

MARKDALE CHAMBER OF COMMERCE
BOARD OF DIRECTORS MEETING – MAR. 19, 2009
7 p.m. SIDEKICKS CAFÉ

MINUTES

DINNER: 6 p.m. Thanks conveyed to JD for the lovely dinner of pork chops and quiche. \$80 donated for dinner will be forwarded to Cops for Cancer campaign.

CALL TO ORDER: 7 p.m.

ATTENDING: Doug Crawford, Don Kopplin, Charmaine Peever, Patti Shaw, Wayne Fitzgerald, Rick Gamblen, Kathy Gamblen, Lynn Silverton, Kate Russell

REGRETS: Shelley Lapointe, Janie Badgerow.

APPROVAL OF PREVIOUS MINUTES: Review and approve Feb. 19, 2009 meeting minutes.

MOTION: Moved by Don Kopplin, seconded by Wayne Fitzgerald that the minutes of the previous meeting be approved. Carried.

BUSINESS ARISING:

Golf tournament – Kate provided a flyer and sponsorship outline from Grey Roots as an outline for the committee. Committee – Wayne, Doug, JD, Rick. Meeting pending. Rick suggested business sponsoring holes. Doug will do a \$10,000 hole-in-one – hole 3 at Markdale Golf & Curling Club. In past – up to 7 teams on hand. Meeting during tournament day was discontinued. JD spoke to Ron Goldsmith, the hospital foundation may be interested in getting involved.

ACTION: Committee meeting required to discuss options and ideas and date. Doug will book the September 13 – Sunday for the tournament. Meeting set for April 7th at Sidekicks at 7 p.m.

Benefits quote – Kate expressed her second thoughts about the benefits offer. She provided a report on her thinking to the committee for consideration. Benefits quote was provided in copies to members for consideration. Doug suggested a special meeting to review Kate's report. Lynn suggested a position description to what is needed. Kathy suggested – 20 hrs. a week is an average. Doug stated may be going back to the old ways – manager. There was a mention of hours worked by Kate. Potential for FEO convention to be a trade-off against this.

ACTION: Doug recommended a separate meeting to discuss. Lynn suggested she would take minutes at future meetings. Doug will follow-up. Meeting planned for next Tuesday, Mar. 24 at 6:30 at Wayne's office.

Cruise Night – Ad was placed in Old Autos, inviting people to stay for Ice Cream Festival on the Saturday. It has been cancelled, so the ad will be changed for next issue – inviting people to stay on for Eugenia Gold Rush Days instead (as last year).

Groups would like to get involved to raise funds – at food booths. Participation Lodge, Christian Family Holiday, Rotary Club. Ice Cream, hot dog & hamburgers. Wayne expressed concerns

about food vendors taking business from local restaurants. Cars back in to curbs, then food people complain about cars. No food near cars. Food could be in the parkette. Markdale Standard parking lot could be a good space. Potentially control who sells what – to avoid competition.

Committee: Doug, JD, Don, Patti, Lynn. Entertainment/sponsors etc.

ACTION: Committee to meet – April 14 at 7 p.m. at Sidekicks. Lynn will speak to Hutchinson's and Bernards. Sponsor name on flyer. Wayne will ask Neverest. Doug will do Chatsworth motors. April 14th – 7 p.m.

Summer Student – Application has been received. Have confirmed application as for: 1 special events coordinator – 40 hrs/wk, 8 weeks, 9.50/hr; MERCs at #346. Total funding \$3386.00. Application approval is still pending.

Ice Cream Festival – Event is cancelled. No discussion.

Olde Firehall Trillium application – Trillium application for capital for the Olde Firehall was submitted by the municipality. Total project cost: \$106,825. with in-kind contributions by the municipality, a potential fundraising portion by the Chamber of \$5,000. Copy of full application available at the Chamber office.

Quotes are also being sought for flat roof replacement by municipality.

50/50 draw – Doug applying for lottery – pending.

ACTION: Kate will share past application info to Doug for application. Doug will apply.

PRESIDENT'S REPORT:

Development committee: Doug spoke to Stan Baker – will be happy to help with a development committee.

ACTION: Committee to be formed. Meeting date to be determined.

Council presentation – A meeting with Flesherton still pending. No presentation to council planned at this time.

Business directory – directory list is collected – follow-up phone calls required to update. Hard copy of list was distributed in meeting package – over 400 businesses.

ACTION: Doug will arrange a further meeting to discuss the list and get it updated. Discussing only an online version. Hardcopy directory is in abeyance at this point.

