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**West Nipissing Chamber of Commerce  
Board of Directors Meeting Minutes  
Tuesday, November 17th 2020  
6:30 PM Meeting on Zoom**

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| --- | --- | --- | --- | --- | --- |
| Joanne Valliere | Checkmark | Marcy Lemieux |  | Daniel Chenier | Checkmark |
| Pat Keough | Checkmark | Pamela Fraser | Checkmark | Stuart Seville | Checkmark |
| Sylvain Bilodeau | Checkmark | Marla Tremblay | Checkmark | Adam Royer |  |

Other personnel:

Rebecca Foisy– Executive Director, Zack Lafleur – Business Engagement Coordinator

**1.0 Call to Order**

The meeting was called to order by the President at 6:30 pm.

**2.0 Declaration of Pecuniary Interest**

No pecuniary interests were declared.

**3.0 Adoption of Agenda**

Marla moved to accept the agenda, Seconded by Joanne. Carried.

**4.0 Approval of Previous Board Meeting Minutes – October 20th, 2020**

Pam moved to accept the previous meeting minutes, Seconded by Marla. Carried.

**5.0 Treasurers Report –October 2020**

Sylvain presented the treasurer’s report for October 2020.

Joanne moved to accept the treasurer’s report for October 2020. Seconded by Pat. Carried.

**6.0 Executive Director’s Report**

Rebecca presented the Executive Director’s report for October.

**7.0 Business Arising from Previous Meeting**

**7.1 Canada Summer Jobs- Event Coordinator Job Posting Update**

Rebecca was in contact with the Program Officer regarding the start date. The Event Coordinator position would have to start before December 24, 2020. Rebecca created the job posting, and posted it online for two weeks. From all the applicants, Rebecca narrowed it down to three and all are being interviewed. The position will start Monday December 7, 2020.

**7.2 Banking Update (Credit Card & Direct Deposit)**

Rebecca cancelled the two MBNA credits cards, that were in the Chamber’s name. Rebecca also submitted a credit card application through Caisse Alliance, for a new company credit card. This credit card will be under the Chamber’s name, and not under anyone personally. Pam Fraser will be acting as the main contact, and requests a $5000 limit. Rebecca plans on making an appointment with Martha, to see if the direct deposit process can go through her system and not through Caisse Alliance.

**8.0) New Business**

**8.1 Chamber Christmas Campaign**

Rebecca brought up the idea that the Chamber should be participating in a Christmas initiative. There are already some initiatives occurring in the community with decorating store fronts, or homes with lights. Rebecca has already brainstormed ideas with staff, and has graphics made. Rebecca then asked if this would be a staff assignment or the Special Projects assignment. Since the campaign is small scale, Joanne said that the Special Projects committee and staff could meet together the following week to collaborate on a Christmas campaign initiative.

**8.2 Digital Workshop Series**

The Chamber will offer a Digital Workshop Series for the months of January, February, and March. Each workshop is designed to help businesses expand online. These workshops would feature tutorials on: Canvas, Wix & Social Media. These Digital Workshops would be sponsored by Caisse Alliance, as per the technology donation agreement.

**8.3 Virtual Job Fair with The Labour Market Group**

Rebecca has been in contact with Sam from the Labour Market Group regarding a Virtual Job Fair for the West Nipissing area. The Labour Market group would like to partner with the Chamber & Employment Options to provide a Zoom job fair to the residents of West Nipissing. A preliminary meeting is scheduled for the week of November 23, 2020. The Labour Market Group is going to act as the host, they will come up with logistics and marketing. The Chamber will act as a partner, Rebecca will reach out to the members and see if anyone is hiring. If members are hiring, Rebecca will then offer them a spot to participate in the virtual job fair.

**8.4 Chamber Membership Recruitment 2021**

Zack & Pam recently visited businesses to start the conversation what businesses are needing from the Chamber. Zack developed a survey for the members to be included in the membership packages for 2021. The membership packages are being redesigned, along with a new President letter, folder, application and survey. Rebecca will email the Membership and Marketing Committee to set up their first meeting for the week of November 23, 2020.

**9.0 Updates from Other Boards**

NIL  
  
**10.0 Correspondence**

NIL  
  
**11.0 Next Meeting**

Next meeting scheduled for Tuesday December 15th 2020 at 6:30 pm on Zoom.

**12.0) Adjournment**  
  
The meeting was adjourned at 7:00 pm

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 Pamela Fraser, President Rebecca Foisy, Executive Director

