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**West Nipissing Chamber of Commerce  
Board of Directors Meeting Minutes  
Tuesday, December 15th 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 |  |
| Sylvain Bilodeau | Checkmark | Marla Tremblay | Checkmark | Adam Royer |  |

Other personnel:

Rebecca Foisy– Executive Director, Zack Lafleur – Business Engagement Coordinator, Chelsea Glover – Event Coordinator

**1.0 Call to Order**

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

**2.0 Declaration of Pecuniary Interest**

No pecuniary interests were declared.

**3.0 Adoption of Agenda**

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

**4.0 Approval of Previous Board Meeting Minutes – November 17th, 2020**

Joanne moved to accept the previous meeting minutes, Seconded by Pat. Carried.

**5.0 Treasurers Report –November 2020**

Sylvain presented the treasurer’s report for November 2020.

Marla moved to accept the treasurer’s report for November 2020. Seconded by Joanne. Carried.

**6.0 Executive Director’s Report**

Rebecca presented the Executive Director’s report for November.

**7.0 Committee Updates**

**7.1 Governance**

Pam and Marla are working on draft policies. These will be impacted by the strategic plan process and will be provided to the remaining members of the board for review once the draft policies have been completed.

**7.2 Special Projects**

The Chamber hosted a Virtual Tree Lighting Ceremony and a Virtual Art Exhibit, that were both a success. The committee had a preliminary discussion about a Virtual Trade Show, and what that would look like. Currently the Chamber committed to a Virtual Job Fair in January and a Virtual Workshop Series which will launch January.

**7.3 Membership Recruitment & Marketing**

Pam and Zack are working on redesigning the membership package which will include: the application, welcome letter, shop local sticker, the chamber insurance info, business cards and survey. Pam and Zack brought up the pricing structure, and questioned why the Chamber has so many. This will be further discussed at the Strategic Planning meeting.

**8.0 Business Arising from Previous Meeting**

**8.1 Canada Summer Jobs- Event Coordinator Hired**

Chelsea Glover has been hired for the 8-week Event Coordinator position. Chelsea is currently a full-time student at Algonquin College and is studying Accounting. Chelsea started her contract Monday December 7, 2020 and will be with us until Friday January 29, 2021.

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

The Chamber was approved for a $5000 credit card, that has been mailed and picked up by Rebecca. Next step is activation and then transferring current software subscriptions on the card (Adobe, Canva) and Rebecca would like to purchase the Chamber’s own Zoom subscription.

For Direct Deposit, that came at a halt with the Caisse, Rebecca spent hours on the phone with customer service agents, going back and forth with an in-branch rep and it seems like no one has the resources to provide me with the necessary codes that Martha needs for her system.

Martha brought up the suggestion of e transferring employees their pay instead of doing Direct Deposit or form of a cheque. Martha currently does e transfers for her clients and said that it works perfectly fine. For her to do this, Martha would need access to our banking login information. Or another possibility is that Martha can submit myself the paystubs, and I could e transfer to staff, but I would need the access to this, as we currently do not have the option when I view the banking. The administrator would be able to do transactions like these.

Sylvain then offered his services to looking into the Direct Deposit.

**9.0) New Business**

**9.1 Pay Structure for Memberships**

The Pay Structure for Memberships will be brought up at the Strategic Planning meeting in the new year.

**9.2 Strategic Planning**

Pam met with the Executive to discuss starting the Strategic Planning process in the new year. The potential dates to meet are: Saturday January 9th 2021, Tuesday January 12th 2021, and Saturday January 16th 2021. The board and Executive Director will meet for 3 hours, Marla will facilitate the whole session, and at the end we will have a strategic plan. Based on this plan, the executive director will be tasked with developing an operations plan for 2021. In advance of the strategic planning meeting, a questionnaire will be sent to board members which is to be completed and returned to Marla. The data will be compiled and will help guide discussions during the strategic planning session.

**Other Business:**

Zack presented his Virtual Art Exhibit results from both art exhibits. The report has been sent to the board.

Rebecca presented 3 quotes from print shops in regards to business presentation folders and business cards. And got the approval to place the order for business cards from Stitch & Love.

**10.0 Updates from Other Boards**

NIL

**11.0 Correspondence**

NIL

**12.0 Next Meeting**

Next meeting will be held as part of the strategic planning session; Pam will send out poll for potential dates.

**13.0) Adjournment**  
  
The meeting was adjourned at 7:08 pm

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 Pamela Fraser, President Rebecca Foisy, Executive Director

