touch with 2 bands – still pending selection as we want to hear them play first. Closure process is underway, just need insurance certificate – it has been requested. Payment of insurance must be made as event is beyond current renewal period. There was some discussion of the 50/50 draw. It was felt we don't have much time before Cruise Night to sell tickets. It was decided the draw would run right through to the Golf Tournament at Talisman on Sept. 21st. This will allow us to sell all tickets and raise enough funds to pay out hospital pledge. We may coordinate with hospital foundation to receive a big cheque representing the \$15,000 pledged by the Chamber at the Golf Tournament. Patti can get us a big cheque. There was also discussion about the 50/50 tickets having some kind of coupon or such to get people into local retail members for a "gift" or discount for buying a 50/50. Promotion of downtown business and more incentive to purchase a ticket. Tickets will be \$2 each and 3 for \$5. Wayne feels we will have enough volunteers for night.

ACTION: Kate will call Rick Tourlousse and see if he is available and what is his cost. As a back up in case we don't get the quartet.

ACTION: Kate will apply for the lottery license – for 2,000 tickets – numbered. Will wait till end of month to do this as we may be able to put some kind of retail coupon or mention on the ticket.

ACTION: Wayne & Janie will assess the coupon/gift idea with local retailers.

Grey Highlands Event Network – radio ads – Kate outlined a new plan to purchase (with Trillium funds) radio ads on The Bull to attract people to Grey Highlands Events. She is coordinating this with the Grey Highlands Event Network members. Will start final week of June to start promotions with Canada Day in Priceville.

Discount insurance – Kate reported the clarification of insurance policy. We have now sent out email information and there are also brochures at the Chamber office.

Beautification – plant watering – Wayne & Janie reported they now have someone doing the watering for any flower barrels not attended to by store owners. The CSO worker at the office is also watering the planter box at the Olde Firehall. Summer student will plant Olde Firehall flower pots and water when CSO worker not available.

Flower boxes – Kate is exploring the cost of having new flower boxes made similar to the Meaford ones, but likely not as large.

ACTION: Kate to follow-up about flower boxes.

Canada Day Flags – Wayne has purchased the flags and Janie has them to sew and prepare to put them up for Canada Day weekend. Janie purchased a punch tool to put on grommets. The Chamber will pay for this if she provides the receipt.

ACTION: Wayne and Janie will coordinate getting the flags up downtown prior to Canada Day.

PRESIDENT’S REPORT:

No sitting president – discussion on recruitment as above.

VICE PRESIDENT’S REPORT: Nereda Manion – not present – no report.

PAST PRESIDENT’S REPORT: Wayne Fitzgerald

Wayne updated the group on some local initiatives, which are still at the confidential phase.

TREASURER’S REPORT: Don Kopplin

The treasurer then reviewed the latest financial statement. Not many changes from last month. Hospital collections still coming in – approximately \$2,500 left to collect. Will look to close it this year.

MOTION: Moved by Wayne Fitzgerald, seconded by Patti Shaw that the treasurer’s report be accepted as presented.

Payables: The manager then reviewed the payables (attached) for the month – including insurance payment.

MOTION: Moved by Wayne Fitzgerald, seconded by Janie Badgerow that the payables as presented by approved.

MANAGER’S REPORT: Kate Russell

Grey Tourism “FAM” Tour – June 3 – Manager reported on a successful FAMiliarization tour she and the summer student attended – a bus tour throughout Grey County. Especially noted were the Grey Roots Lego exhibit and the Grass Roots organic mill – which will be the subject of a STARS nomination this year.

STARS: The comment about the STARS nomination inspired some discussion of seeking out deserving businesses in the area – beyond the “district” of the Chamber. Doing a nomination for a business in the municipality of Chatsworth (which has no Chamber) will allow more people to know about our services and could potentially seed the creation of a Chatsworth Chamber.

ACTION: Kate will work up a nomination for the business, members are asked to think about other businesses which might become STARS nominees.

Trillium Volunteer Leadership workshop & OTF Great Grant Awards – June 4 – Manager reported on this excellent program – great leadership workshop which she may get for Grey Highlands volunteers with Trillium grant money. The Great Grants awards were well attended and allowed an opportunity for the manger to meet and network with stakeholder, including a second member of the Grant Review Team. Two winners of Great Grants were local (Owen Sound): The Scenic City Order of Good Cheers for the outdoor rink in Harrison Park and the Black History Cairn committee for the development of a Black History cairn, also in Harrison Park.

Heritage Symposium – June 9 & 10 – contacts, ideas, strategies: Manager will work up a report on this, yet reported it was a great opportunity to network, get resources and develop strategies for Olde Firehall and cultural & heritage tourism.

Customer Service Workshop - June 11 – Kate reported a successful training day for herself and Robyn Smith (summer student). They both have the “Customer Service Excellence” skills now to greet visitors and residents alike at the Information Booth.

Tourist Info Booth & Georgian Trail Training (summer student) – June 12 – Kate & Robyn attended the workshop in the morning to learn about creating memorable moments for visitors starting with the info booth. Robyn stayed into the afternoon session for Georgian Bay trail training. These workshops were supported by provincial funding as Georgian Bay is being developed as a tourism icon.

Grey Tourism: In the afternoon manager attended a join Grey County Planning/Tourism committee luncheon and presentation from Paul Samson of Ontario Tourism regarding the upcoming strategic planning process at the Grey Tourism level. The Markdale Chamber will be involved in this process. The province is also supporting the development of the Georgian Bay Coastal route (as part of the Georgian Bay destination icon development process). Though Markdale is not on Georgian Bay, Kate is encouraging the Grey Tourism committee (and hence the Georgian bay committee) to see inland areas as “Gateways” – as we often send tourists to Georgian Bay, so will be integral to the success of the icon.

