



**BOARD MEETING
MINUTES
Tuesday, July 12, 2022**

Held in-person at 151 3rd Ave NE, Black Diamond, AB
In Attendance: Samantha, Murray, Monika, Ryan, Wayne (Regrets: Chelsea)
Members: Colette Conway – Inclusion Foothills

- 1. Meeting Called to Order by Samantha at 7:06 pm
- 2. Adoption of the Agenda. Motioned by Monika. 2nd by Ryan
- 3. Adoption of the Minutes from June 22nd, 2022 meeting. Motioned by Wayne. 2nd by Monika.
- 4. Samantha presented the TREASURY REPORT. The current balance in the Chamber's ATB account as of July 12th is \$19,398.48.
 - All outstanding financials are still being compiled by Jenn Berard of RR Contract Consulting. Further updates will be provided for the next Board meeting.
- 5. NEW MEMBERSHIP Updates: The following members have mailed cheques for the annual fees for membership, which were deposited into the ATB in July.
 - Fortis Alberta
 - Aaron Drilling
 - It has been noted that the contact information for all our current members needs to be updated, and a current list completed. This is of primary importance for the Administration upon Samantha taking up the position of Chamber Administrator.
- 6. OLD BUSINESS
 - Membership/Discount Cards were discussed . It was agreed that the membership cards should be laminated (possibly at the TV Library using their laminating machine) and that they should be personalized with the name of the members business to be included on each card. Distribution method were touched upon in that they could be made available at a future meeting or an event/presentation for members to pick-up in person.
 - The Additional Membership Benefit program was discussed. Samantha and Wayne will meet to discuss how to best execute the Value-added membership program and the polling/invitation of local businesses to participate.
 - Shop Local campaign was touched upon in that the ACC had issued the “underspend” rebate for the 2021 Shop Local program of \$8.52, deposited into the ATB earlier this month. Samantha will draft the invoice and submit to Sasha at the ACC, as per their request, for this amount.
 - Canada Day Festival Booth Winners were discussed. Lakota Hands, an Indigenous Women's Collective won the booth at the festival displaying and promoting their hand-made clothing and accessories. It was discussed and informally agreed upon that the Booth Raffle should become an Annual DVCC local business promotion/donation at the BD/TV/Diamond Valley community events.
 - Ryan coordinated the creation of 2 x vinyl banners imprinted with our DVCC logo and tagline “We're Here to Help” with were displayed at the Music Festival event, mounted by Chelsea and Murray.
 - The purchase of a 10' x 10' vinyl tent package and folding table was discussed and agreed upon. Murray will research potential tents for purchase and present pricing options to the Board. It was discussed that Spy Design in Okotoks can be utilized to print our logo and website address on the roof of the tent for use at future events as they did a great job on the vinyl banners and already have our graphic info on file.
- 7. Samantha's RESIGNATION AS PRESIDENT will officially occur on July 31st in order that she can take up the position of paid CHAMBER ADMINISTRATOR as of August 1st . She will issue a statement to be published on social media, thanking the Board and membership for their support, etc and explaining that the move is to avoid a conflict of interest and due to an absolute necessity for the Chamber to have a strong, consistent Administrator in order for us to successfully accomplish any goals and grow as an effective organization. Her resignation coincides with her leaving her position as General Manager of the Black Diamond Gallery allowing her to devote more time to Chamber activities. Samantha's company, Canadian Radon Solutions Inc will submit the full \$95 membership fee to the

Chamber.

- As there is no specific section in the current Bylaws to address a President voluntarily stepping-down, or the necessity of having an election to secure a new replacement President, it was agreed upon at the June 22nd meeting that Murray, as current VP, would step in as acting President, if required, and that Chamber activities would continue upon with the same Board until January 2023 when the Board Elections will be held for that year. Wayne pointed out that it was important to ensure there were no Bylaws preventing this temporary structure, and in the event of nothing preventing this arrangement, it should proceed.
- Samantha will draft an Employment Contract confirming her position of Chamber Administrator to be distributed to the Board for confirmation. Information regarding the Chamber Administrator position can be reviewed in the 2022 Bylaws, as follows:
 - Article V – subsection 5.12
 - Article VI – subsections 6.8, 6.9, 6.10, 6.11, 6.12, 6.13, and 6.14
 - Article XVI – subsection 16.2
- 8. Update on the OKOTOKS GOLF TOURNAMENT to be held on September 15th, 2022.
 - Wayne has spoken with Matt at Rona to confirm that they will again be the “Hole In One” Sponsor. Okotoks Chamber to be notified.
 - Samantha has a meeting with Sharlene from the Town of BD at some point this week regarding their sponsorship of Hole #2 on the 18-hole course.
 - We will approach local businesses with specific information what holes and packages are available upon confirmation by the Okotoks Chamber after the next Golf Committee meeting, tentatively on July 18th
- 9. UPCOMING PRESENTATIONS were discussed. Murray suggested that we have one event/presentation each month commencing in September. Suggestions for presentations were the “BD Elk Farm – A Farming Business Model”, “JFAC - Effect and Opportunities for Local Business after Amalgamation”, “Foothills Tourism – Tourism Outlook post-COVID”, “New Development (name?) - Potential for New Retail Opportunities in the Diamond Valley”. Also Colette from Inclusion Foothills in interested in making a presentation to the membership. Details to be confirmed.
 - A potential name for our DVCC presentations was touched upon, possibly “Thirsty Thursdays” in reference to a “thirst for business knowledge” and that drinks will be served, in some form. To be discussed and expanded upon.
 - Samantha will contact organizations for interest and dates will be discussed and presented to the Board.
- 13. Meeting was adjourned at 8:09 pm. Monika motioned, 2nd by Ryan.

Next meeting: Board Meeting on Tuesday, August 30th at 7pm at Murray's