

**MINUTES OF BOARD MEETING  
June 21, 2010**

*In Attendance:*

Rick Ramsay – President	J.D. MacCulloch – Director
Jill Doane – Treasurer	Greg McTiernan – Director
Sharon Prest – Secretary	Bruce Noble – Director
Linda Wood – Director	Steve Pottie – Past President
Tanya Eisnor-Whynot – Office Manager	Bob Bona – Member

*Regrets:*

Mike Allison – Vice President  
Liz Ingram-Chambers – Director  
Kevin Boutlier – Director  
Bill McBurney – Director  
Pat Mills – Director  
Mike Tompkins – Director

**Call to Order: 6:00 p.m.**

The Agenda was reviewed; an e-mail correspondence from the Nova Scotia Chamber of Commerce was added to the agenda. A motion was made to approve the amended agenda by Jill Doane, seconded by Linda Wood.

The Minutes of the March 29, 2010 were reviewed. Steve Pottie made a motion to approve the minutes and this was seconded by Jill Doane.

**OLD BUSINESS**

Jill Doane contacted *The Weekly Press* and they have presented us with a letter to be included in the new member's package. The discount they are offering is 25% off of two ads placed in *The Weekly Press*.

A copy of the final Travel Expenses policy (previously approved) was passed out to the Board members for their files/binder.

**COMMITTEE REPORTS**

**Best Practices/Business Support Services Committee**

Chairperson: Greg McTiernan

Committee Members: Bill McBurney, Roger Gerrard, Bob Bona, Rob Jenkins

Greg McTiernan reported that the committee met and discussed what role this committee would play. The members suggested that this committee focus on finding ways that the Chamber of Commerce can become a liaison between the business people in our area and the Municipality. It was suggested that they meet with both business people and the Municipality to learn the processes and the areas of difficulty.

After some discussion, Rick Ramsay asked the committee to meet and draft up letters that might be sent to the business community and the Municipality. The letters are to be presented at the next Board meeting for review and amended if necessary.

### **Commerce in Our District Committee**

Chairperson: Pat Mills

Committee Members: JD MacCulloch

Pat Mills was unable to attend the meeting tonight, but sent a message saying that he will working on this when he returns from his vacation.

### **Events Committee**

Chairperson: Liz Ingram-Chambers

Committee Members: Susie McDonell, Bruce Noble

Liz Ingram-Chambers was unable to attend tonight's meeting. She sent a message asking the Board their opinion on calling Members to remind them of the Kick Off to Summer Event on June 29. After discussion, it was decided that Tanya would send out a list of people for each Board member to call. It was suggested that the Board members remind the contact person that the event is for their staff and families.

### **Finance Committee**

Chairperson: Rick Ramsay

Committee Members: Jill Doane

To date this committee has not held a meeting.

### **Membership/Promotion/Communications Committee**

Chairperson: Mike Allison

Committee Members:

Jill Doane, Liz Ingram-Chambers, Sharon Prest, Nancy McTiernan, Deanne Parsons

Mike Allison was unable to attend the meeting, but sent a message that he plans to call a committee meeting very soon.

### **Administration/Governance Committee**

Chairperson: Linda Wood

Linda stated that she felt that she does not require a committee to work on the tasks at hand. She is going to draft up a plan of items she is to complete and submit it to the Board at the next meeting.

The following committees have not been formed yet: **Strategic Plan Review**, **Nominating**, and **Advocacy**. Discussion on the Nomination Committee will be held at the next meeting.

Once each committee has written their mandate, Tanya is going to post the committees and their mandate on our website.

## **NEW BUSINESS**

### **a) Items for Directors' Package**

Linda Wood presented a copy of "Directors' & Officers' Liability". This document is to go into our directors' package. Linda stated: "The most important thing to do to protect yourself is PAY ATTENTION."

We do have liability insurance. Tanya is going to check our policy to see how much insurance we have and report back at the next meeting.

### **b) Report on Gateway/Intermodal Project**

J D MacCulloch presented a brief update on the Gateway/Intermodal Project. He has been to a number of conferences to look at how other districts deal with a project like this.

JD would like the Chamber of Commerce to get involved in some upcoming events so that the members have a good understanding of this project and are able to make an educated stand on this.

