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**West Nipissing Chamber of Commerce  
Board of Directors Meeting Minutes  
Wednesday, September 9th2020  
6:30 PM Meeting**

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

Other personnel:

Zack Lafleur – Interim Office Manager / Business Engagement

**1.0 Call to Order**

The meeting was called to order by Joanne at 6:36 pm.

**2.0 Declaration of Pecuniary Interest**

No pecuniary interests were declared.

**3.0 Adoption of Agenda**

Pam moved to accept the agenda, Seconded by Sylvain. Carried.

**4.0 Approval of Previous Board Meeting Minutes – August 12th, 2020**

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

\* Sylvain will report the financial statements at our next meeting scheduled September 22nd

**5.0 New Business**

**5.1) Board Member Terms for 2020-21**

Stuart, Joanne, Daniel, Marcy have two years of service remaining.

Marla, Sylvain, Pat, Adam, and Pam have 1 year of service remaining.

Each Director took a moment to introduce themselves to the other members of the Board.

**5.2) Nominations for 2020-21 Board Executives**

Nominations for President: Stuart and Pam self-nominated for the role of WNCC President. A vote was called, Pamela Fraser was elected as our 2020 President.

Nominations for Vice President: Stuart and Marla self-nominated for the role of WNCC Vice-President. A vote was called, Marla was elected as our 2020 Vice-President.

Nominations for Treasurer: Sylvain self-nominated to continue as the Treasurer of the WNCC. Sylvain was the only one to be nominated for the position. Sylvain will continue his role as Treasurer of the WNCC.

Secretary: Sylvain nominated that the current Office Manager continue to act as the WNCC Secretary.

**5.3) Designation of Board Member Signing Authority**

Marla mentioned that signing authority must be given to an executive. Michael Dupuis has been removed as a signing authority. Pat and Joanne will continue as signing authorities. Pam was selected as the third signing authority.

**5.4) 2020-21 Meeting Schedule**

The Board decided that evenings would be the best time to schedule meetings (6:30 pm). It was decided that the Board will meet on the third Tuesday of every month. The next meeting is scheduled for 6:30 PM Tuesday, September 22nd at the Chamber office.   
  
**5.5) Committees**

Joanne indicated that we haven’t had designated committees in place for several years and suggested we establish and/or re-establish some of them. Joanne explained that each committee should have 2 Board Members participate. Marla suggested that we establish a governance committee. Marla also added that many not for profit organizations have a membership and recruitment, and special projects committee. The governance committee will be responsible for reviewing policies and bylaws and ensuring that they are being followed. Sylvain requested that terms of reference be drafted for new committees (Governance, Membership, and Special Projects) be created and sent to the Board. Zack will get started on that next week.

**5.6) Summer Jobs Internship**

Zack reminded the Board that the Chamber was approved to hire two students through the Canada Summer Jobs Program. The event coordinator position is to be filled by October 12th, 2020. Marla requested that we set up an Indeed account for the Chamber. Zack was instructed to submit a job posting for the event coordinator position.

**5.7) Sturgeon Falls Waterfront Reclamation Project**

Stuart informed the Board that he has been working on behalf of the Municipality with Weyerhaeuser International to acquire the property located on the corner of Front St. and HWY 64. Should the project move forward, it will fall under the Special Projects Committee to work with the municipality and project stakeholders to provide input into the transformation of the property which is approximately 30 acres in size. Marla mentioned that environmental assessments may still need to be conducted. Stuart confirmed that these tests have been completed. Marla added that once more details are confirmed that community consultations will be required to gauge the interests of our community.

**5.8) Holiday Party**

Since the municipal complex will be closed until 2021 due to Covid-19 and the maximum capacity is still sitting at 50 people the Board decided to officially cancel the 2020 Holiday Party.

**5.9) Moose FM**

Zack informed the Board that Sema had planned some advertising in September with Moose FM. The Board suggested a few recommendations for the Moose FM advertisements. Pat suggested maybe a business of the month. Marla suggested teaming up with Chamber members for a joint advertisement. This could help us generate more revenue for the Chamber. Joanne said she is interested in sponsoring the Chamber’s ads. The Board asked Zack to contact the Moose to confirm advertising spots and to discuss options with them.

**6.0) Managers Report**

Zack reported that the invoice from Angele for the AGM was $621.00. Revenue generated from ticket sales to date are $1256.60. Our total profit from the 2020 AGM is $644.60. 2 invoices from the Tribune have yet to be collected.

86/86 Chamber members have paid for their annual membership. New businesses added this month are: Molly Maid – North Bay, Behind Bars, Great White Design and Sturgeon Falls Life Care Pharmacy. Zack has reached out to 3 more businesses who have shown interest in joining the Chamber.

The monthly newsletter will be released on September 10th, showcasing our new Board of Directors.

Zack asked the Chamber if he should attend the North Bay Business Excellence Awards. Board thought this would be a good idea.   
  
The Francophone Community Grant had to be cancelled due to inadequate financial statements. Professional audited year-over-year comparative statements for the last two fiscal years are required as part of the application process. Sylvain will request quotes from various local accounting firms.

Zack has backed up all information on the Chamber computer on to an external hard drive and will cancel the monthly back-up service.

Pat asked Zack to report on the North Bay BEA Awards. He also asked how many people were in attendance at our AGM. Zack confirmed that 35 people attended the event. Joanne added that we need to increase the number of businesses that attend.

Joanne asked Zack to pick up a painting from the Art Studio. Zack will make arrangements with Aimee from the Art Studio.

**7.0) Business Arriving from Previous Meetings**

**7.1) Manager Recruitment**

Marla and Sylvain reported that they had 36 applicants for the Office Manager position. They narrowed the search down to 6 applicants. The successful candidate turned down the position as did the runner up. Marla asked if she and Sylvain should review the previous applications or repost the job. Overqualification seems to be an issue. The Board decided to review more of the previous applications and conduct more interviews.

**7.2) AGM 2020**

Zack reported that he has received positive feedback regarding the event. Some procedures were not followed regarding elections and this will be addressed by the Governance Committee. Joanne asked the Board why only 9 seats are filled instead of the available 11. Sylvain stated that when Jovette Morin did her presentation on meeting efficiency she suggested that the Board not exceed 9 members.

**7.3) Business After Hours Relaunch**

Zack reported that he is still waiting to hear from Lyn from the municipality regarding the go-ahead for having guests at our office.

**8.0) Updates from Other Boards**  
  
NIL   
  
**9.0 Correspondence**

NIL   
  
**10.0) Next Meeting**

Next meeting scheduled form 6:30 pm on September 22nd at the West Nipissing Chamber Office.

**11.0) Adjournment**  
  
The meeting was adjourned at 7:26 PM.

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 Pamela Fraser, President Zack Lafleur, Interim Office Manager

