



AGENDA

WED, JANUARY 29, 2014

Adoption of the Agenda

Meeting call to order 7:15

Attendance: Kathleen Alexis (Free Rein)
Sherry Farley (Rivers Edge Barkery)
Hiro Takeda (293 Wallace Street Restaurant)
Jason Harper (293 Wallace Street Restaurant)
Alison Harwood (Boldfish Creative)
Stephen Au-Yeung (McDonalds)
Glen Ogren (Hope Brewing)
Cathy Harry (Kal Tire Boston Bar)

Guest: Hank (Erica Press)
Michael Kropp (Hope-Comtech / Hope Sign Crafters)

Presentation

President

- Hope Sign Crafters
 - Michael has provided a condition update of the Hunter Creek Kiosk
 - He provided his recommendation to the chamber regarding what we can do
 - We thank Michael for taking his time to provide his recommendation.

- Erica Press - 2014 Hope Community Directory
 - Hank wished everyone a Happy New Years to the group
 - New things happening in the future 2014 Directory will be updated in February before it goes to print.
 - One new thing this year will be the addition of a Center Fold in the middle which they have been working with the Hope Mountain Center to have a map of the trails of the Area!
 - Haven't had in the past an Ad from the Chamber
 - What would the cost be for the Chamber?
 - They print just over 6000 and mail over 3600 (16.2 cents each)
 - Inserts in the flyer by Businesses
 - Welcome Package has been years since we had the Welcome Wagon Package.

Adoption of the previous month's minutes

- Motion to adopt the minutes from the last regular meeting

Motion to adopt the minutes. Stephen /Hiro Carried

Presentation financials Adoption of the monthly -- Stephen, Treasurer

- Motion to adopt the Decembers Financials.
- Question on the accounts receivable for \$1000 coming from the Doctors Office; of which \$673 is owed to Victor Smith and the remainder will be Chamber.
- Members on the list they may not be renewing should be removed from the list and the money removed from the list of Receivables. 35 outstanding memberships late or not renewing.
- Have the membership committee get in touch with the people that have not renewed.

Motion to accept the Financials Kathleen / Jason Carried

President's report

President

- Kathleen has had an interesting couple of months working on things organized and sees the Chamber move forward in the future.

Committee Reports:

- Finance Committee – Stephen, Treasurer
 - How do we resolve the Accounts Receivable problem!
 - Ali feels that we need to be armed with some good information of what the Chamber is doing and what direction we are going.
 - Stephen recommends doing some work up front with information of what our plans are for 2014; showing what our new Board is and how we are moving forward!
 - Sherry would like to see a package to hand out; Ali says there is an orientation package is already there which we can work on! Even if it is an electronic package that is organized and can be presented to new members.
 - Stephen would like to see us approach them face to face and ask some questions; get email address and bring their questions and concerns to the board.
 - Stephen will speak with the Membership Committee and go through the list and break it up between the groups and delicate a task. Set a deadline for the end of March to get the list complete.
 - Is there a list of members that have paid and does it correspond with the list that is presently in place; needs to be up dated?
 - Stephen will arrange to get Quick Books
- Membership Engagement Committee – Sherry Farley & Hiro
 - Sherry and Hiro are having a hard time to explain the benefits of the Chamber of Commerce.
 - Meetings are open to everyone
 - What are we BC Chambers / Local Chambers
 - Business to Business benefits discounts
 - Advocate for local Business to Government Agency
 - What are we going to do? Ali feels that we need to make a list of what is going to do such as luncheons, talks, Business Excellence Awards and more!
 - Hope Standard Ad for \$30 monthly in the Chamber Section
 - New Business Package; include the Hope Standard with a deal for Advertising their business for both

new business and special events.

- Hiro needs a list of businesses and the Township says they send an email list quarterly to the Chamber (Glen says it should be coming soon).
- Ali provided quick facts about the Chamber
- Communications – Stephen & Kathleen
 - Stephen is monitoring the emails and dealing with them; would like feedback from Board Directors on information coming up
 - Also looking after the Facebook website
 - Ali and Stephen are looking after the Website and Stephen will update the minutes and notes to the website.
 - Ali feels that using a committee guide and list 5 goals to work on for 2014 and name and date them with tasks for members to follow
 - Stephens has made up a list of his goals for this year
- Governance + Nominations Committee – Jason & Kathleen
 - They will be working every 3 weeks and go through what needs to be changed and then bring their recommendations back to the board.
 - Ali suggested that what you need is a collective list of changes prior to going into the AGM.
 - Glen advised the group that the Chilliwack Chamber has a lot of information on their website to give the Committee help.

Old Business/Open Issues:

- Passport to Christmas
 - 3 winners gift cards for \$500 / \$300 / \$100
 - Money being spent locally; Kathleen will be meeting with Patti next week.
- Administrative Functions Review / Delegation of duties
 - Financials – quick book 2012 and will need to move up to 2014.
 - Shannon is paying any outstanding bills and will meet with Kathleen before the end of the week.
 - Need to make a motion to change the signing authority.
 - A motion to have Stephen, Glen and Kathleen go to the bank and has the signing authority changed. Jason/ Hiro Carried
 - Need a motion to authorize a letter for the Post Office.
 - A motion to have a letter made up authorizing Kathleen permission to pick up the mail. Hiro/ Sherry Carried
 - Cell Phone and physical Address change
 - Motion to have a letter to update the Cell Phone to an i-phone. Jason/Sherry carried
 - Stephen will hold the phone so that he can update the website
 - Equipment at Shannon's office that needs to be moved
 - Not worried about the photo copier
 - 5 drawer cabinets can be stored at Jason and Hiro's location temporarily, but we need to find a more permanent location to keep this.
 - Visitor Center need to talk to Riley in regards to the tent staying there
 - Group Insurance (Dustan Hughes) will need to be discussed between Glen and Stephen on the billing in October.
 - Motion to give the Photo Copier to Shannon

- Stephen / Hiro
 - Suggestion for Kathleen to get a Thank you card for Shannon and take her out for lunch.
- Hunter Creek Kiosk - Stephen
 - Kiosk is 6 panels which are in very poor condition and needs immediate improvement
 - Permit sponsorship on the bottom panels
 - Steven has some suggestions to have either
 - a Board Member work on it
 - Partner up with AdvantageHOPE to make the Kiosk look the same
 - Or contract out to a 3rd party
 - Ali spoke in regards to the Branding and policing how it will look on all the Kiosk and would be a great way to Partner with AdvantageHOPE with opportunities
 - A Motion to have Kathleen and Sherry to have a meeting with AdvantageHOPE on how the Chamber and AdvantageHOPE can partner up with such things as the Kiosk and events.
Stephen / Hiro Carried
 - Receptacle seat on the Board for Advantage Hope to have a non-voting seat or Liaison to

New Business:

- Glen spoke in regards to Kinder Morgan Trans Mountain Pipeline needing a brief letter made up and presented to Businesses on the spin off business of the project coming in. Glen will send information out to the Board and we can discuss by email and make a decision.
- New Member Welcome Package Presentation and Review
- Branding Meeting Representation

Roundtable + Announcements

- Inga Wilson's good bye party on Friday
- Motion to renew our membership for the Hope & Arts District Council (\$30.00) Kathleen / Jason Carried
- Short Meeting before the next meeting to plan the year ahead! Date February the 19th. 7:15 and open up to all Chamber Members.
- Make a list of plans for the future
- Casual snacks and drinks
- Budget for the night – with in Kathleen's monthly budget

Motion to Adjourn Meeting 9:41 Jason/Sherry Carried