

**MARKDALE CHAMBER OF COMMERCE
BOARD MEETING – Mar.18, 2010**

MINUTES – DRAFT

ATTENDING: Doug Crawford; Charmaine Peever; Don Kopplin; Wayne Fitzgerald; Lynn Silverton; Janie Badgerow; Rick Gamblen, Kathy Gamblen; JD Daly; Kate Russell.

REGRETS: Charlie Nicholson

DINNER: \$60 collected for dinner – toward

CALL TO ORDER: 7:00 p.m.

AGENDA ADDITIONS: None.

APPROVAL OF PREVIOUS MINUTES: Review and approval of Feb.18, 2009 minutes.

MOTION: Moved by Kathy Gamblen, seconded by Don Kopplin that the minutes from the previous meeting held Mar. 18, 2010 be accepted as presented. Carried.

BUSINESS ARISING:

- **Membership drive brochure** – pending
- **Memorial donation to Durham Hospital** – done – cheque not cashed yet.
- **Merger discussions** – approval in principal – Flesherton president away. Sometime in April before meeting again. Would like to have some sort of discussion on what want and expect. Lynn mentioned the people at Flesherton AGM were thrilled to hear of the potential to merge. Flesherton had election – same board by 2 new people – Mr. P at Knight’s Inn and Diane Jackson of Donabie’s. Committee needs to be formed. Put on agenda for GM in April to receive feedback. Give membership a background on this as well. Have a committee meeting with Flesherton in May. Needs people to be on committee – Doug, Rick, JD.
- **FT Hill** – press release still pending.
- Wayne read the letter from Dan Pust regarding the final outcome of the FT Hill Estate bequest. Copy on file at office. Included a copy of the judgement, ledger report and form of release for settlement. Holdback of \$10,000 for income tax. If no liability – then will be split between the Chamber and municipality. Compensation for the lawyer, Mr. Willis needs to be reviewed. Wayne will have a conversation with Pust when he is back from holiday. Some concerns have now been settled. Suggested the release form is good, but may be some recalculation. Now satisfied with \$80,411.96 + \$8,000 from income tax holdback.
- Don Kopplin asked about a bank account – should be separate account.
- Wayne suggested the will terms – non-profit – will be overseen by the office of the trustee. It’s very clear how we can and can’t be used. Likely will be audited. If found in contravention, then may have to pay back. Let’s not monkey around with this.
- Judgement – everyone should have a copy and how it will be limited.
- How is it to be managed? Wayne suggested there is a Community Foundation of Grey Bruce – Kate read an email. Invite Roberta Brignell to come out and explain. Could present to general membership – seeing Chamber in action. Sign in at the GM. Wayne has been guiding light since the beginning, makes since he should be there. We should wait until May. Lynn suggested having a meeting with Flesherton in April, then reporting on that meeting at a GM in May.
- Kathy asked if this would then cover the whole Grey Highlands into the fund. No can be limited by our own rules. Rick suggested he could discuss this with Roberta Brignell and see how it works. Kate

offered that in her discussions with Roberta, she had outlined that the foundation will promote, receive donations and do legal and accounting functions.

- **ACTION:** Kate will email judgement to all board members. Press release pending.
- **Budget** – no meeting as yet with Don & Doug. Should have one done by now. Set a meeting for next week – Wednesday evening.
- Kathy is concerned about tweaking Cruise Night.

PRESIDENT'S REPORT:

Tim Horton's Public Meeting – Doug, Kathy, Rick attended the meeting. Stewart Madill will put forward to council to see a Tim Horton's at his location. He will be putting the idea forward. Man who owns the property to the south could move it from the gas tanks.

JD read a copy of his letter to the community. Copy available at the Chamber office. Went with a map of where to get coffee in town. Concerns about plaza etc.

ACTION: Kate will put the Chamber statement on letterhead and request notification of any further public meetings and notification of a decision. Kate is also typing up her notes from the public meeting and will post them to the website.

Economic Development Cmte. – Feb. 4th meeting held with Doug, Wayne, Rick and Stewart Halliday in attendance. Discussed a goal for the committee. Improve the development climate in the municipality, to help present business achieve their potential and work with the municipality to reach goals to be achieved. Stewart to speak to committee of the whole about strategic plan for Markdale. There were no minutes from the meeting, Doug had notes. Kate suggested she could be included in these meetings to take minutes and do follow-up for the committee.

