

Mayne Island Community Chamber of Commerce Board Meeting
 January 10, 2023
 6:30 pm, Sunny Mayne Bakery

Agenda Item	Responsibility
1. Land Acknowledgement	Lauren
2. Additions to the Agenda	Lise
3. Approval of the Agenda	Lise
4. Approval of October 11, 2022 Board Meeting Minutes	Lise
5. Correspondence -Mayne Island Parks & Recreation Washroom Request Letter	Lauren
6. Chair's Report	Lise
7. Treasurer's Report	
8. Membership Report	Lauren
9. Marketing Committee	Kat
10. Executive Officer Report -Projector -Bingo -Bonfire round-up -SGI Chamber Alliance -Canva Invoice -Brochure	Lauren
11. New Business: -Meeting/AGM dates and Agenda Setting -Tactical Plan Meeting -Board Members -Miners Bay Dock Project -BCIT Business Consulting Project -Networking Event between now and end of Feb -BCIT App	Marcus Lauren Marcus Lise Lise Lise
12. Continuing Business: -Welcome Signage -Member Survey -Mayne Island Parks & Recreation Washroom Funding Request -Budget	
13. Adjournment	Lise

In attendance: Drew Ferneyhough (Treasurer), Marcus Farmer (Member at Large), Gail Noonan (Member at Large), Lise Magee (Chair), Emily Walker (Member at Large), Jamieson Poncia, Jan Gumbmann, Lauren Underhill (Executive Officer)
 With Regrets: Kat Ferneyhough (Secretary)

1. Land Acknowledgement

We acknowledge that we are on the traditional territories of many of the Coast Salish First Nations. Our businesses and homes sit on this island, S,KTAK, a name recognizing the importance of the area encompassing Active Pass. First Nations people were pushed from this land by colonization, and we acknowledge that we recognize this history and aim to continue learning so that we may advance reconciliation and respect for the first peoples of this region.

2. Additions to the Agenda:

- App development through BCIT program

3. Approval of the Agenda

Motion to approve the Agenda by Gail Noonan, seconded by Marcus Farmer CARRIED

4. Approval of Minutes

Motion to approve the October 11, 2022 board meeting minutes by Gail Noon, seconded by Emily Walker CARRIED

5. Correspondence:

1. Funding request from Mayne Island Parks & Recreation Commission regarding Mayne Island washrooms.

- The letter requests entering into a cost sharing agreement with the Chamber for washroom costs; however the Chamber board is uncomfortable doing this. There is interest in helping with funding a specific item or items as a one-time donation. Lise & Emily will follow up in a conversation with Michael Kilpatrick from the Mayne Island Parks & Recreation Commission.

6. Chair's Report:

- Lise did not send the CRD a letter regarding funding for internet connectivity, because it was focused on Saturna and Galiano. The board needs to decide how to lobby for Mayne Island's internet needs.
- Lise will be attending the IMPACT sustainability travel and tourism and conference with the SGITPS delegation. She will look into what group or company would be best to do a workshop on island for businesses.

7. Treasurer's Report

- All banking information has been sorted out. Lise and Drew are now listed as signers, with everyone else removed.
- Current bank balance is \$81,796.55
- Drew will work on getting a spreadsheet done to help with monthly reports and budgeting.

8. Membership Report

- 111 members, 57 are from on-island.
- 5 members have not paid membership, Lauren is following up.

9. Marketing Committee:

- No meeting has occurred, Lauren will help co-ordinate marketing committee meeting.

10. Executive Officer Report

- Projector: Old projector has been taken and have asked Gord if he has any advice on what Chamber should get as new projector.
- Bingo: Sent email to other island chambers emails to see if interest to partner in bingo; Galiano and Pender responded that they're looking at doing bingo, but have not heard back on any definite plans. Time is moving fast, so we need to make call on whether we want to continue this project. Last year the event ran from Feb. 1-14th; however, once the event ended the consensus was that an additional week would have been great. Event would help remind people to shop local.

Motion to run Love Local Bingo in 2023 from February 5th-25th, with funds allocated up to \$2500. Motion by Drew Ferneyhough, seconded by Gail Noonan. CARRIED

- Bonfire Round-Up: Had good attendance, thank you to Gail & Drew for dispensing drinks, and Emily and Shem for providing food/drinks etc. Total cost \$725.00 + \$20 urn rental from Lions. Michael Kilpatrick from MI Parks & Recreation was a fantastic co-ordinator.
- SGI Chamber Alliance: Waiting to hear if another meeting will be set for this. If a meeting is scheduled, Lauren would appreciate a board member attending so that they can share questions and concerns.
- Canva Invoice: Lauren is using Canva for social media and graphics for the Chamber and is requesting that the Chamber cover 50% of the annual cost, which works out to \$75.

Motion by Drew Ferneyhough to cover 50% of the annual cost of Canva program, equalling \$75. Seconded by Marcus Farmer. CARRIED

- Brochure: Time to get started on 2023 brochure. Looking at doing a new cover, but not a lot of other changes other than edits. Lauren will get brochure numbers from Certified folder to help guide number to print. Printing date goal is beginning of May. The Chamber board also supports the creation of a studio tour map by the Southern Gulf Islands Arts council, as well as the continuance of their studio tour weekends.

