



Fort Frances Chamber of Commerce
Board Meeting Minutes
La Place Rendez Vous Hotel
Tuesday, March 31st, 2015
11:30 am to 1:30 pm

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

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

- N/A

4. Call for Conflicts of Interest

Jennifer Greenhalgh

5. Guest Speaker

N/A

6. Approval of Minutes

➤ Minutes of Tuesday, January 27th , 2015

- Marie mistakenly listed as Absent when she was Present.

Motion to accept the minutes of Tuesday, January 27th, 2014 with amendment.

Moved by: Paul Pirie

Seconded by: Paul Noonan

7. Treasurer's Report

➤ Presented by Marie Allan

- Comparative Income Statement YTD February 28th 2015 / 2014
- Comparative Balance Sheet February 28th 2015/2014
- Budget Comparison YTD February 28th, 2015
- Cash Flow Statement YTD February 28th, 2015

➤ Board Members reminded to print their own Financial Statements going forward from meeting email

Motion to accept the financials as presented.

Moved by: Paul Noonan

Seconded by: Jackie Lampi-Hughes

8. Unfinished Business

- Reciprocal Board Appointees
 - By-laws will be updated to reflect that appointees must be reciprocal where at all possible
- 1st Vice President
 - No one ready to step forward yet from the Board
- Strategic Plan
 - Membership is going to be surveyed (five or six questions) that will be completed in April
 - Responses will give us the direction for the plan.
 - We will develop four or five items that will provide the framework for our strategic plan.

9. New Business

- TOFF Tourism Funding
 - Meeting finally set with Town and RRFDC reps
- New Partnership with Kiwanis Club of Fort Frances
- Project Petunia
 - Agreed that we will not be going forward with this
 - Wendy is pitching it to the town (she will bring proposals forward)

10. Manager Report

- Chamber to host HOCP in Fort Frances in June
 - Working with Chris Stromberg to organize and book
 - They are coming to experience the Dragon Boat Festival, native culture, and hear about the history of our area
 - This is a non-political group meeting that focuses on the culture and geo-tourism
 - Hoping the scientists will attend
 - All board members encouraged to attend
- Four More New Member Benefits
- Tourism & District Inquiries Update
 - Numbers available on website
 - Eastern Coast of the US prominent
- Peaceful Border Days
 - Working on the calendar, Peace Pull, and Dragon Boat (which will be the kick off event this year)
- Planning for the AGM
 - Steve Dafoe from Unison and Grant Goddard from New Gold are speakers
 - Evening meeting planned to allow for longer presentation times and questions
- New Location
 - Still searching for new site that we can afford and will have the room and storage we need
 - Looked at locations but could not agree on any

- Dudley Hewitt Cup
 - 7 Kiosks sold as organizers asked no more than 7 be sold
 - We earned \$700 for my efforts
- Membership Package updated
 - Navy blue folder to accent new promotional materials inside
 - Good response so far
- Neil will be moving the end of March
 - Looking to rent two offices
- Preparing the Directory for first edit copies in April

11. Committee Reports

- By-Law Committee
 - Employee Job Title & Job Description from Chamber Manager to Executive Director
 - Policy & Procedure will be presented at May's Board Meeting for approval

Motion to accept the new job title and job description as presented.

Moved by: Paul Pirie

Seconded by: Paul Noonan

- Events & Projects Committee
 - 19th Annual Business Awards; Thursday, March 12th
 - The event was well received but over budget
- Expo Committee
 - Smaller booths selling this year
 - Still looking for two \$650 sponsors for the Mix & Mingle and Exhibitor's Lounge
 - Volunteers needed to work both days

12. Correspondence

- Letter from Town of Fort Frances dated April 14, 2014 (date must not have been updated correctly)
 - Meeting held March 2, 2015
- Letter from the Kiwanis Club of Fort Frances dated March 18, 2015
 - Reciprocal membership accepted
- Email from Mike Nitz dated March 23, 2015
 - Northwestern Ontario Innovation Awards
- Email from First Data Merchant Services
 - Rate comparison for our merchant services account

13. Other Business

- N/A

14. Adjournment