

**BRAGG CREEK & AREA CHAMBER OF COMMERCE**  
**BOARD MEETING**  
**March 16, 2016**

1. Call to Order 5:32pm Suzanne
  
2. Adoption of Agenda Louise Marie, Mark Kamachi
  
3. Adoption of Minutes Louise Marie, Mark Kamachi
  - 3.1 Unfinished Business – additional item – Wellness committee poster – see 7.3
    - 3.1.1 Bylaw change (see attachment) – change as presented
      - Delete vote by ballot and add in vote by raise of hands  
Marcella moved to accept  
Gail second  
All in favor
  
4. President’s Report – see attachment Suzanne
  - 4.1 President’s Round Table
  - 4.2 Strategic Plan discussion at Member Meeting
  - 4.3 Pathway’s contract
  
5. Treasurers Report Marcella- motion to accept
  - 5.1 Financial Statements – February ( see attachment) 2<sup>nd</sup> Yvonne Smith  
All in favor
    - Suggestion to be presented monthly
    - Expenses: bookkeeping, website; Revenue: memberships, insurance
    - Board expenses to be submitted to Lori for reimbursement prior to second Wednesday of every month. Can put in drop box at the side of building (Countrywood)
  
6. Committee Reports
  - 6.1 Membership & Business Liaison Yvonne
    - 6.1.1 Welcome Wagon – see report attached
    - 6.1.2 Memberships
      - Up to 127 yearly members.
      - Issue with emails not getting through to [members@visitbraggcreek.com](mailto:members@visitbraggcreek.com)  
Fiona Perkins notified us of this problem. She and Terry Ross expressed interest in becoming members.
    - 6.1.3 Business Expo – no news to report
  - 6.2 Community Liaison – Tabled Lori
  - 6.3 Marketing & Communication Mark & Heather
    - Cowboy Trail Publication – Dave Kalinchuk has offered to pay for advertising – same as last year.
    - continued increase in analytics for social media and website visits
    - information boards in mall parking lots are complete
    - working with Bev and yourself to produce a “welcome” package
    - continued work on budgeting for the upcoming year: brochures, maps, pole banners, etc

#### 6.3.1 Website

- Members notified that we are looking for updates on profile, photos and info for website (Mackenzie)

#### 6.3.2 Social Media

- Travel Alberta Grant – need to re-apply. Marcella will check for deadline.
- Thank you to Board for sending both Mackenzie and Heather to Social YYC conference in June.

#### 6.3.3 Newsletter

- New addition to layout of newsletter – “Business Sense” section with format: thanking, introducing, encouraging. Make it more appealing to members.

#### 6.3.4 Public Relations

#### 6.4 Tourism

Andrew – tabled

##### 6.4.1 Cool Little towns

- Meeting on March 29<sup>th</sup> – Gail is hoping to attend. Waiting on minutes of previous meetings so she can get caught up. Continuity through Dave Kalinchuk (Rocky View) as he has attended all meetings. Permission to donate a few Murphy the Moose’s to Cool Little Towns, Approved by Board.
- Mark Kamachi will help Gail with meetings and communications as he is already involved through Admaki

#### 6.5 Festivals

Tabled

##### 6.5.1 Heritage

##### 6.5.2 Scarecrow

##### 6.5.3 Spirit of Christmas

##### 6.5.4 Winter Festival

#### 6.6 Grants

- Travel Alberta Report 2014-2015 (see attached) – results of survey monkey report on change in revenue for local business. Noted that results could be skewed based on businesses that responded. Survey will continue for another year
- Marcella will check out dates for upcoming grants and apply. E.g. Travel Alberta.
- Received funding for summer student in Visit Bragg Creek grant – Heather Ramsay will pull together

### 7 New Business

#### 7.1 Gail & Marina’s Responsibilities

- Yvonne has agree to temporarily take on taking minutes at both Board and Member meetings until replacement can be found
- Suzanne has indicated that a few people have stepped up to help Marina with Festivals.

#### 7.2 Donations & Sponsorship Guidelines

- Marcella agreed to take on responsibility for setting out guidelines for Chamber regarding donations and sponsorships. Suzanne suggested we look for reciprocation for donations.

#### 7.3 BC & Area Wellness Committee

- Gratitude Postcards – Wellness Committee asked us for input for location of postcards. Chamber felt it was not up to us, and decision should be left up to Wellness Committee.

### 8 Next Meeting

April 20, 2015

### 9 Adjournment 6:45pm

**SEE APPENDIX FOR FURTHER INFORMATION**