



CHAMBER

PEACHLAND

BOARD MEETING WEDNESDAY, NOVEMBER 7, 2018 MINUTES

Attendance

Directors Present: Rocky Rocksborough-Smith, Travis Oleniak, Murray Wood, Debra Kelly, Larry Guilbault, Dave Collins, Greg Sewell, Darlene Hartford

Regrets: Emma Oliver

Staff Present: Patrick Van Minsel, Jennifer Clute, Joey Byatt

1. Call to Order

The meeting was called to order at 5:31 pm by President, Rocky Rocksborough-Smith. There was no quorum for the October 15, 2018 Board meeting due to traveling Directors and health. The Agenda from the October meeting is carried forward.

2. Adoption of the Agenda

Motion: Moved by Murray Wood to accept the Agenda as presented.

Second: By Greg Sewell.

Carried

3. Adoption of September 17, 2018 Minutes

Motion: Moved by Dave Collins to adopt the minutes of the September 17, 2018 Board Meeting.

Second by: Travis Oleniak

Carried

4. Consent Agenda Reports

The following reports were circulated by email and no action was requested. Reports are attached.

- a. President Report
- b. Executive Director Report
- c. Tourism Manager Report
- d. Treasurer Report
- e. Membership and Advocacy Minutes September

5. Adoption of Consent Agenda Reports

Motion: Moved by Dave Collins to accept the Consent Agenda Reports as presented.

Second by Murray Wood.

Carried

6. Business Arising from September Minutes

- a. **Request for Visitor Centre Fee for Service Proposal Update** – Darlene Hartford, Rocky Rockborough-Smith

*Patrick Van Minsel won a seat on Peachland Council, therefore, removed himself from the meeting in lieu of a conflict of interest.

b. Strategic Plan update

After discussion of items a. *Fee For Service Proposal* and b. *Strategic Plan Update*, the following action will be taken:

- i. As outlined in the new Strategic Plan, President Rocky R. and Secretary Darlene H. will meet with the new Councilors individually to build a positive working relationship.
- ii. To request testimonials from the membership and Joey Byatt will provide substantiating statistics.
- iii. The Executive Director, Patrick Van Minsel (ED), has requested a reduction of five hours per week to 30 hours, to balance the Chamber workload with his responsibilities on Council. This was accepted by the Board.

- iv. Committees will continue working on the final draft of the four goals, expecting completion in December.
- c. All Candidates Forum Wrap-up
The Board agreed, the All Candidates Forum was a successful event, and all candidates received equal acknowledgement.

7. New Business

- a. Patrick Van Minsel, ED, will step down as the Chamber representative on the Peachland Economic Development Committee (PEDC) due to his position on Council. Dave Collins volunteered to fill the vacancy until January when the Strategic Plan is complete. Darlene Hartford is the alternate.
- b. ED also relinquished responsibilities of overseeing the operations of the Visitor Centre. The Tourism Services Director will report directly to the Board starting January 2019.
- c. A Financial Committee was selected by the Board to oversee the financials in assistance to the ED. This committee includes President Rocky R, Treasurer Murray W & Patrick VM (ED), Director, Larry Guilbault will be the alternate.
- d. As a means of succession planning for the Chamber, the ED will send a Skills Sets document to Directors within 2 weeks. This will assess the skill set of Directors and determine if they are in the position, for which they are best suited. There has been an expression of interest by five people, some are members, and others are potential members, to be placed on chamber committees. They will also receive the Skills Set document after becoming Chamber members.
- e. Director Emma Oliver has a new employer and relocated to Kelowna. The ED will contact her regarding her Director status.

8. Brainstorming

- a. The new format of implementing a *Consent Agenda* was reviewed for clarity. Reports under the *Consent Agenda* are to be submitted to the Executive Director (ED) 10 days prior to the Board Meeting. These Reports are emailed to Directors for immediate review. Directors are to contact the ED with any questions. Directors may request discussion of any *Consent*

- Agenda Report*, be added to the regular Agenda at the Board Meeting. If there are no questions or requests for discussion within 4 to 5 days, the reports are automatically approved and the motion for approval will be made without discussion at the Board Meeting. Reports of all committees could be placed on the *Consent Agenda* if requested. The ED recommended a small budget for special committees which would cover the cost of attending relevant meetings.
- b. The ED encouraged Directors to attend BC Chamber conferences. Some Chambers pay for staff to attend and Directors pay their own way. Conferences can cost \$600.00 plus accommodation and traveling expenses. The next conference is in May 2019.
 - c. Representatives from the PEDC, Visitor Centre, BEEPS, Tourism Promotions Committee and Arts Council are organizing a *Moonlight Masquerade Noir*, long table dinner, on August 15, 2019. Director Debra Kelly is the lead on this event. Debra also excused herself from the Awards night as she will be traveling.
 - d. BEEPS is hosting a Provincial Conference April 12 – 13, 2019 and will submit a report to the next Board Meeting.

9. Adjournment

Motion: Moved by Travis Oleniak to adjourn the meeting at 6:30 pm.

Carried

The next Board Meeting will be **Monday, November 26th at 5:30 pm.**

Signed By  _____, President

On 26th (day) of NOVEMBER (month), 2018.

Signed By  _____, Director

On 26 (day) of NOVEMBER (month), 2018.