MEMBERSHIP REPORT:

Membership renewals coming in – 59 now - \$7300 collected. This amount is Kate's from records – does not match treasurer amount.

ACTION: Don will review list and deposits to determine correct amount.

Doug has a potential new member. Benefits brochure required.

ACTION: Kate will provide brochures - one to Doug, one to Charmaine.

PAST PRESIDENT'S REPORT:

Wayne reported golf club is going with first phase of a subdivision on their own.

Development proposals could be supported by Chamber members in future.

Primary health care is getting closer. Waiting on some people who are involved.

Dimakos sub-division is getting revved up. Sewage lift stations are underway this year.

TREASURER'S REPORT:

Presentation of financial statement – review, not much happening.

Hospital Defer the payment of the pledge – should send in the raised funds. Retain funds for hospital foundation until project goes ahead.

Need to follow up with members who haven't paid yet. Cross reference with group benefit list. Charmaine suggested Phyllis Garlan may be willing to make calls.

ACTION: Charmaine to contact Phyllis to see if she will do calls.

Profit and loss statement – compares with last year's actuals.

MOTION: Moved by Kathy Gamblen, seconded by Wayne Fitzgerald that the treasurer's report be approved. Carried.

Payables – additional Business Outlook - \$225 ad invoice pending.

Kate reviewed the payables (see attached). An addition of a payment to Murray's Print Shop - \$29.38 and a reimbursement to JD Daly for \$28.25 for plant for Field & Range Sportshooting.

MOTION: Moved by Wayne Fitzgerald, seconded by Rick Gamblen, that the Chamber pay its lease payment to the municipality postdated cheques at 30, 60 and 90 day intervals. Carried.

MOTION: Moved by Patti Shaw, seconded by Charmaine Peever that the payables, excluding the hospital foundation payout and adding Murray's print Shop; adding \$28.25 to JD to reimburse \$28.25 for flowers to Field & Range Sportshooting - to be approved for payment. Carried.

MOTION: Moved by Wayne Fitzgerald seconded by Charmaine Peever that the previous motion to pay out the balance of the hospital foundation pledge be rescinded at this time and that funds raised in the amount of \$855.66 be paid to the Centre Grey Health Services Foundation. Carried.

BUDGET:

Review – take out business directory. Membership income reduced to \$8,000. Comment to review staffing level prior to passing budget was mentioned. Potential to amend later if something else happens. Other changes: Summer student income (confirmation pending): \$3386; business directory was removed – defer to 2010. Expenses: Beautification reduced to \$500; Conferences increased to \$900 (to cover FEO convention); Firehall expenses increased to \$3000 for utilities; Hospital fundraiser payout removed – will pay out only funds collected at this time - \$855.66; liability insurance – true amount pending – application completed and sent; tourism booth

souvenirs was reduced to \$500 (no hike maps at this time); wages was increased to \$3386 to reflect summer student amount (approval pending). See attached corrected budget.

MOTION: Moved by Wayne Fitzgerald, seconded by Rick Gamblen that the 2009 Budget be approved in principal, subject to an internal audit by the treasurer and pending a meeting of directors to review staffing options. Carried.

MANAGER'S REPORT:

- Broken window in Olde Firehall – was covered by wood – needs to be painted/in budget
- FEO Convention report – verbal
- Management continuance – report (attachment 3 & 3A)

CORRESPONDENCE: see agenda

- Edwards Insurance – Renewal application – to be filled out and submitted
- Beavercrest Community School – Citizenship award – see payables
- Grey Tourism – opportunity to support Grey Bruce Map – “no” – response by email Mar. 21
- Field & Range Sportshooting – request to support archery club – “no” – email Mar. 21
- Job Directions – Career Fair April 30, 2009 – sponsor request – “no” – email Mar. 21
- Operation Clean Sweep – Pitch-In Canada week –File
- Thank you card – re: Christmas basket – supported 36 families – file
- Report from Farmers Week – from Grey Bruce Insurance - file
- Bruce Trail Club – re: 2009 day Hike Maps – still have some – get more when run out
- Ontario Tourism brochure order – ordered more maps; guides and directory
- OCC: Tax Harmonization booklet; Evening with the Deputy Ministers invite; Export excellence trade awards
- Various for file: Johnston Group newsletter; Group Insurance reports; Canada Post Venture One; Staples coupon; Smart Serve training; BNA smart payment systems; Royal LePage newsletter; Bell voicemail fraud warning; Hydro One rate increase notice; Cancer society daffodil drive; Transforming Downtowns conference; Exp50 invite for booth;

NEW BUSINESS:

- Insurance Renewal – application completed – sent in Mar. 20, 2009
- OMAFRA summer student application – apply by April 17, 2009 - pending
- Day Hike Maps – purchase new for 2009 – still have – get more when run out

ADJOURNMENT: Meeting was adjourned by consensus at 9:15 p.m.

