

Bridgewater and Area Chamber of Commerce
Minutes of a Meeting of the Board of Directors
held on 7th July 2017

Board Room, 186 North Street
Bridgewater, NS

Present: Bob, Brooke, Trevor, Lee, Blair, Andrew, Shawn, Lisa, Dan, Sean & Harry both via phone, Bill

Re-cap from Executive Meeting

- No job description in place for Dan – need a committee to look after this. We did have a committee started previously that Andrew, Harry and Trevor were on and a job description was started. Andrew to review. Someone from the membership can be asked to help. Will review at the next meeting.
- Meeting for Aug 4 is cancelled and meeting scheduled for Sept 1 is changed to Sept 8 and will be a general membership meeting
- Shawn is chairing the membership committee with Jim Brown and Ryan Buck. They will be meeting in Aug and will give a report at Sept meeting.
- Sean is chairing the by-law committee. This ties in with the vision & goals committee chaired by Blair so Sean would like to meet with Blair. Blair offered to help Sean with the by-laws. Was suggested that the committees have 2 board members and 1 from the general membership.
- Email & ads – agreed by all that too many are being sent. Currently separating the paid members from non-paid so only reminder notices go to the non-paid. Also drafting a policy as to how we advertise for members.
- Meeting with Sherry from BV – the year end statements were correct and she will provide explanations as to the variances. Sean will review. We do have a balance of \$50,000 however it's unsustainable. We need to find sources of revenue whether grow membership or another source of income. Sean made a recommendation that we change the year end to March 31 from May 31. This way it gives the Board more time to review the financials before the AGM. Sean to find out how to make this change as per by laws.
- Joe Kinsmen of South West Nova Insurance Group – has offered to pay \$125/mth. to the Chamber and pay up front for 12 months. Need to review the welcome letter to new members including info for benefits. Draft will come back to Board for review.
- Business Excellence Awards – can the membership committee assist in some way?

Additions to Agenda – Energize Bridgewater, SS Exhibition King St Parade

1. Approval of Agenda –

2. Correspondence

Thank you letter received from bursary recipient from Park View

Letter received from BDA acknowledging our invitation to speak at an event however declined due to the BDA being dissolved

3. Minutes of June 15 Ex Board Meeting

- Andrew to chair committee for Dan's job description
- Sean made a recommendation to allow members to attend meetings via phone, skype etc. he will put in by laws and we will allow going forward
- Sean also made a recommendation to fill the 10th spot on the board, perhaps with another female. Nominating committee will look after this. This will be added to the agenda for next meeting. Also suggested the board know who the nominating committee is considering before announcing at AGM.
- The chairs of the committees were asked to draft their terms of reference and will then review at the next meeting. The chairs of each committee can determine how much help they need and recruit as they decide

4. Financial Update

As above

MOTION was made by Sean for the Board to move the year end to March 31. SECONDED by Blair. CARRIED. Sean to move ahead and determine how to do this based on by laws.

5. Old Business

Nick Langley – Dan to send email out with information. The board is to review and then we will determine if he should come to a general membership meeting in Nov.

6. Committee Reports

By-Laws

Sean is working on and will meet with Blair to review

Membership/Welcome

Shawn chairing membership will meet with Jim Brown & Ryan Buck in Aug. Decided that the welcoming committee should be separate from membership. Dan will coordinate welcoming committee as he knows when new members join. Dan and president to visit the new member to welcome and tour their business. Board will be invited to attend. There needs to be one board member committed to attend with Dan if president can't. Decided we don't need a committee for this.

Vision & Goals

Blair chairs this committee and with suggestions from board he has made a first draft to the vision and mission statements. Revised slightly from original statements. Copy has been given to board to review. Italicized parts are what is currently stated and non-italicized are Blair's suggestions. Would like feedback from Board and will then distribute to members. Blair gave a rundown of the process he followed – Looked at what we currently had, asked Board to give feedback and suggestions, give report, get more feedback and suggestions, maybe survey membership with specific questions, receive feedback from membership, shape new vision, values and strategic direction.

7. New Business

Energize Bridgewater Discovery Fair – Oct 27 & 28

Chamber is asked to be a sponsor or have a vendor booth set up. This fair is very well attended with businesses from all over the area and would be a great opportunity for Chamber to have a presence. Could sponsor at the minimum of \$200 and set up a table with info. Could also be an opportunity to recruit new members. Would need volunteers to attend the table. Blair left info with Dan and Bob to review. MOTION made by Shawn to put a booth at the Energize Bridgewater Discovery Fair. SECONDED by Trevor. CARRIED.

Speakers Invitations sent out

Letters have been sent to:

Karen Casey

Minister of Finance

PM's office

Jamie Baillie

Elliot Payzant

Andrew Scheer

Lloyd Hines

Stephen McNeil

BDA – received response

Suggestions: Zach Churchill - Minister of Education, local business leaders, Romeo Dallaire (maybe partner with SS Public Library like they are doing in Halifax), Don Mills, someone to speak on Economic Development for the Town and business opportunities

Any other suggestions from Board send to Dan

SSREN

BDA, SS Opportunities, Acadia Entrepreneurship, ACOA – trying to do something for new and emerging businesses to answer needs and questions. Want to bring back the sip,chat,connect idea. Suggested to do a speed dating type of event. Sept 14 from 8:30 am to 9:30 am at Fancy Pants event will take place. Tables will be set up to answer specific needs and each person will have 10 mins at each table then move to the next with a social at the end. The Chamber will have a table set up with info and Dan. The first meeting all board members should attend and then meetings after that Dan will attend and at least one board member as well. Second meeting tentatively set for Oct but depends on how first meeting goes.

Draft Guidelines – Social Media, Website, Membership Communications

Guidelines have been drafted for each and will be sent out to Board for review

Meeting format

Executive meetings to be held at Home Center board room

Dan suggested the committee room at Town Office for general membership meetings. There would be no charge. Dan to contact Sandra to book.

Social Committee

Lisa to chair with Brook

Next social event – Osprey July 13 from 5 pm to 7 pm. Please all board members try to

attend for all or part of it.

King Street Parade

Last year the Ex parade took a different route due to construction on King St. and this year it was decided it would keep that route and go down York St and not King St. One of the mandates is to draw people to the new downtown. Dan reached out to Peter Oickle to write a letter and the Mayor has sent a letter to the Ex. The Chamber should also send a letter. MOTION made by Shawn for the Chamber to write a letter to Ex to move parade back to King St. SECONDED by Andrew. CARRIED

Membership Voting Process

New web based system for voting. Sample was used for board to respond to today's meeting.

8. **Next Meeting:** Friday Sept 8, Committee Room at Town Office (Location to be confirmed)
9. **Meeting Adjourned**