

**Pontiac Chamber of Commerce**  
**Minutes of the Board Meeting**

July 9, 2008

Country Home, Luskville, Quebec

Board Members present :

Michael Hodgins	148 AutoTech, Clarendon
Jean-Claude Rivest	Jericom Inc., Campbell's Bay
Pierre Crevier	Country Home, Luskville
Jim Thompson	Pine Lodge, Bristol (Chair)
Tom Orr	Tom Orr Cartage, Clarendon
Dan Egan	Elmside View Farms, Bristol
Todd Hoffman	Campbell's Bay Ciment, Litchfield
Heather Duggan	Pontiac Home Bakery, Shawville
Betsy Farrell	Chairperson, Shawville
Ron MacKillop	MacKillop Financial Services, Thorne

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1. The meeting is called to order at 6:35.
2. The agenda was approved with the following additions: Under New Business, Item G. was added 'Board Insurance'. Item H was added 'General Meeting Committee'.
3. The minutes of the June 11th meeting are reviewed. Motioned by Mike and seconded by Heather to be approved as submitted. Carried
4. a) Deferred to New business under 6.a.2. Communications, Website Sub Committee
4. b) We received a letter thanking us for our participation in the Luskville Community Fair from Mayor Eddy McCann.
4. c) A Communication from FCCQ (The Quebec Chamber of Commerce) regarding an opportunity to participate in a provincial committee regarding the overhaul of RAMQ. Betsy noted an interest in this.  
  
**More importantly, Betsy needs assistance with communications from this organization as all communications come in French. A volunteer from the board is urgently required.**
4. d) Membership cards were are in and were discussed. It was motioned by Tom and seconded by Dan that:  
**A maximum of 2 membership card be issued to each Member. Carried Unanimously.**
5. The Financial Report was reviewed and adopted as submitted.
6. a) Jim discussed overall the Executive meeting discussion of a document that was used to assist in the structuring of the Chamber with a view towards it's Accreditation in the future. It also assisted us in ensuring that we are structuring ourselves properly as we set up now, particularly in the area of required committees, as outlined in the Agenda. He stated that the Executive had come to the following recommendations.

**That each committee should have at least one board member on each committee, though not necessarily chair that committee.**

**That certain committees require an executive member either chair and or sit on that committee (details to follow).**

- 6. a) 1. Bylaws: Seeking Members
- 6. a) 2. Communications: Betsy has expressed interest in leading this committee. There is a report from a sub committee already struck ... that is the Website Sub-Committee, which consists of Betsy, Heather Duggan, Ron MacKillop and Richard Ledbetter.

There are currently 4 applicants to replace the temporary website. The process will be to put out a RFP, interview all at the same time to complete the requirements phase, and complete the process by September. **It was decided that advertising take place to ensure that all potential applicants in the Pontiac have been notified of the opportunity.**

- 6. a) 3. Membership Services” Betsy has expressed interest in leading this committee. It was reported that the executive committee approved a membership drive by Betsy to be done (expenses paid by receipt) in August in lieu of paid person. Betsy states there approximately 65 members at this time. Membership fees may be revisited at next AGM. **Tommy strongly suggested that each board member try to sign 3 members as well by the August meeting.**
- 6. a) 4. Provincial/Federal Government Relations: Todd will be leading this committee. Todd and Betsy Met with Charlotte L’Ecuyer (see attached meeting outline) in a most productive manner June 30<sup>th</sup>. Overall she was most supportive. She has agreed to meet with us quarterly. Minutes of these meeting will be available after her office approves them.

SADC initiatives include ‘Shop Local, Buy Local’ program. The Business Directory initiative was also discussed, in that there seem to be several directions in the Pontiac on this. We will try to coordinate this effort.

- 6. a) 5. MRC Relations: Todd will be leading this committee. There was also further discussion on the Municipal tendering process. Todd was recognized for his ‘Letter to the Editor’ this week printed in the Equity. It was also noted that the Editor relayed back the quality of the letter was noteworthy! In order to avoid any business repercussions to members, members could sign ‘PCC Board’ in future as well, should they wish.
- 6. a) 6. Finance: Betsy will be leading this committee. **Another volunteer is required!**
- 6. a) 7. Strategic Planning: Jim will Chair this committee and will be mostly cherry picking members, though welcomes contact from those interested in serving.
- 6. b) 1. Gas Zoning: Was discussed and it was agreed that it remains a goal, though likely not an achievable short term one. Todd and Tommy to lead this effort. They will gather information and share with the public after due diligence.
- 6. b) 2. Tendering: see 6. a) 5.
- 6. b) 3. Transportation Infrastructure: Further emphasis needs to be placed on blue tourism signs on the highway.
- 6. b) 4. Other Goals: None identified at this time

6. c) Fundraising Initiatives: **There will be first annual Golf Tournament held this September at Norway Bay Golf Course** (Next year at Pontefract). Members are requested to contact both businesses and suppliers for prizes, sponsorships, etc. for the tournament. Further details will be available in the near future. Jim will be leading this effort.

It was also suggested that in October that a 'Pontiac Chamber of Commerce BBQ Fundraising Day' be held at member businesses. Tommy will coordinate this effort.

6. d) Meeting Schedule: The following Months were established for Board Meetings for the Year for 2008: **August 13<sup>th</sup> at 630 pm, in Campbell's Bay**, October, November, January, February, March, April.

General Meetings will be held in: September, December (likely a Christmas Dinner affair with a guest speaker)

**The Annual General Meeting will take Place in May, in Campbell's Bay**

6. e) Shawville Fair: **Volunteers are urgently required for manning the booths at the fair.** Ron will be coordinating all activities related to this activity, which includes purchasing banners, etc for the booth. These will be purchased from Richard Lance (Mystical Creations, Otter Lake). It was motioned by Mike and seconded by Heather that: **A Maximum of \$500.00 be allocated to the activities related to our participation in the Shawville Fair marketing effort.**

6. f) Stationary: It was agreed that rather than expend money and time designing a new logo at this time, we would use the simple logo on our business cards at this time for letterhead and envelopes (and the banners for the Kiosks and other activities). Mystical Creations will also be used for these purchases.

6. g) Board Insurance: Betsy signed the agreement with Mutuel Insurance. Waiting confirmation.

6. h) General Meeting Committee: **Volunteers are required.**

**7. Next Meeting August 13, 630 in Campbell's Bay, Place TBD**

Adjournment at 815