

South Queens Chamber of Commerce

Minutes
Board of Directors Meeting

Date Held: December 9, 2009

Location: Raymond Yuill Boardroom

In Attendance: David Noel Susan MacLeod
Cheryl Beaton Mark Sapp
Pam Miles Barry Tomalin

1) David acted as chair and called the meeting to order shortly after 4:00 pm

2) Changes to Agenda

- Addition of fundraiser for Liverpool Fire Department during Meet & Greet event (to be discussed during 6a – Meeting and event schedule.
- Move Nominating Committee report to the beginning of Old Business
- Addition of Funding Request Procedure to New Business

3) Approval of Minutes – Nov 18th Board Meeting

- Susan moved the acceptance of the minutes as written; seconded by Cheryl; motion passed.

4) Correspondence

- there has been no correspondence received other than general notices from APCC and NSCoC

5) Treasurer's Report

- Cheryl reported that there have been no material changes in our financial position since the last board meeting.

6) Old Business

- Nominating Committee Report – Susan has been working at finding new people to serve as directors and executives for the remainder of this year. She moved the nomination of Barry Tomalin as a director. Pam seconded the motion; motion passed. David welcomed Barry to the Board. Barry indicated his willingness to serve as acting chair until the end of the year. David offered to relinquish the chair for the rest of this meeting, but it was agreed that he should complete the meeting.
- Group Insurance Plan – Cheryl and David provided an update on the Chamber of Commerce Group Insurance Plan. There are several companies who are subscribers to the insurance plan, but have not maintained a Chamber membership. This is not permitted. They will be notified that they must

become paid up members of the Chamber in order to qualify for the insurance plan (Cheryl). Our insurance plan marketing reps are Bruce Inglis and Sheldon Brannen. We will be working with them to undertake additional marketing of the plan to our membership (David, Bruce, Sheldon). It was noted that payments to the Chamber from the plan are a marketing allowance, and are intended to be spent on marketing of the plan. This will be addressed in the next fiscal year budget (Cheryl). As well, information about the plan will be posted to the website (David).

7)New Business

- Planning Committee – A recent meeting of the executive of the Chamber (Cheryl and David) identified an urgent need for a planning committee. Cheryl, David and Pam have agreed to work on developing a proposal of Chamber goals, objectives and priorities for the next year. Barry asked to join the committee. The first meeting will be held Friday, Dec 11th at 4 p.m. in the Raymond Yuill boardroom (Cheryl, David, Pam, Barry).
- Funding Request Procedure – Cheryl reported that the Christmas Committee wants to purchase a Santa suit for next year, and needs to know how to ensure their funding request is considered in the budget preparation process. This requires an formalized procedure that can be used by all committees requesting funding. Barry suggested that this should be addressed by the Planning Committee (Cheryl, David, Pam, Barry).
- Meeting and event schedule - postponed from earlier. Next general meeting will be held on Jan 20th and will feature a presentation by Donna Hatt, chair of the Tourism Committee. Mark spoke about holding the next Meet & Greet event as a fundraiser for the Liverpool Fire Department. He views the Fire Department as a ‘neutral’ organization that benefits the entire community and would likely be supported by more people. Mark moved that the Meet & Greet be planned for late February or March 2010, as a fundraiser for the Liverpool Fire Department. Pam seconded, motion carried. A general discussion followed on the event, and possible venues.
- Suggestion to list committees and their members on the website, with a contact email of each of the committee chairs (David).
- Suggestion that we invite Ann O’Connell, Executive Director of Bridgewater and Area Chamber of Commerce to a future board meeting.

8)Adjournment – meeting adjourned at 5:00 p.m.