11. New Business

- Meeting, AGM/Agenda Setting: With getting quorum being difficult, it would be good to set the next meeting date at the end of each meeting with it noted in the minutes and agendas.
- Tactical Plan Meeting: We had discussed having Jacqueline do a SGITPS tactical plan info session for members. Could also be good to get Jamie to do a SGITPS presentation social media/marketing plan presentation. Lauren will ask members if they're interested in a presentation from them.
- Board Members: Two possible new board members joining meeting tonight.
- Miners Bay Dock Project: Brian Dearden is working with volunteers to help revitalize Miners Bay Dock. They have received many in kind donations and are currently working on dock repair. The creosote pilings are holding up, but a lot of deck repair needs to be

done. Also looking at installing new railings and a covered/protected seating area for people waiting for the seaplane/school boats, etc. The Chamber board would like to see a welcome sign welcoming boaters coming to the island as well as a covered brochure holder. The Chamber may be asked for a financial contribution, dependant on amount of funding covered by other sources.

- BCIT Business Consulting Project: Blue Vista is going to be working with Tourism Marketing students to come up with a marketing plan. Would the Chamber like to share the costs of this (\$250 each, \$500 total), to have the students work on a plan for the Chamber as well? Lise will be working with co-ordinator on the project.

Motion by Marcus Farmer to fund the \$250 fee to have BCIT Tourism Marketing students work on a marketing plan for the Chamber, seconded by Drew Ferneyhough.

CARRIED

- BCIT Communications Industry Projects: Another student program that for \$500 (waived for non-profits) has students work on IT or software development projects. Would be great to have them create an app that allows users to see what shops etc. are open on Mayne Island. To do this, the Chamber needs to write a proposal and then have the students pick the project.

Motion by Marcus Farmer to spend up to \$1000 on having students create an app for Mayne Island Businesses, seconded by Gail Noonan.

CARRIED

- Networking Event: Would like to host a Chamber mixer/networking event prior to the end of February. This could be tied in with the end of the Love Local Bingo event. Lauren will ask Springwater if able to do. Chamber would cover the costs (snacks/appetizers, 1 drink ticket per person), preferable under \$1000.
- Member Survey: Great info received from member survey. Priorities were lobbying (Chamber needs to form plan for internet/accessibility coverage lobbying), sustainability (Lise will be going to IMPACT conference, which will help inform good group to have present on Mayne), and Extended Health Coverage info (done). Best time for workshops/presentations are early in week, Tuesday, 6pm. Lauren will contact Mitch to see about a small business accounting workshop.

12. Continuing Business

- Welcome Signage: Ongoing, trying to find new contact within MoTI
- Member Survey: Member Survey has been completed, with summary of results done up. Will share results with members.
- Washroom Funding Request: Letter has been received from Mayne Island Parks & Recreation regarding. Board has discussed and does not feel comfortable adding washroom funding as a line item in annual budget; however, may be able to fund one-time additions to help reduce vandalism. Lise and Emily will sit down with Michael Kilpatrick from Parks & Rec to see if can come up with a plan.
- Budget: Ongoing

Motion to adjourn by Marcus Farmer at 8:31pm, seconded by Gail Noonan

Upcoming Board Meeting Dates: February 7, March 14, April 4, May 9
2023 AGM: May 16

Action/Project List Updated January 24, 2003			
Project	Date Introduced	Responsibility	Progress
Follow up with Michael Kilpatrick regarding Parks & Rec Washrooms	2023-01-10	Emily, Lise	In Progress
Lobbying for Better Connectivity	2023-01-10	Board	In Progress
Determine Company to Present on Sustainability to Island Businesses	2023-01-10	Lise	In Progress
Create Financial Spreadsheet to help with Reports/Budgeting	2023-01-10	Drew	In Progress
BCIT Marketing Project	2023-01-10	Lise as lead	In Progress
BCIT App Creation	2023-01-10	Lise as lead	In Progress
Projector Purchase	2023-01-10	Lauren	In Progress
Love Local Bingo	2023-01-10	Lauren	In Progress
Canva Invoice	2023-01-10	Lauren	In Progress
2023 Brochure	2023-01-10	Combined	In Progress
Membership Invoices	2022-10	Lauren	In Progress
Marketing Committee Meeting	2022	Lise, Kat, Emily, Gail	In Progress
Welcome Signage		Lauren, Kat, & Drew	In Progress
Budget Creation	2022	Board	On Hold
Tactical Plan Review with Jacqueline from SGITPS	2022-10-11	Lauren	Changed/ Cancelled
Pre-set meeting dates	2023-01-10	Lauren	Complete
Gail to join SGITPS Marketing Team	2022-10-11	Lise & Gail	Complete
Drew to Coast Capital for signing authority	2022	Drew	Complete
Quickbooks Sign-up & Date Input	2022-10-11	Lise & Lauren	Complete
Member Survey	2022-09	Lise & Kat	Complete
Chamber Plan Info Session	2022-10-11	Lauren	Complete