NEXT MEETING: April 16, 2009 – 6 p.m. dinner, 7 p.m. meeting at Sidekicks.

Payables – March 2009

Prepaid/Bank withdrawal:

<i>Bell – Office telephone</i>	<i>\$112.10</i>	
Bell credit – Telizon takeover	(90.79)	
Bell owing balance	\$21.31	
Hydro One	\$127.07	

SUBTOTAL PRE-PAID:**148.37****To Pay:**

Union Gas – Olde Firehall utility	\$560.06 (Feb/March)	
South East Grey – snow removal	\$110.00 (2 invoices)	
Municipality of Grey Highlands – water utility	\$87.10 (Feb/Mar)	
Leesons – office supply/statement	\$97.70	
Osprey Group – ad in OS bus. Dir.	\$94.50	
Municipality of Grey Highlands – '09 Lease	\$600.00 (3 POSTDATED CHQS)	
Dragonfly Design (web updates/scoopit.ca)	\$144.38 (2 invoices)	
Owen Sound Chamber – Escape co-op ad	\$262.50	
Beavercrest Community School – award	\$40.00	
CKNX – Santa parade ad (statement)	\$73.50	
NEW – Murray's Print Shop (mtg. Pkg.)	\$29.38	
NEW – JD Daly (reimburse flowers)	\$28.25	

SUBTOTAL – TO PAY:**\$2,127.37****For approval:**

Centre Grey Health Services Fdtn. (complete and close out pledge)	1,766.37 (from 08 payable) - DEFER
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SUBTOTAL – FOR APPROVAL:**1,766.37 DEFERRED****TOTAL MARCH 2009 PAYABLES****\$2,275.74****Paid/credit:**

Bell – Toll free line – credit from overpayment (\$56.22)

MOTION: Moved by Wayne Fitzgerald, seconded by Rick Gamblen, that the Chamber pay its lease payment to the municipality postdated cheques at 30, 60 and 90 day intervals. Carried.

**MARKDALE CHAMBER OF COMMERCE
2009 BUDGET – FINAL**

Approved at Executive meeting – March 19, 2009 – 7 p.m. at Sidekicks Cafe

NOTE: Compiled based on Actuals from year-end financial statement approved at Jan. 8, 2009 executive meeting – year end figures do not include petty cash reconciliation nor '08 bills paid in January '09.

Actual figures are based on Profit & Loss statement, which DOES NOT INCLUDE Trillium funding. The Hospital Fund is put back in as it will be paid out in 2009.

	2008 Actual	2008 Budget	2009 Budget	DETAIL
INCOME				
BALANCE FORWARD				December 31/08 – 3,008.51
<i>GIC Bank Montreal</i>				\$10,000.00
50/50 DRAW	842.00	1000.00	1000.00	\$158 deficit in 2008
ADS - MOONLIGHT MADNESS	2.97	2,400.00	0.00	Radio ads not billed thru Chamber '08 – '09 revenue in Santa Parade budget
BANK INTEREST	363.73	350.00	360.00	Based on approx. 12 x \$30
DONATIONS (CRUISE NIGHT)	30.00	1,000.00	1,000.00	No corporate sponsor in 2008
DONATIONS (OLDE FIREHALL)	114.40	Not budgeted	0.00	Donations at office and sale of donated plaques of firehall painting (McNaughton – comped mbr. '08 – continue in '09?)
GOLF TOURNAMENT	0.00	500.00	500.00	Event cancelled in 2008 2009 funding pending committee meeting.
HOSPITAL FUND RAISING	855.66	2,683.52	---	Budgeted Amount to close pledge – includes \$855.66 raised in 2008.
HRDC GRANT (SUMMER STUDENT)	2801.00	Not budgeted	3386.00	Based on amount confirmed (but not approved) by HRSDC.
ICF EVENTS	1297.06	Not budgeted	Not budgeted	'08 actual is “unclassified” - unknown
INSURANCE	5,537.49	5,000.00	6,000.00	Base: approx. \$500/mo. (Jan. 09 amt.)
MEETING INCOME	510.00	800.00	800.00	Revenue to match costs of meetings
MEMBERSHIP INCOME	8,396.00	\$10,000.00	\$8000.00	Reduced to reflect lower membership.
ONLINE TRAINING	0.00	380.00	0.00	'08 budget is '07 actual