### **c) Follow up on previous request from Susan Sangster, Shooters Restaurant**

Susan Sangster had requested:

*As a member of the Chamber of Commerce, and an owner of two local businesses I am looking for support from fellow members at a public forum meeting. It will be held Wednesday May 26 at 7:30 at the Municipal building in Milford.*

*Shooters restaurant and lounge has applied for an outdoor patio, which will be in the front of our building. It will be able to hold 60 patrons, and also have a 4 foot wooden barrier around. The patio will be open Thursday through to Sunday, hours being from 10 am till 9pm.*

*Thanking you for your support,*

This meeting was held and the proper amendments were made to their development agreement. It has been approved and has to go before a public meeting.

Linda Wood is going to draft a policy regarding how to handle requests like this from Members and non-members.

## **CORRESPONDENCE**

We received an e-mail from Sherrie Clow, resigning as a board member.

We received a letter from Dr. Marilyn Cameron asking for our support on biosolids. It was decided that at this time the Board was not interested in pursuing this. Tanya will let Dr. Cameron know.

We received a letter from member Randall Leighton, regarding branding East Hants as the “Sunshine County of Nova Scotia” by running an ad campaign to entice people from Halifax to come to East Hants on the weekends etc. because we have better weather. After discussion, it was decided Stacey Black at the Department of Economic & Business Development would be who Mr. Leighton should contact. Tanya will reply to Mr. Leighton and provide him with Ms. Black’s phone number/contact information.

We received an e-mail from the N.S. Chambers of Commerce asking for our input on dividing the N.S. Chamber of Commerce into boundaries and having a representative from each boundary. Rick Ramsay is going to respond to this letter.

## **PRESIDENT’S REPORT**

Rick Ramsay did not have anything to report at this time.

## **TREASURER’S REPORT**

- Royal Bank Account - Signing officers have been changed to Rick Ramsay, Mike Allison and Jill Doane
- RBC is changing all non profit accounts – we will have a new account number and incur an approximate \$3.50 per month service charge. Once we receive our new cheques and all cheques written have cleared the old account, we will be transferring the balance to the new account and closing the old one.
- 1<sup>st</sup> quarter income statement – comparative to 1<sup>st</sup> quarter 2009
- Current balances as of Mar 31, 2010:
  - RBC Account \$12,478.60
  - TD Account \$10,902.51
  - Investments \$ 5,693.971
- Hemming Weir Casey is still in the process of reviewing the 2008-2009 books.

Greg McTiernan motioned to approve the Income Statement for 1<sup>st</sup> quarter 2010. Linda Wood seconded this motion.

## **OFFICE MANAGER’S REPORT**

Tanya is working on membership renewals. The majority of our membership renewals are due in June/July. Approximately half of those have been received to date. Membership fees will increase as of July 1<sup>st</sup> due to the HST increase. Forms and website information will be updated to reflect this.

Tanya brought the office lease with her. Steve Pottie made a motion that someone with signing power sign the lease on behalf of the Chamber. Greg McTiernan seconded the motion. Rick Ramsay signed the lease and Jill Doane signed as a witness. Tanya will return the signed lease to Enfield Investments. She reminded the Board that the monthly rent total will be slightly more after the HST increase July 1<sup>st</sup>.

Tanya suggested that the number of office hours be reduced for the summer, due to the fact that the office will not be busy. Jill Doane moved that the summer office hours be Tuesday, Wednesday and Thursday from 9 a.m. to 2 p.m. Sharon Prest seconded this motion. The summer hours will be in effect from July 5 to September 7 and this will be posted on the office door and website.

## **ANNOUNCEMENTS**

A letter congratulating Wayne Fiander, a member of our Chamber, on becoming the new President of the Nova Scotia Chambers of Commerce will be drafted and sent.

A letter will also be drafted and sent to Kevin Hamm congratulating him on his new position as Gateway Secretariat. J.D. will provide the news release/information to Tanya regarding this appointment so that the letter can be prepared.

### **Adjournment:**

Jill Doane motioned to adjourn the meeting. Sharon Prest seconded the motion.

### **Next Meeting:**

Monday, July 19, 2010 at 6 p.m. The location will be announced.

*Recorded by: Sharon Prest, Secretary*