Council suggestion – Stewart Halliday is seeking approval from council to enter into a strategic planning process for Markdale immediately, as the municipality must look at the entire municipal strategic planning. Markdale strategic plan is important as soon as possible due to development pressure. The mayor did not agree when the idea when it was suggested during a council meeting by Stewart. Mayor thinks planning should be looked at overall, not piecemeal. Perhaps the Chamber could write a letter in support of Stewart's proposal. It was mentioned that the builder of the Tim Horton's property mentioned that development in the village was pending due to a need to further develop local industry. Board thinks there is already a need for more housing. It was thought the BR&E results could also inform the strategic planning process for the village.

ACTION: Kate will draft a letter to the municipality offering support of the idea of entering into strategic planning for Markdale sooner than the rest of the municipality.

Chapman's update – presented engineers report at last council meeting to make council aware of what is going on. Want it to be front and centre. After that Lynn came as member of Chamber – potential meeting with Stewart, Lynn, Doug and Chapman's. They are going as Chamber members. David gave Doug some Chapman's drawings – do we want some at the Olde Firehall. "A" Street alignment needs to be part of that meeting. Wayne suggested there are some issues with the A Street, where it connects to other streets. Lynn thanked Doug and the Chamber for support in this.

ACTION: Drawings will go to the Chamber.

Merger discussions – see above.

Website directory update – Doug said it is almost done. We have provided info from our end. A final meeting will be held with the committee at the end of the month. Possibly March 31st. Charmaine outlined that Chamber wanted churches included in the list.

MEMBERSHIP REPORT:

Renewals – Membership report for Kate. 47 members + 2 more tonight + 9 insurance members. Some insurance group benefits people need to pay.

Follow-up calls – Kathy and Wayne will do these. Rick mentioned that a man from OCC spoke at Hanover Chamber – there are issues – listed advocacy and benefits the OCC does for members. The Hanover Chamber will put on website. This will be included on website.

PAST PRESIDENT’S REPORT:

FT Hill bequest – update – see above.

Foundation bank account etc – see above.

TREASURER’S REPORT:

Financial Statements – Don Kopplin reported with a current financial statement. Cash flow issue is passed – memberships eased pressure. Profit and loss went from deficit to surplus from memberships. Consider the pending fees coming in for BR&E.

GIC – is there something else we want to put the GIC monies. Perhaps we can look into where it can be done.

MOTION: Moved by Wayne, seconded by Lynn Silverton to investigate increasing the return on the GIC funds and that the executive with signing authority to proceed with that transfer to an investment vehicle.

ACTION: Doug and Don will sign off and put it in a high interest savings account. Get info from Ag. Society.

MOTION: Moved by Rick, seconded by Janie to approve the treasurer’s report. Carried.

Payables – Payables were reviewed – see attached. The lease payment to the municipality will be paid in installments. Past bill deferred until the FT Hill monies come in. Defer the payment to Owen Sound for co-op ad in Grey Bruce Escape to next meeting. Treasurer will review the monies on hand to determine if any other bills need to be postdated.

MOTION: Moved by Charmaine Peever, seconded by Kathy Gamblen that the treasurer pay the bills other than those deferred. Carried.

COORDINATOR’S REPORT:

BR&E Report – surveys are coming back and mostly entered. Thanks to Kathy and Wayne for assisting with the data entry. 52 surveys were completed with the end of the project pending soon. Rick commented on the Hanover BR&E collecting important information for the Chamber there about Chamber business. We may have missed an opportunity to gather information through the survey.

Need new computer – Wayne offered to front the cost of a new computer as the office really needs one as the current desktop there is very old (10 years). Quotes on computers will be sought and may ultimately need to do some fundraising to pay for this. Kate mentioned she applied for funding for a computer through the JCP project which is still pending to do another BR&E sector-specific for the agriculture sector. Rick suggested a list of what is needed be put together to guide the computer purchase. Kate is still looking into TechSoup for computer-related donations. It would be appropriate to have a committee to review computer options and make the decision on what to purchase.

MOTION: Moved by Wayne Fitzgerald, seconded by Don Kopplin that the Chamber spend up to \$1500 to purchase a new computer and programs for the office. Carried.

CAF2 grant – still awaiting a decision on this. Kate has spoken to the BMO bank and SEDC regarding the potential of transitional funding for this. The Chamber has applied for \$300,000 towards capital costs to fix up the Olde Firehall. Applications quoted the FT Hill funds to secure the transitional financing which will be required due to the reimbursement quality of the grant. Further investigation is pending the award of funds.

Markdale Ag. Society – Kate reported for the information of the board that the MAS is seeking upgrades to outdoor power at the Centre Grey Rec. Complex to install a 3-phase outdoor electric booth.

Markdale History Books – municipality has 900 of the Crossroads of Grey book in storage. It was suggested the Chamber write to the municipality to obtain access to sell these books at the tourism information booth.

ACTION: Kate will write the municipality regarding these books.

