

Bridgewater and Area Chamber of Commerce
Minutes of a Meeting of the Board of Directors
held on 15th June 2017

Board Room, 186 North Street
Bridgewater, Nova Scotia

Present: Trevor, Bob, Shawn, Sean, Harry, Lisa

Went through a list of items for the Executive:

1. **David Mitchell /Mark Fury notices** –Bob received congratulations from Mayor Mitchel who indicated both he and Mark did not receive an invite to the AGM. Dan confirmed invitations were sent to both however it seems they were not passed along by staff. Both have been added to the email list as well as their staff.
2. **MODL membership** – they have limited the committees and groups they send reps to. They do not attend our meetings anymore but they are still Chamber members.
3. **Guest Speakers** – list of ideas was given at meeting on the agenda. Was suggested we send letters to each asking them to speak at an event. Bob to have Dan draft a letter to send out. Also suggested that we should be charging for any event we do. We need to make money.
4. **Review of By-Laws** – these need to be reviewed and updated. Sean volunteered to do governance. Blair is currently heading up committee for vision and mission statement. We need to establish this and then we can go further into committees. Sean said he would follow up with Blair. Lisa to send Bob a copy of the By-Laws in word format.
5. **Cost of meeting places** – we are currently paying \$75 for Board meetings at Best Western. Was discussed that we should continue to have meetings open for members but also have meeting for Board only. Perhaps open meetings quarterly? Minutes must be circulated to members. Going forward all board members to attend meetings not just executive. We will continue to have board meetings at Home Center board room however it won't work for member meetings.
6. **Membership List** – there has been a complaint that emails still go out about membership payment even after the member has paid. Email lists need to be updated accordingly. Only notices going out to the members who still need to receive them or need reminders. Dan has the spreadsheet of members. Agreed we all should see the list so we all know who members are. Need to look at forming a membership committee.
7. **Financial Statements & Record Keeping** – Bob to contact Sherry from BV to come and explain the statements due to a few discrepancies that were noticed. Should also schedule a meeting with Sherry, Sean, Bob & Dan to go over how the process works. Sean and Brooke to meet to go over things. Review of the PayPal account required.
8. **Website** – Dan is responsible for website updates. We all need to review the site to see what needs to be updated/added or removed. The site must be kept updated and current.

9. **Dan's job description** – a job description was given at the beginning of the year but there is no contract in place. We need to set and determine the vision for the Chamber and update the job description based on that.
10. **Meeting dates/times/locations** – re open & closed meetings a procedure will be set as we move forward. Meetings currently happen on the first Friday of the month at 8:30 am and that seems to work well.
11. **Office** – Bob is building a new office. The Chamber office can move with the new building or perhaps we look for a new spot. That can be discussed further as we go forward.

Other items discussed

Directors joining meetings electronically – agreed that this was not a problem. Sean made a resolution that allows Directors/Executive/members to join meetings via digital format.

Membership – Sean made a resolution to fill the 10th spot on the board. Discussed that we try to make the board a bit more gender balanced and perhaps look for a female to fill the spot.

Chamber signage needs to go up

Should have a separate committee for welcoming/social – Ryan Buck has previously expressed an interest in this – will discuss at next meeting