



Fort Frances Chamber of Commerce  
Board Meeting Minutes  
The Copper River Inn  
**Tuesday, October 6, 2015**  
**11:30 am to 1:15 pm**

Mark Caron	P	Jennifer Greenhalgh	P	Paul Pirie	P
E.M. Marie Allan	P	Steve Gushulak	R	Travis Glowasky	P
Paul Noonan	P	Mark McCaig, TOFF	A	Jackie Lampi-Hughes	A
Jennifer Soderholm	R	Charleen Mallory	R	Krista Kellar	A
Bob Hamilton	A	Rob Georgeson	P	Ron Archie	A
Wendy Brunetta	R	Jane Gillon	R	Angela Halvorsen	R

P-Present    R-Regrets    A-Absent    G-Guest

1. Call to Order & Confirmation of Quorum Jennifer Greenhalgh
2. Call for Agenda Additions Jennifer Greenhalgh
3. Swearing in of Board Members
  - Only member left to swear in is Steve Gushulak
4. Call for Conflicts of Interest Jennifer Greenhalgh
5. Guest Speaker  
N/A
6. Board of Director Resignations
  - Jackie Lampi-Hughes has resigned from the Board of Directors due to a lack of spare time stemming from her acceptance of a position on her son's hockey league.

***Motion to accept Jackie Lampi-Hughes resignation from the Board of Directors***

**Moved by: Paul Pirie**  
**Seconded by: Paul Noonan**
7. Approval of Minutes
  - Minutes of Tuesday, June 23<sup>rd</sup>, 2015

***Motion to accept the minutes of Tuesday, June 23rd, 2015.***

**Moved by: Paul Noonan**  
**Seconded by: Rob Georgeson**
8. Treasurer's Report
  - Presented by Marie Allan
    - Comparative Income Statement YTD August 31<sup>st</sup>, 2015 / 2014
    - Comparative Balance Sheet August 31<sup>st</sup> 2015/2014
    - Bank Reconciliation as at August 31<sup>st</sup>, 2015
    - Budget Comparison YTD August 31<sup>st</sup>, 2015
    - Cash Flow Statement YTD August 31<sup>st</sup>, 2015

- Comparative Jan 1<sup>st</sup> to August 31<sup>st</sup> 2015 – back in surplus for the year as of August 31<sup>st</sup>.
- Strong turnout for Quest generating \$7,500. Collaboration with Bass Tournament showed definite advantages. Up \$2,000 over last year.
- Allotment for Tourism of \$7,500 received in its entirety. This is the first time in a few years. Very hopeful of receiving an increase of \$2,000 for next year's tourism dollars.
- Showing a surplus of \$9,934 at the end of August. Down over last year by about half. Still in a deficit position.
- There is still a liability with the Gift Certificates of approximately \$11,000 – believe this to be almost accurate.
- We are not in a position to pay down our cash payables. Arena rent is still outstanding. HST and Source deductions have been paid. Reason for our cash poor situation is due to the Business Awards doing poorly and we had last minute changes and the game was also more expensive than the original planned game, OLG was most of the problem, no Wage Recovery this year, and a poor turnout for the Business Expo .
- We need to generate \$14,500 for Oktoberfest
- Call should go out to participants
- Moving has reduced our overheads by \$400 per month.
- Proposing raising membership by 2%. This was raised at the general meeting. Paul to check when appropriate timing to put this to the vote.
- Gift Certificates should end on January 1<sup>st</sup> 2016 with a grace period of a year for everybody to cash them in. Merchants to get them to us by December 31<sup>st</sup> 2016. The general public can cash them in at the Chamber after that date. The programme is costing the Chamber too much money to administer and with the "Go Local" programme it is better that the Chamber no longer offer Gift Certificates.

