

Mayne Island Community Chamber of Commerce  
Board Meeting  
February 10, 2015 at 7pm  
House on the Hill, Mayne Island Building Centre

Board members in attendance: Brian Dearden, Lorie Brown, Toby Snelgrove, Andy Pearson, Bill McCance, Richard De Armond, Sharon Hinton

Regrets: Richard Jarco, Millie Leathers

Agenda Item	Responsibility
1. Georgia Johnson discussing possible upcoming festival	
2. Additions to the agenda	Brian
3. Approval of the agenda	Brian
4. Approval of the minutes from last meeting	Brian
5. Business arising from the minutes -Previous action items	Brian
6. Chair's Report -Chamber Chatter	Lauren
7. Treasurer's Report	Andy
8. Membership Committee Report	Sharon, Richard De Armond
9. Marketing Committee Report	Toby, Lorie, Andy
10. Bylaw Discussion**	Millie
11. Next General Meeting Date/Advertisement	
12. Brochure	Richard De Armond
13. Support of the Active Pass Festival	Sharon
14. Adjournment	Brian

\*\*delayed until next meeting unless Sharon wants to discuss

**Meeting brought to order by Brian Dearden at 7:06pm**

1. Georgia Johnson Discussion of possible upcoming festival
  - Georgia is looking at organizing a performance festival (theater, circus artists, classical musicians, dance, installations, etc.) on Mayne Island in the late summer/early fall. There would be two weekends of events, which could be held in the community centres (Ag Hall etc.), and site specific areas (Mt. Parke etc.), and workshops during the weeks. She would like to bring events here that haven't been done before. Her target audience would be people of all ages, with workshops being held for adults. She is looking for funding ideas as well as general ideas about putting on a festival.
  - It was suggested that she have the event in September, which would help accommodation in the shoulder season and because it would still be busy enough that there would be an audience for the event. It was also suggested that she talk to Brian Crumblehulme, and the SGI Arts Council, along with tying the event to other islands.
  
2. Additions to the agenda
  - Horton Bay signage [discussed in Marketing Committee Section]
  
3. Approval of the agenda

**Motion** to approve by Sharon Hinton, seconded by Bill McCance

**CARRIED**

4. Approval of the minutes from last meeting

**Motion** to approve by Richard De Armond, seconded by Toby Snelgrove

**CARRIED**

5. Business arising from the minutes

Previous Action Items:

- Discussion regarding the Chamber Chatter: When Brian Dearden was writing Chamber Chatter, the article was sent out to board prior to being sent to Alea for the Mayneliner. The board would like to continue this practice of seeing the article prior to it being sent to Alea.
- The Vancouver Sun printed the letter that Brian sent to them in regards to negative press about Mayne Island.
- The marketing committee will forward a .pdf of a Chamber advertisement to Lauren once ad is approved.
- Toby Snelgrove discussed potential wharf signage with Bill McCance.
- Brian has not contacted the Mayne Mall owner regarding the brochure rack.
- Richard has not yet talked to the parks and rec committee.
- Toby sent suggestions of a projector and screen to the board.

**Motion** by Richard De Armond to purchase the suggested projector and screen. Seconded by Sharon Hinton.

**CARRIED**

- Richard added the church symbol to the brochure map.
- Toby Snelgrove did a poll regarding islanders receiving Aqua and sent the results to the publishers.

**Action Item: Lorie to forward .pdf of Chamber ad to Lauren once the ad is approved.**

6. Chair's Report

**Motion** by Toby Snelgrove that whomever writes the Chamber Chatter distribute to it to the board to ensure accuracy of information prior to sending it to Alea. Seconded by Richard De Armond.

**CARRIED**

- Ideas for Chamber Chatter: Promotion of the Active Pass Festival, news about the new brochure (new look, on time), welcome to new businesses and dates of the upcoming general meetings.

**Action item: Lauren to look at the membership list and let Millie know who the new businesses are.**

7. Treasurer's Report

- Treasurer's report was distributed to the board members and is attached with these minutes.
- Discretionary balance is \$22,617
- There was correspondence from an inmate of a penitentiary requesting information about moving to Mayne Island.

**Motion** to accept the Treasurer's Report by Sharon Hinton, seconded by Lorie Brown.

**CARRIED**

8. Membership Committee Report

- Nothing to report

9. Marketing Committee Report

- PDF mock ups were shown of advertisements, which will be seen in Black Press publications, Aqua, and Georgia Strait

- Bill showed mock ups of signs for Island docks, with ideas including having a map of Mayne Island, wording such as “Welcome to \*insert port name here\*”, and having a timber post sign at Miner’s Bay.
- It was suggested that it could be difficult to put up a structural sign, and that instead, the sign should be posted on the existing dock.
- Also suggested was having welcome signs to specific areas of the Island (Horton Bay, Village Bay, etc.)
- Should the Chamber just commission signs and put them up, or have a design contest?