Meeting dates 2010 – Meeting dates for 2010 were reviewed – see attached. It was thought since the board may not have quorum for April meeting, this will not be a General Meeting – with the May meeting being a GM instead. Board meetings will still be held at Sidekicks Café, with dinner by donation at 6 p.m. followed by meeting. The golf tournament was removed from the schedule. There will be no regular meetings in July or August.

MOTION: Moved by Lynn Silverton, seconded by Wayne Fitzgerald that the meeting schedule for Chamber's 2010 meetings be approved as amended. Carried.

CORRESPONDENCE:

- Chamber group insurance plan report – un-paid marked by coordinator - **\$509.27 income**
- Hydro discounter email – not investigated to date – shall coordinator look into this? **YES**
- **OUTGOING** – letter re: Markdale History books – to municipality – for souvenirs
- SEDC - Training for Transition – Regional Green Jobs strategy – anyone interested?
- Markdale Standard - Salute to Volunteers – annual ad – **\$150 + tax - go ahead? NO – WILL THANK VOLUNTEERS AT AGM THIS YEAR.**
- Wellington North – Showcase – **potential event idea** for Markdale – interested?
- Edwards Insurance – email – re: **D&O and liability options for this year – direction?**
- Just Business People – magazine – interest in subscription?
- Tourism Meets Agriculture – upcoming **event march. 30** – any interest?
- Canada Post – Literacy awards – any interest?
- OCC – An Evening with the Deputy Ministers – any interest?
- Hydro One – Time of Use policy implementation – file?
- Chambers Insurance Corp. of Canada – **request for nominations for director – Gamblens?**
- Savour & Invest in Grey Bruce – **Agri-tourism group** – interest?
- Bayshore Broadcasting – **April/May shop local campaign – continuing?**

MOTION: Moved by Janie Badgerow, seconded by Charmaine Peever to continue the shop local campaign through April and May. Carried.

- Beavercrest Community School – re: Citizenship Award - **\$40 – continue? YES (budget)**
- Grey County Transportation Dept. – return of \$500 deposit for parade – file.
- OMAFRA – **Rural summer jobs program** – applied to CSJ – apply here also? **NO**
- Annesley United Church – receipt for \$200 donation for Christmas Hampers
- Bayshore Broadcasting – invite to Impact & Culture of Alcohol Use – April 22 – interest?
- Community Foundation Grey Bruce – **FT Hill foundation option – to FT Hill committee?**
- RBA Financial re: **investment fund for FT Hill Foundation – to FT Hill committee?**
- SEDC – Rose Austin – will consider **transitional financing CAF2 – CAF2 committee?**
- Dunlop, Johnson, Pust – re: FT Hill bequest ledger report – awaiting direction

NEW BUSINESS:

Farmer's Market – approval to advertise the Farmers' Market has been received from the board. Charmaine suggested the board still needed to formalize the approval of the market and come up with policies and look into insurance coverage. Information for the Grey Bruce Ag. & Culinary Assoc. map has been sent, the market will be on this regional map for 2010. A Grey Bruce Farmers' Market Network may be forming with sponsorship

from the Local Food Project under Freeman Boyd. A letter to council about the Farmers' Market is still pending.

ACTION: Kate will attend network meeting and prepare a letter to council.

Sidewalk cleaning – Kate mentioned the downtown is very messy after the winter. The municipality will do its regular clean up soon.

Beautification committee – Kate offered that the Rotary/Ag. Society and Horticultural Society may be interested in forming a committee with the Chamber to look into beautification. Specifically Rotary Park and gateway signs – which are looking old. This committee could also look at the plantings through town etc. Rick mentioned it is sad that some people don't seem to take pride in their storefronts, so the downtown looks slightly depressed.

Planters - Janie has looked into planters at a cost of \$45.99/basket. She sought a quote at Markdale Flowers – which does its planters out of Durham, (\$28.00 for 12" \$50 for 14"); accessing them from Cassandra at Casa del Sol. So, we may as well go direct to her. Janie has looked at the plants and chose dragon wings with yellow trailers and ivy. Wayne has some baskets that may be good to use as well.

MOTION: Moved by Don Kopplin, seconded by Charmaine Peever that the Chamber spend up to \$500 for hanging planters for downtown Markdale. Carried.

Phone Line - The Tornado Disaster Committee had installed a new phone line at the office. Kate asked if the board wanted to keep this line in place, as the committee is disbanding. The cost is approximately \$65/month. It was decided the Chamber can't take on this cost right now.

ACTION: Kate will inform the disaster committee to disconnect the committee's phone line.

Guest attendance – Rick mentioned that the president of the Dundalk Chamber would like to attend a Markdale Chamber meeting. As meetings are open to members and public due to the non-profit nature of the Chamber, anyone may attend meetings.