***Motion to discontinue the Gift Certificate programme, with Certificate issuance losing as of December 31<sup>st</sup> 2015 and that redemption of existing Certificates by members be phased out by December 31<sup>st</sup>, 2016. After that date all existing Certificates must be presented at the Chamber Office.***

**Moved by: Marie Allan  
Seconded by Paul Noonan**

Memo should be prepared asking merchants to have customers provide their personal information when cashing in certificates. The Chamber will put in an advertisement in the local paper to encourage people to cash their Gift Certificates as the programme is being phased out. No more issued after January 1<sup>st</sup> 2016. Should a person have a certificate after January 2014 they will have to take it to the Chamber Office for redemption.

Marie Allen and Jenny Greenhalgh are taking on a project to explore what our banking arrangements are presently and to ascertain if there is a better banking option for the Chamber. Visiting the T.D., RBC, Credit Union and CIBC. No personal guarantees will be signed. The Credit Union does have special rates for non-profits which look interesting. This situation was inherited and has a legacy of living hand to mouth over more than a decade.

***Financials approved as presented and will be filed as read.***

## **9. Unfinished Business**

- Strategic Plan
  - On hold until we have sorted out our financial arrangements.
  - Some historical documents have been found that will help us with our updated Strategic Plan.
- RRFDC Tourism billing
  - Jenny Greenhalgh made a presentation to Council and put forward the information that the Chamber tourist figures have gone up 27.5% over the past year. At present the administration of the tourist information is not covered by the funds we receive from the Town.
- Storage Needs
  - Mark Caron has made arrangements with Bob Green who generously donated us some space at the Arena.
  - Half our stuff is in storage there and the other half is in Mark's unit. Mark will look after finding alternative storage accommodations.
- New Location
  - We were able to utilize several space saving display racks which have helped our space situation.
  - Local businesses are encouraged to display the advertising information in the new racks.
  - A special thank you to Paul Pirie, Mark Caron, Steve Gushulak, Travis Glowasky, Inga Friesen, and two Mormon Brethren, Jenn and Wendy for all their help.

## **10. New Business**

- Generating New Income
  - Possibility of a Q & A Spring Bear Hunt for November. MNR could also be invited. Contact Tom Pearson – Camp Narrows. Could be a hot topic. This is being pushed by Ontario Chambers of Commerce. Possibly contact the International Falls Chamber to find out their interest. Find out if members would be interested by it could be open to the general public
  - New Manager of CIBC is interested in becoming a new member.

## **11. Executive Director's Report**

- Please see attached sheet
  - Executive Director's report was reviewed and approved

## **12. Committee Reports**

- Events & Projects
  - Chili Cook-Off had fewer participants this year and needed to be advertised more. There are ways to develop it more for next year.

- Quest for the Best was a phenomenal success for us this year with more than 900 people in attendance. This is 200 people more than we had last year.
- Oktoberfest – hopefully at the Copper River Inn if they will provide us the venue for free.
- Look at OLG licensing – we should apply for a year if possible for our events.
- Young Entrepreneurs Committee
  - Still struggling
  - Looking at young people who might be interested in starting businesses in a couple of years' time.

### **13. Correspondence**

- Request from Boundary Waters Dragon Boat Club for free membership. There is no precedent for free Chamber Membership. We would set a precedent. BIA pays a small nominal fee for reciprocal organization. US Chamber gave them a free Membership. We do not currently have a policy on this type of request. Letter to be sent thanking them for their past support but we have no policy to cover free membership.

***Motion made to deny Boundary Waters Dragon Boat Club's request for free membership***

**Moved by: Paul Noonan**

**Seconded by: Paul Pirie**

### **14. Other Business**

- OCC's request for Call for Action re town busing.
  - Situation we have right now is Fort Frances to Thunder Bay - Tuesday, Friday & Sunday leaves A&W 1:15 pm arrives 6:30 pm
  - Fort Frances to Winnipeg – nothing
  - Fort Frances to Kenora – North Air Taxi offer a taxi run on Wednesday leaving at 9:00 am to Kenora and from there a bus leaves from Kenora every day at 4.25 to Winnipeg. Small business use to rely on this for transporting parcels. Certain strata of society no longer have public transportation. Local services boards are working on this. We will be observers on this issue.

### **15. Adjournment**

**Next meeting – October 27<sup>th</sup>, 2015**