

Mayne Island Community Chamber of Commerce Board Meeting
 March 14, 2017
 6:30 pm at the Root Cellar

In Attendance: Toby Snelgrove (President), Sharon Hinton, Lorie Brown, Sue Duncan, Bill McCance (Vice-President), Lauren Underhill (Executive Officer)

With Regrets: Colleen Fraser, Anna Bates

Agenda Item	Responsibility
1. Additions to the Agenda	Toby
2. Approval of the Agenda	Toby
3. Approval of February 2017 minutes	Toby
4. Business arising from the minutes	Toby
5. President's Report	Toby
6. Treasurer's Report	Toby
7. Membership Committee Report	Anna, Sharon, Colleen
8. Marketing Committee Report	Toby, Lorie, Sue
9. Executive Officer Report	Lauren
10. Adjournment	Toby

Meeting Called to Order at 5:30

1. Additions to the Agenda

- Nothing to add

2. Approval of the Agenda

Motion to approve the agenda

CARRIED

3. Approval of the February 2017 minutes

Motion to approve the minutes

CARRIED

4. Business arising from the minutes

- More quotes are needed for engineering of the tourist information kiosk. Bill has contacted multiple engineers, but has only received one response. Additionally, an estimate is needed on construction costs so that a budget can be developed for fundraising.

Action Item: Toby to talk to Bob Irving to see if he has any engineering contacts that might provide a quote.

Action Item: Lauren to post a request for engineering quotes on the Mayne Island Buy/Sell & Working Page.

- In regards to recruiting board members the question was raised as to whether the board can have community members (as opposed to business owners) since the Chamber is a "Community Chamber of Commerce." This was met with positive comments, but with the idea that the number of community members be limited to a specific number. However, the constitution needs to be reviewed to ensure that community members can be on the board.

[Relevant excerpt from Chamber bylaws Article III, Section 8: "Any reputable person,

directly or indirectly engaged or interested in trade, commerce or the economic and social welfare of the District, shall be eligible for membership in the Chamber.”]

- Both Anna and Lorie will be leaving the board. A list of possible members was identified with individual board members assigned people to contact.
- The AGM will be on the 17th of May at 6:30pm. A board meeting will be held on May 10th at 5:30.

Action Item: Lauren to send Sue the contact information for the Pender Island Chamber of Commerce.

Action Item: Lauren to book a location for the AGM.

5. President’s Report

- The primary concern right now is to ensure that the board will have enough members for the 2017-2018 year.

6. Treasurer’s Report

- The Chamber’s account balance at the end of February is \$26,000.

7. Membership Committee Report

- The Chamber has two new insurance members.

8. Marketing Committee Report

- Lorie has submitted an advertisement to West Coast Families Magazine.
- At the moment there is question as to whether belonging to the consortium is beneficial to the Mayne Island Chamber.

9. Executive Officer Report

- The Facebook Ad for the brochure has been doing quite well.

10. Adjournment

Meeting Adjourned at 6:30

Next Board meeting on April 11th

Summary of Action Items		
New Action Items	Responsibility	Status/Timeline
Toby to talk to Bob Irving to see if he has any engineering contacts that might provide a quote.	Toby	ASAP
Lauren to post a request for engineering quotes on the Mayne Island Buy/Sell & Working Page.	Lauren	ASAP
Lauren to send Sue the contact information for the Pender Island Chamber of Commerce.	Lauren	ASAP
Lauren to book a location for the AGM.	Lauren	ASAP
Action Items in Progress		
Bill McCance to develop an RFP requesting certified engineering drawings of the proposed kiosk.		
Bill McCance to draft a letter requesting funds for the kiosk to be sent to other island groups.		
Toby will write a letter to the Conservancy on behalf of the Chamber in support of the St. John Point acquisition fundraising.		

Lauren will update the membership application with new Chamber fees.
Anita, Colleen, and Toby will meet to go through the board financials.
Bill will ask MIPRC for a letter confirming the library location will be allowed to be used for a tourism kiosk.
The board needs to develop a mission statement. -Need to review what is stated in constitution, re-establish goals, and talk to Brian Crumblehume as to the original purpose of MICCC.
Lauren will pass on information about Mayne-opoly to Chamber members for Kat Ferneyhough.
In order to learn about the mission statements and memberships of other island Chambers, Toby will contact the Galiano Chamber, Anita will contact the Saltspring Chamber, and Sue will contact the Pender Chamber.
Colleen to check with Anita to see if any cold calls have been made to recruit new businesses and former members
Action Items Completed Since Previous Meeting
Bill to contact Jerry Isaac and/or Bob Irving to do engineering drawings for the kiosk
Lauren to find out about insurance for board members.
Toby Snelgrove to contact Janet Clouston about lack of response on consortium issues.
Lauren to draft a notice of interest in purchasing UAV footage of Mayne Island for promotional purposes.
Lauren to renew the Chamber's BC Marine Trails membership
Lorie will distribute brochures on the island. Lauren will take them to the RE/MAX office.
Items on Hold
Toby will take initiative to see how a sign acknowledging that the Chamber installed to brochure rack outside of True Value can be installed.
An ad will be submitted for the February Mayneliner asking for volunteers to donate labour, do engineering drawings, and donate money for kiosk construction. Current drawing will also be submitted.
Board member to approach the Legion/Lions to see if they want to donate for kiosk
Colleen to organize an open casual coffee-style meeting to determine what the "islander" vision is