ACTION: Rick will inform the Dundalk Chamber a representative may attend.

As the hour was getting late, Kate mentioned a few other items not on the agenda for board consideration for the next meeting.

Staffing – The BR&E project will be completed at the end of March – so funding will be finished for her. Does the Chamber wish to continue to pay her part-time and with benefits? This will be considered during budget deliberations.

Rotary speaker – The Markdale Rotary invited the Chamber to attend an upcoming speaker. Board is unavailable.

ACTION: Kate will forward the invite to Chamber members.

FEO Impact study – Festivals and Events Ontario has another Economic Impact Study opportunity at a cost of \$1000 to events. This could assess the impact of a Chamber event – perhaps Cruise Night. It was decided the Chamber can't afford to do this at this time.

Documentary film opportunity – Chamber received an inquiry from a film company about the potential to feature businesses in town in a film. Info was forwarded to local companies.

Tourism Summit – the provincial tourism summit will be held at Deerhurst in Huntsville this November. Is there any interest in the Chamber attending?

Creative Communities Prosperity Fund – Kate applied for \$25,000 to support a cultural inventory and assessment as well as cultural planning open houses and workshop. This funding will be announced at the end of March.

Cruise Night advertising – Wayne asked if the ads had been placed in Old Autos yet. Kate has placed the ads as in previous years. Doug suggested the flyers will be done as last year – with sponsors pending (Neverest wants to sponsor again this year – and others will be sought to sponsor flyers as last year). Kathy mentioned she and Rick will be attending a show in Orillia so will be able to take flyers with them there. Farmers' Market will also provide an advertising opportunity.

ADJOURNMENT: 9 p.m.

NEXT MEETING: April 15th, 2010 – Sidekicks.

**MARKDALE CHAMBER OF COMMERCE
PAYABLES – MARCH 2010**

PREPAID (auto withdrawal)

Telizon – Mar. phones (regular line & toll free)	69.23
Hydro One – Oled Firehall utility	386.02

Subtotal	455.25
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TO PAY:

	Feb. Defer	Mar.	Total:
<i>Dragonfly Designs – final installment on upgrade (BRE)</i>		105.00	105.00
Union Gas – Olde Firehall utility		146.18	146.18
Municipality of Grey Highlands – water utility		47.46	47.46
Leesons – office supplies	21.31	45.78	67.09
Dundalk Herald – Volunteers ad (BR&E)	9.71		9.71
The Sun Times - newspaper ad/Rotary awareness		75.08	75.08
Osprey Media Group – volunteer ad (BR&E)	13.67		13.67
SEGSS – snow removal Olde Firehall	48.00	16.00	64.00
Murray’s Print Shop – CAF grant/envelopes/bus. Cards	253.75		253.75
Murray’s Print Shop – BR&E survey copies	491.55		491.55
Grey Highlands – Olde Firehall Lease		600.00	600.00
Owen Sound Chamber – co-op ad in Grey-Bruce Escape		262.50	262.50
Bayshore Broadcasting – shop local co-op ads		210.00	210.00

Subtotal	2345.99
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TOTAL (BEFORE DEFERRAL BELOW)	<u>2801.24</u>
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DEFERRED FROM LAST MEETING:

Dunlop, Johnson & Pust – FT Hill account balance (directed to await FT Hill bequest to pay)	731.47
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Subtotal	731.47
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FOR APPROVAL:

Subtotal

TOTAL	3532.71
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Date (EXEC. 3rd Thursday)	Time	Place
January 21st – Executive Meeting	7:00 pm	Sidekicks Cafe
February 18th – Executive Meeting	7:00 pm	Steven’s Restaurant
March 18th – Executive Meeting	7:00 pm	Sidekicks Cafe
April 15th – Executive Meeting	7 p.m.	Sidekicks Cafe
May 20th – General Meeting	7:00pm	TBD
June 17th – Executive Meeting	7:00pm	Sidekicks Cafe
July 2nd – 8th Annual Cruise Night	6 p.m. (4 pm set)	Downtown Markdale
Sept. 17th – General Meeting	7 p.m.	TBD
October 21st -Executive Meeting	7:00pm	Sidekicks Cafe
November 18th - Annual Gen. Mtg	7 p.m.	TBD
November 26th -Moonlight Madness	5 p.m.	Downtown Markdale
November 27th -Santa Claus Parade	1 p.m. (noon set)	Downtown Markdale

NOTE: Executive dinner meetings start at 6 p.m. for dinner – followed by meeting at 7 p.m.
 NO MEETINGS scheduled in July and August or December.

May meeting is a general meeting – location required. This could present the final BR&E report.