**Action Item: Brian Dearden to talk to Richard Jarco about getting Matt Bolla involved in making sign(s)**

**Action Item: Bill McCance to talk to Parks Canada to find out about painting “Mayne” on Georgina Point Lighthouse**

#### 10. Bylaw Discussion

- Currently Chamber bylaws list Secretary/Treasurer positions under one bylaw; there needs to be a bylaw separating these two job descriptions.

**Action Item: Bylaw committee to look at BC Chamber of Commerce to see how they separate the positions.**

**Action item: Lauren to send job description to Millie.**

#### 11. Next General Meeting Date/Advertisement

- The AGM should be held during the week of May 11<sup>th</sup> and the April General meeting during the week of April 8<sup>th</sup>.

**Action Item: Lauren to check Community Centre for availability for meetings.**

[The General Meeting will be on April 9<sup>th</sup> and the AGM on May 14<sup>th</sup>]

#### 12. Brochure

- There have been no negative comments from brochure feedback.
- A mock-up of the brochure has been posted by Toby at the Root Cellar until Thursday, February 13<sup>th</sup>.

**Action Item: Richard De Armond to discuss the numbers of brochures to order with Alea, adding another %10 to the printing run.**

#### 13. Support of the Active Pass Festival

- Sharon was wondering about what steps were being taken to advertise the Active Pass Festival. Her question was answered through earlier marketing committee discussion.

**Action Item: Lorie to contact Michael Dunn in regards to having event postcards to hand out to people.**

**Action Item: Sharon to send an email to Michael Dunn asking about having a poster with the Festival schedule on it for people to see.**

#### 14. Adjournment

**Motion** by Sharon Hinton to adjourn meeting, seconded by Lorie Brown. Meeting adjourned at 9:03pm. **CARRIED**

**Next Board Meeting will be at 7pm at the House on the Hill on March, Tuesday the 10th.**

<b>Summary of New Action Items</b>		
<b>Action Item</b>	<b>Responsibility</b>	<b>Status/Timeline</b>
Lorie to forward .pdf of Chamber ad to Lauren once the ad is approved	Lorie	March 10
Lauren to look at the membership list and let Millie know who the new businesses are.	Lauren	February 20
Brian Dearden to talk to Richard Jarco about getting Matt Bolla involved in making sign(s)	Brian	March 10
Bill McCance to talk to Parks Canada to find out about painting “Mayne” on Georgina Point Lighthouse	Bill	March 10
Bylaw committee to look at BC Chamber of Commerce to see how they separate the positions.	Sharon/Millie	March 10
Lauren to send job description to Millie.	Lauren	March 10
Lauren to check Community Centre for availability for meetings.	Lauren	February 20
Richard De Armond to discuss the numbers of brochures to order with Alea, adding another %10 to the printing run.	Richard De Armond	Prior to printing
Lorie to contact Michael Dunn in regards to having event postcards to hand out to people.	Lorie	March 10
Sharon to send an email to Michael Dunn asking about having a poster with the Festival schedule on it for people to see.	Sharon	March 10
<b>Action Items –In Progress</b>		
<b>Action Item</b>		
Marketing committee to send .pdfs of advertisements to Lauren so that she can post them on the website and Facebook.		Lorie
Millie to forward email from booking agency to accommodation providers.		Millie
Lauren to send out an email to the membership requesting materials for welcome bags.		Lauren
Richard De Armond will see about the Pathways and Trails Association talking to Parks and Rec about putting up a welcome booth funded by the Chamber of Commerce in the Miner’s Bay area.		Richard De Armond
Brian to contact the owner of the Tru Value Mall in regards to the brochure rack at the mall.		Brian
<b>Action Items –Completed Since Last Meeting</b>		
<b>Action Item</b>		
Lauren to add Chamber of Commerce Manual Discussion to February agenda		
Millie to mention the Active Pass Nature Festival in the Chamber Chatter as well as the fact that the Chamber has gained 10 new members in this last membership drive.		
Brian to write a letter to Global News and forward to the board for comments.		
Richard De Armond to send Lauren membership list		
Lauren to put the brochure as a topic for the February agenda		
Toby Snelgrove to ask Bob (?) about possible welcome signage layout.		
Work on getting a directory for the Chamber website put together		
Toby Snelgrove to research projectors and screens and then bring a proposal to the board regarding the purchase of this equipment.		
Richard De Armond will add a symbol for the church onto the Chamber brochure.		
Toby Snelgrove to contact Aqua Magazine regarding distribution on Mayne Island.		