SANTA CLAUS PARADE	\$2,975.00	3,000.00	3,000.00	Budgeted sponsors – costs covered '08 (Exp. of event, add Moonlight Madness)
TOURIST BOOTH SALES	465.41	500.00	600.00	Actual not final for 2008 (petty cash revenue needs to be entered)
VOLUNTEER REGISTRY	800.00	0.00	0.00	Reimbursement for JCP project website
BUSINESS DIRECTORY	0.00	0.00	0.00	Planned business directory – income from ad sales and municipal sponsorship? DEFERRED TO 2010.
TOTAL INCOME	24,990.72	27,613.52	24,646.00	<i>2008 deficit (2622.80) hosp fund and membership shortfall – covered items not budgeted - student/ undefined ICF events.</i>
EXPENSES				
50/50 DRAW	649.37	200.00	200.00	License/tickets – actual includes payout
ADVERTISING	1,140.48	3,000.00	1,200.00	\$343.14 Cruise; 333.51 MM; 463.83 misc.
AWARDS/GIFTS	190.00	Not budgeted	200.00	Honorarium for downtown weeds etc.
BANK CHARGES	12.50	50.00	50.00	Estimate
BEAUTIFICATION	170.00	1,000.00	500.00	Budget for downtown improvements – increase if want waste containers.
BENEFITS (MANAGER)	0.00	Not budgeted	3,000.00	NEW benefits package for manager – '09 amount based on \$250/month.
CRUISE NIGHT	500.00	600.00	500.00	Potential to acquire sponsorships
CONFERENCES	378.75	500.00	900.00	For FEO conference
COURSE FEES	0.00	Not budgeted	100.00	Budgeted for tourism training and familiarization tour for summer student
DONATIONS	0.00	200.00	250.00	'08 budget for memorial donation: guitar to MAFY – not complete – repeat '09 to fulfil promise/incl. remembrance wreath
FIREHALL EXPENSES	2,152.97	2500.00	3000.00	Actual unclassified – '08 budget under “maintenance” - \$500 and “utilities” - \$2,000. \$3,000 proposed: \$2,000 for utilities and \$500 for maintenance.
GOLF TOURNAMENT	0.00	300.00	500.00	2008 cancelled – 2009 revenue neutral
HOSPITAL FUND TRANSFER	0.00	2,683.52	---	Actual shows no payout of raised funds noted in income – '09 amt to close pledge.
INSURANCE	\$1,788.48	\$1,200.00	\$1,200.00	Actual included closure payment
INTERNET/WEB SITE	779.03	1,200.00	1,000.00	Based on \$100 per month/10 mos.

MEALS	19.73	Not budgeted	100.00	For lunch meetings attended by manager – GHEN/Multi-Chamber
MEETINGS	481.61	800.00	800.00	See revenue above – in/out
MEMBERSHIP PROMOTION	517.35	400.00	500.00	Benefits package printing/mail – '08 larger mailout than usual – '09 new brochure
MOONLIGHT MADNESS	0.00	2,400.00	0.00	'08 expense: carollers/ads in parade line and advertising line/ads no longer charged through Chamber – '09 budget with parade
OFFICES EXPENSES	1,959.62	1,000.00	1,500.00	'08 actual includes Trillium expenses
OLDE FIREHALL RENT	715.50	\$600.00	\$600.00	New Lease – annual – paid – 3 postdated. '08 actual includes other rent
OCC MEMBERSHIP	746.24	800.00	650.00	Based on '08 memberships – actual not classified – budget amt covers \$646.80
FEO MEMBERSHIP	210.00	210.00	210.00	'08 not classified – based on fee paid
SANTA CLAUSE PARADE	2205.00	3,000.00	3,000.00	As budgeted – see attached. Costs covered by sponsorship.
TELEPHONE	1596.45	1,500.00	1,500.00	Estimate – incl. Toll free line (credit) – may be lower once Telizon kicks in
TOURISM BOOTH SALES	522.77	500.00	500.00	Actual is souvenirs cost – '09 amount \$500 for postcards; \$100 for hike maps
TRANSPORTATION	0.00	100.00	100.00	'08 covered by Trillium – '09 Mileage – when applicable (mtgs/conf.)
WAGES	3,484.17	Not budgeted	3386.00	'08 Summer student cost (with raise - not anticipated in '09 – budget Chamber costs \$700 plus CSJ revenue (\$2800)
BUSINESS DIRECTORY	0.00	0.00	0.00	Defer to 2010.
TOTAL EXPENSES	20,220.02	24,743.52	25,446.00	
PROFIT / (LOSS)	4,770.70	2,870.00	(800.00)	