



**BOARD MEETING
MINUTES
Wednesday, October 5 2022**

Held in-person at 151 3rd Ave NE, Black Diamond, AB
In Attendance: In person - Murray R., Ryan L., Samantha I., Chelsea V., Glenn C.
Via Zoom – Larry K, Darryl C.

- 1. Meeting Called to Order by Murray at 7:02pm
- 2. Adoption of the Agenda. Motioned by Ryan. 2nd by Chelsea
- 3. Adoption of the Minutes from August 30th 2022 meeting. Motioned by Murray. 2nd by Ryan.
- 4. Samantha presented the TREASURY REPORT. The current balance in the ATB account as of Oct. 5 is \$16,788.88
 - Outstanding financials from 2020 & 2021 have been completed b6 Glenn Chambers. Annual & Fiscal Reports were filed with Alberta Corporate Registries and Proof of Filings for both years was recv'd on September 23rd
 - Glenn Chambers reviewed the basics of the '20 & '21 Balance Sheet.
 - Glenn Chambers noted the Chamber is currently running at a \$271 loss as of August 31st which was to be expected due to the “clean-up” activities that have been carried out in an effort to bring back the Chamber to a fully functioning Society.
 - Murray motioned that Glenn Chamber become the current Chamber Treasurer, accepted by Glenn, carried by All in Favour.
 - Glenn will provide a comparative Balance Sheet from 2018 to 2022 at the next meeting for discussion.
- 5. MEMBERSHIP
 - The current membership has been updated by Samantha. The Chamber has 47 paying members as of October 5th of which 25 are Chamber Group members and the rest are annual members
 - A Chamber Welcome Package was discussed, for distribution to both new business community members (through the Town?) and a version for new Chamber members. Samantha will put together a draft version to be discussed further with the whole Board, going forward
 - Business cards have been printed and are available for distribution
- 6. OLD BUSINESS
 - Membership/Discount Cards were discussed. Pushed to a later meeting.
 - The Additional Membership Benefit program was also pushed to a later meeting.
 - The 10' x 10' vinyl tent package was purchased by Murray. Expenses have been submitted on a PC Envelope and paid out.
- 7. CHAMBER UPDATES
 - Social Media – Ryan discussed the current draft of the SOCIAL MEDIA POLICIES which are to be distributed again for editing and review at the next meeting.
 - Website – Chelsea has updated the listings of 7 current members who have provided us with business descriptions and logo files. It was noted that the logos would not currently be mounted on our web page due to the functionality of the “Go Daddy” interface options. Switching to a new platform will be discussed at a later date, next year. The website has been additionally updated to include our brand colours.
 - Administration – Samantha presented her August invoices for “wet ink” approval signatures.
 - The organization of current information has been completed in hard-copy and digital format. Both administration and accounting hard files and a jump drive will be included in the year-end package available for reference and access by future Boards.
 - Glenn has input all the Chamber's accounting files into Quick Books going forward.
 - All current Chamber Accts Paid invoices were signed off on by Murray.
 - Monika's impressions of her time with the Community Futures team in September as they visit local businesses to

- promote the “SmartStart” and “Digital Service Squad” programs was pushed to the next meeting.
- The Chamber Group has issued a Planning Worksheet for 2023 which ties into our proposed presentation by Todd & Tammy Williams in December TBC.
- 8. THIRSTY THURSDAY PRESENTATIONS
 - Sept 30th – Diamond Valley Sustainable Living Centre Presentation by Larry Kaputska was discussed.
 - The turn-out was estimated at around 15 people.
 - Event Overview Budget was presented
 - Closing out the presentation, Nick & Alli Shipley from Hartell Homestead spoke of their current issues with Foothills Agri-tourism bylaws and policies. The Chamber will be looking into supporting the industry of Agri-tourism in conjunction with FT and the IEDC.
 - Oct 20th – Black Diamond Elk Ranch is confirmed. Presentation by Steve Koekhoeven.
 - An introduction has been drafted and distributed to the Board. Ryan & Chelsea will be working together to create promotion online and on social media. Ryan will advise the Board via email of his proposed budget for social media promotion.
 - Nov TBD – Indigenous-owned Business Presentation & Market TBC. Samantha & Wayne are currently compiling contact lists and will be reaching out at the very least, to the following business to acquire further information and interest: Weasel Tail Enterprises (Jeff), Bragg Creek Trading Post, Lakota Hands (Alice)
 - Dec TBD - Chamber Benefits Program Presentation by Todd & Tammy Williams.
- 9. BLACK DIAMOND DOWNTOWN AREA REVITALIZATION PROJECT
 - The DARP document distributed by Rodd Ross of the Town of BD was briefly discussed. An in-depth review of the documentation is required. Samantha to review. Next moves to be discussed further
 - The Diamond View Market Plans were also presented and will need to be reviewed further for next moves regarding this development.
- 10. PITCH & COLLABORATE SESSIONS – Deferred to a future meeting, possibly next year
- 11. NEW BUSINESS / ADDITIONAL ITEMS
 - Bylaws – It is a priority that the Chamber access all resources concerning Bylaws and Policies from the Towns and County so that we can speak on our role in promoting vibrant business in the Diamond Valley and surrounding areas, and to provide links and information to anyone seeking this insight. Reference “Hartell Homestead issues”
 - Growing the Board – Membership drive was discussed. We need to actively recruit new Board Members, with strategic and appropriate skill sets, and further discuss the areas of business that need representation within the society.
 - October Small Business Week – Ryan, and possibly Monika, can do some promotion of our local DV Business on our own social media page and in general.
 - The Okotoks Chamber also has programs available for us to join in and promote.
 - Grants - Samantha will investigate Grant sources from Community Futures and the Okotoks Chamber for future reference.
 - It was motioned by Murray, 2nd by Glenn that Ryan, Chelsea, and Murray submit a Honorarium Invoice each for the amount of \$200 to cover hard costs and time that have been invested by them into the Chamber this year.
- 12. Meeting was adjourned at 8:11pm Murray motioned, 2nd by Ryan.

Next meeting: Board Meeting on Wednesday, November 9th at 7pm at Murray's

- Please note that going forward, Chamber meetings will be held the 2nd Wednesday of each month at this location, unless otherwise noted -