

Pontiac Chamber of Commerce
Minutes of the Board Meeting

August 13, 2008

Gi-Gi's Café, Rte 148, Campbell's Bay

Board Members present:

Heather Duggan	Pontiac Home Bakery, Shawville
Dan Eagan	Elmside View Farms / DanNan Holsteins, Bristol
Betsy Farrell	Chairperson, Shawville
Doug Gauthier	Pontiac Forest, Otter Lake / Shawville
Dave Guitard	Canadian Tire, Clarendon
Mike Hodgins	148 Auto Tech, Clarendon
Todd Hoffman	Campbell's Bay Cement, Litchfield
Richard Lance	Mystical Creations, Otter Lake
Luc Lapointe	Lucca Equestrian Centre, Clarendon
Denis Lebrun	Bryson Lake Lodge, Mansfield
Ron MacKillop	MacKillop Financial Group, Thorne
Tom Orr	Tom Orr Cartage, Clarendon
Jean Claude Rivest	Jericom Inc., Campbell's Bay
Marlene Scullion	Spriceholme Inn B&B, Fort Coulonge
Bill Telford	Bill Telford Catering, Clarendon, Campbell's Bay
Jim Thompson	Pine Lodge, Bristol (chair)

Non Board Members present:

Jenny Bousfield	Minutes recorder
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1. The meeting was called to order at 6:35.
2. The agenda was approved. Motioned by Denis Lebrun, seconded by Marlene Scullion.
3. The minutes of July 9th meeting are reviewed. Motioned by Heather Duggan, seconded by Mike Hodgins.
4. Communications: Clarification on insurance. It is 1 million dollars coverage for the entire board.
5. Committee Reports:
 5. a) Finance: Report are being resubmitted for June and July due to errors. New report being submitted for August. The balances on the reports are not

correct but the bank balance is correct. The Finance Committee has been struck and consists of Betsy, Doug Gauthier and Peter B. Smith CGA. We will be meeting late August.

5. b) Provincial/Federal Government Relations:

5. b) i. Fuel Tax Sub Committee: There are people on this sub committee from most all gas retailers in the Pontiac and a meeting is tentatively booked for right after the fair, operators are keen to be involved. The Canadian Chamber of Commerce will be assisting us with policy writing for this project. A meeting is planned in the near future.

Sales in Canadian Tire in Renfrew equivalent to ½ million in 1 year. (credit card sales only)

5. b) ii. Business Directory/Database: There will be a meeting next week. CLD/SADC would like to work with us on "Tender Local/Shop Local". SADC's request to sit in on board meetings was discussed and was deemed inappropriate.

5. b) iii. Transportation Sub Committee: The mayors of Shawville, Bristol, and Quyon will be riding the railway from Pembroke to Ottawa to see how the lines are. We will be seeking a seat.

Paving for highway shoulders was discussed. Blue tourism signs were also discussed. The cost of the signs for Pine Lodge is \$1200 per year per sign.

5. c) Strategic Planning: Volunteers are needed for the creation of a business plan for the Chamber of Commerce.

5. c) i. Shawville Fair Sub Committee: Was discussed. **Volunteers are needed to man the booth.** A one-pager information sheet from each committee to run was suggested as well as a member list.

5. c) ii. Tender Local/Shop Local Sub Committee: The initial launching will be at the fair with a country store look.

5. d) Bylaws: Deferred until the next meeting. Jim is waiting to receive a skeleton of the bylaws so it can be changed for Chamber purposes. A volunteer is needed to head this committee and others to be on the committee.

5. e) Communications: See 4.

5. f) Membership services: Luc will be taking over from Betsy. He suggests mailing out letters about the Chamber to tell businesses what it is about and send a return envelope so they can mail back and join. He would like to mail them out before Small Business Week in October.

Pro-rated memberships for new members only was discussed and this was deemed not to be valid. The membership will remain at \$100 for the entire year so as not to devalue the membership.

5. f) i. Website Sub Committee: Three web developer candidates will be interviewed on Monday for the creation and running of Chamber website. There are 5 candidates currently in the running. A design contest will be held for the Chamber logo.

5. f) ii. Business to Business Discounts Sub Committee: Was discussed. Details are needed in order to be listed on the website. Information needs to be sent to Betsy.

5. f) iii. September General Meeting Sub Committee: The meeting is set tentatively for September 24th at the Campbell's Bay RA. Marlene, Todd, Richard, Marlene and Dave have volunteered to coordinate this meeting.

6. New Business

6. a) General Meeting: Marlene, Todd, Richard, and Dave have volunteered.

6. b) Golf Day Fundraiser: Pine Lodge will be hosting the fundraiser on September 13th. Admission: \$10 per person. A cocktail hour from 4 – 6 will also take place.

6. c) Canadian Chamber Conference: Will be held in Québec City in October. It will be \$390 for first-time registration. It was determined that we could not afford to send a representative at this time.

7. Other:

7. a) Privacy: Jim suggests designation of privacy officer . More information is required before such an appointment can occur. Deferred.

7. b) Meat Processing Plant: was discussed.

7. c) Bridge at Quyon was discussed. Chamber will not offer support as it harms an existing business.

7. d) Small Business Week: was discussed. SADC would like a contact person and someone to speak at the meeting.

6. e) Business cards: Betsy asked if any of the cards were falling apart and handed out new ones to those who required them.

Adjournment at 8:45 p.m. Motioned by Bill Telford