



# CHAMBER

P E A C H L A N D

## BOARD OF DIRECTORS MEETING

Monday, September 17, 2018

### MINUTES

**Attending:** Travis Oleniak, Murray Wood, Dave Collins, Darlene Hartford, Rocky Rocksborough-Smith, Debra Kelly, Larry Guilbault

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

**Regrets:** Emma Oliver, Gregg Sewell

**1. Call to Order**

The meeting was called to order at 5:30 pm by President, Rocky Rocksborough-Smith.

**2. Adoption of the Agenda**

To add item 7b. Strategic Planning Update and item 7c. All candidates Forum, to Business Arising from the Minutes.

**Motion:**

Moved by Darlene Hartford to accept the Agenda as amended.

Second by Dave Collins.

**Carried**

**3. Adoption of Minutes, June 18, 2018 Board Meeting**

**Motion:** Moved by Dave Collins to accept the Minutes of June 18, 2018.

Second by Travis Oleniak.

**Carried**

**4. Guest Speaker**

Robert Scott of Masterworks, 2M Performance, spoke on coaching, training and performance measurement for small and medium enterprises (SME). He is an active member of Kelowna Chamber of Commerce. Robert is available for one-hour presentations on Performance Measurements for Peachland Chamber members any time after September 28, 2018. There is no fee.

**5. Reports:**

**Consent Agenda**

Patrick Van Minsel, introduced the concept of a Consent Agenda to the Board. Reports under a Consent Agenda include the President's, E.D.'s, Tourism Manager's and Treasurer's reports.

These reports are to be submitted to the E.D. ten days prior to the Board meeting. They will then be emailed to Directors. If action or discussion is requested by a Director, the report will be discussed at the Board meeting, otherwise the report will be automatically accepted. Reports on the Consent Agenda must be written; verbal reports are not accepted. This format will commence at the October Board Meeting.

**a. President - Rocky Rocksborough-Smith**

The President submitted a rebuttal letter to Peachland View, following a printed letter that expressed a Conflict of Interest with Peachland Chamber hosting the All Candidates Forum. The President's letter was informative and written in a positive manner.

Appreciation was extended to Murray Wood for providing informative links relevant to the Strategic Plan and to Darlene Hartford for summarizing the planning session discussions for sub-committee development and presentation.

**b. E.D. – Patrick Van Minsel - No Report**

**c. Tourism Manager – Joey Byatt – Verbal Report**

Initially, Visitor Centre stats reflected an increase of 550 people over 2017 summer stats. Wildfires and smoke, created from local, provincial and out of province fires, presented a negative down turn to visitor numbers with a decrease of 940 people visiting the Centre in August. Visitor Centre stats throughout the Kootenay and other areas in the province were down 35% to 50%. September stats are showing a noticeable increase.

**d. Treasurer – Murray Wood – Report attached**

The Financial Report was distributed by email and was available at the Board Meeting. Darlene Hartford expressed concerns of including the Treasurer Report in the Consent Agenda and preferred this item be included in the Regular Agenda allowing for discussion. It was decided to try the Consent Agenda, as presented, at this time.

Directors Wood and Hartford will meet with the E.D. on Tuesday, September 18<sup>th</sup> to discuss the presented September Financial Report in preparation of the RFP for the Visitor Centre Services contract.

**6. Motion to accept the Reports (Consent Agenda) as presented**

**Motion:** Moved by Travis Oleniak to accept the Reports as presented.

Second by Debra Kelly.

**Carried**

**7. Business Arising from June 18, 2018 Minutes**

**a. Request for Proposal, Visitor Centre Fee for Service, Update**

Jennifer Clute, Administrative Assistant, is near completion on the draft of the proposal. The draft will be emailed to Directors for approval. Jennifer was complimented on the thorough and professional submission. Appreciation was also extended to Joey Byatt for her contributions to the report.

**b. Strategic Planning Update**

Darlene Hartford presented a condensed draft of the August 13, 2018 Strategic Planning Session outcomes. Report attached. Sub committees were formed to develop and create time lines for the implementation of the four goals. Reports to be presented at the October Board meeting.

**c. All Candidates Forum**

The All Candidates Forum will be Monday, October 1, 2018 at the Community Centre.

**\* E.D. Patrick Van Minsel excused himself from the meeting for committee discussion; he is a Council candidate.**

5:00 pm Meet the Candidates  
6:00 pm School Trustee Forum  
6:30 pm Council Candidates Forum  
8:00 pm Mayor Candidates Forum

Only two questions have been received to date; two community volunteers will join the question selection committee.

Set-up for the Forum is 4:00 pm. Volunteers: Dave, Murray, Larry, Rocky

Set-up for coffee: Darlene, Travis, Joey

A Town Hall Meeting will be hosted by Friends of Beach Avenue (FOBA).

**8. New Business**

**a. 2018 BCCE Conference Report - ED**

At the conference, it was discovered Peachland Chamber is not in accordance with all regulations of the BC and Canada Chambers. The E.D.outlined changes and additions required. Steps will be taken to follow the regulatory format prior to the 2019 BCCE conference. Some changes include an annual agenda of meetings and succession planning of the Board. Some items are being addressed by the Policy and Advocacy Committee established in conjunction with the Strategic Planning Session. The E.D. will send out the documents requiring Board signatures.

**9. Brainstorming – None**

**10. Adjournment of the Board Meeting:**

**Motion:** Moved by Murray Wood to adjourn the Chamber of Commerce Board Meeting at 6:30 pm.

**Carried**

The next meeting of the Board will be Monday October 15, 2018 at 5:30 pm, Conference Room.

**Committee Meeting Reports:**

**1. Business Excellence Awards Committee:**

To be held Saturday, November 17, 2018 at Peachland Community Centre.  
Five Award sponsorships are available at a total value of \$750.00

Dave Collins will organize the Lifetime Achievement Award.

The dinner budget is \$25 per plate. Darlene Hartford will meet with the Gasthaus. 210 people attended the event in 2017.

The decorating budget is \$500.00. the committee is Darlene, Debra, Joey, Jenn.

The Silent Auction Committee is Murray, Gregg, Emma.

There will be a reception for all nominees at the new Johnston Meier office on the Monday, November 5<sup>th</sup>. This will also be the November, Business Made Social.

The 20<sup>th</sup> Anniversary celebrations for Peachland Chamber will be introduced at the Awards Night. The theme will be "Lighting the Way for Business". A 20<sup>th</sup> Anniversary logo will be designed for all Chamber communication; a preliminary design will be brought to the October meeting for approval.

**2. Business Appreciation Event**

To be held on Thursday, September 27<sup>th</sup> 5:30 – 8:00 pm at the Visitor Centre. This is an indoor & outdoor event.

**3. Policy & Advocacy Committee**

A follow-up from the Strategic Planning session will be held on Wednesday, Sept. 26<sup>th</sup> at 10:00 am at Visitor Centre.

Respectfully submitted,

*Darlene Hartford*

Secretary



Name + Signature + Date

*D. Retsborough Smith*

*7 Nov 2018*



Name + Signature + Date

*Travis Oleniak 7 Nov 2018*