Mileage pending – Manager noted she will be submitting to collect mileage from the Trillium account (budgeted amount) and was seeking a payment policy. She was directed to submit mileage as appropriate, it does not need to be specifically approved by the committee.

Discretion with swag – Manager asked if she could be given discretion with the use of “swag” (T-shirts & sweatshirts). This stock is getting quite old, and most has been moved out of the info centre. Manager would like staff to wear T-shirts and have discretion on taking swag to events for door prizes.

Wage increase summer student – Our summer student this year is Robyn Smith, who worked for the Chamber last year. She starts in office tomorrow – though has already worked three days (FAM tour; Customer service training, info booth training – as above). As this is a second year for her, so will not require so much training or supervision, the manager recommended a raise of \$2 more per hour. There was discussion about this unbudgeted item, a lower amount was suggested to take her from the \$8.75/hr. minimum wage to \$10 an hour.

MOTION: Moved by Wayne Fitzgerald, seconded by Janie Badgerow to raise the summer student wage to \$10 an hour and also to check with Trillium whether we may allow the student to do the evaluation portion of the grant for \$900 budgeted. Participant to record hours and issue final report.

Multi Chamber meeting – tomorrow – Wiarnton – this meeting was cancelled. But the Grey Bruce Chamber networking group is still viable and has been an excellent source of information and resourced.

CORRESPONDENCE:

Fay Jensen re: Burnside Parkette plantings/masonry repair/shrubbery – we are dealing directly with the Horticultural Society.

ACTION: Kate will talk to municipal CAO to determine monetary amount in parkette fund.

Markdale Agricultural Society – thanks for donation – received – filed.

Ronita Williams – Rapid Re-employment Training Service – request for deligation. This was discussed. As we are not receiving delegations at this time, Ronita will be invited to a small business week program in October to have a booth and potentially run a seminar.

NEW BUSINESS:

Olde Firehall Inspection: The Olde Firehall was recently inspected for electrical issues. Last week the municipal works department, an outside contractor, the Electrical Authority inspector, the municipal CAO and council toured the facility to see first hand some of the issues required in the building. The Chamber manager attended this tour and made notes of what was needing attention. She did mention to the contractor (Ralph Walsh) that perhaps he could quote on the list of work. He suggested it was a municipal matter. Manager then noted this could be potentially included in the Trillium grant application for the building, planned for this fall.

ACTION: Manager will seek an “unofficial” quote, as this would be helpful in establishing a budget for the Olde Firehall Trillium grant proposal.

Busker downtown – The manager recently met a busker who was playing his guitar in downtown Markdale. She inquired if there has ever been discussion or debate on this. It was considered acceptable, which is good as the manager told the busker to go ahead with her blessing. He will be asked if he wants to busk at the Olde Firehall – potential for Fridays/Weekends/Moonlight Madness/Santa parade day. We would “seed his guitar” by giving him \$20 for mileage when we specifically request him. He also has a duo with his wife who plays guitar. They are potential band (from Durham) for local events.

Newsletter: A newsletter updating members about Chamber work was recently emailed to members. This will be done more regularly once manager gets a template designed. It will then be posted on the website.

Event Calendar: The Markdale Chamber website now has a event calendar page on it, which the manger can update in-house – saving some funds. This was paid for from Trillium funds for event promotion.

Golf Tournament – Talisman has agreed to host the golf tournament in September. Kate will meet with them when she returns from holidays next week. She will also contact Grey Bruce Health Services, which had a group golfing during our tournament last year. We will need to promote this more this year, and increase the cost of golf round to be more in line with other events.

ADJOURNMENT: 9:45 p.m.

NEXT MEETING: July 17, 2008

Markdale Chamber of Commerce - Invoices for approval – June 12, 2008 Exec. Mtg.

Prepaid or on bank account:

SUBTOTAL

New invoices for payment:

Dragonfly Designs – Website updates and NEW calendar	490.88
Municipality of Grey Highlands - Water Bill	40.62
Osprey Media – Markdale Standard - GM Ad	28.08
Edwards Insurance Group – Liability & D&O	1,296.00
Old Autos – Cruise Night ad	162.54
Leesons – statement (office supply – printer toner)	79.08

SUBTOTALS **2,097.20**

FOR APPROVAL:

The Colour Jar – Durham – 6 Art easels (event supply TRILLIUM) – approximate	350.00
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SUBTOTAL **350.00**

PREVIOUSLY APPROVED – STILL TO PAY:

Flesherton Downtown Improvement Group (TRILLIUM) – pending cheque name	150.00
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SUBTOTAL **150.00**

TOTAL NEW PAID THIS PERIOD:

Bill Bat Boy Scully – additional mileage (from petty cash –TRILLIUM)	40.00 NEW
Grey County – Tourism Booth Training – June 12 (Kate & Robyn – cash)	42.00

SUBTOTAL **82.00**

TOTAL **2,679.20**

PREVIOUSLY APPROVED - PAID IN THIS PERIOD:

Bill Bat Boy Scully – Lecture fee & mileage (TRILLIUM)	215.00
Markdale Agricultural Society (Volunteer Night lunch – TRILLIUM)	500.00
Grey County – FAM Tour (Kate & Robyn – part of \$90 chq.	60.00
Grey County – Customer Service Workshop – June 11 (part of \$90 chq. & cash)	52.50

TOTAL PAID **827.50**

MOTION: Moved by ___WF___, seconded by ___PS___ to accept and approve the March payables as presented and/or with the following amendments: Carried/Defeated