



St. Martins & District Chamber of Commerce

Board of Directors Meeting Minutes

Date: January 13, 2026

Time: 6:30 PM

Location: Zoom

1. Call to Order

The meeting was called to order at 6:33 PM by Kathleen Holland.

2. Attendance

Present:

- Kathleen Holland
- Bev Dallon
- Elaine Shannon

Regrets:

- Wendy Grozik
- Jess White

3. Approval of Agenda

Motion to approve the agenda carried by Kathleen Holland and Bev Dallon.

4. Community Proposals or Presentations

No items were brought forward from the community.

5. Chamber Member Proposals or Presentations

No items were brought forward from Chamber members.

6. Strategic Plan & Project Management Review

The Board reviewed progress related to the Strategic Plan and Google Sheets project management tracking. Discussion included:

- Development of a portable stand for presentations and events
 - Creation of generic Chamber business cards for networking and outreach purposes
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7. Old Business

7.1 Holiday Gathering Debrief

The Board discussed the success of the Holiday Gathering event, which welcomed approximately 35 attendees. Highlights included:

- Strong attendance and positive feedback
- Successful networking session during the event
- Positive response to Elaine Shannon's presentation
- Discussion regarding complimentary membership for Angie Gilcrist
- Student membership opportunities were reviewed, noting these are already available through the Chamber website

Action Item:

- Wendy Grozik to provide final attendee numbers and budget details related to bursary funding.
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8. New Business

8.1 Winterfest Dark Sky Event – January 23, 2026

The Board discussed promotional materials for the upcoming Winterfest Dark Sky event. Ideas included:

- Stickers
- QR code handouts
- Additional event swag

Action Item:

- Jess White to develop a sticker or promotional handout concept for the event.
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8.2 Annual Bird Count Event – February 14, 2026

The Board reviewed the proposal regarding participation in the Great Backyard Bird Count initiative.

Discussion included:

- Event administration support
- Potential partnerships
- Budget considerations

Motion:

- The Board approved proceeding with further planning for the event administration proposal.

Action Item:

- Elaine Shannon to prepare a budget and formal proposal.
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8.3 February 17 Council Presentation Preparation

The Board discussed preparation for the upcoming Council presentation scheduled for February 17, 2026.

The presentation will include updates on:

- Dark Sky Accreditation
- ABCDE initiatives
- Community Benefits Agreements
- Economic Nutrition Label initiatives
- Shorefast Pilot participation

Additional discussion included:

- Council handout materials

- Potential invitees, including Fundy Partnership members, Chamber members, dignitaries, and John Herron

Deadline:

- Presentation materials to be finalized by February 9, 2026.
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8.4 Dark Sky Letter to the Minister

The Board reviewed the draft funding request letter related to the Fundy–St. Martins Dark Sky Community Initiative.

Discussion included:

- Revising the tone of the draft letter
- Timing considerations for submission

Decision:

- The Board agreed to postpone moving forward with the letter until after the February 17 Council presentation.
-

8.5 Annual Membership Renewals

Discussion regarding annual membership renewals took place.

Action Item:

- Jess White to distribute a newsletter including membership renewal information and links.
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8.6 Board Insurance Application

Elaine Shannon reported that she is working with Wendy Grozik on the Chamber’s Board Insurance application process.

8.7 Letter of Support for Covered Bridges

The Board reviewed correspondence from Mayor Jim Bedford requesting Chamber support regarding repairs and restoration of local covered bridges.

Discussion focused on:

- Heritage significance
- Tourism importance
- Transportation and emergency access concerns

Motion:

- The Board approved sending a letter to the Minister of Transportation in support of restoring the covered bridges to full 40-ton capacity.
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8.8 Quarter 1 Newsletter

Topics proposed for the Quarter 1 newsletter included:

- Membership renewals
 - February 17 Council presentation
 - Covered bridge advocacy letter
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8.9 Financial Statement 2025

Discussion took place regarding financial reporting and tracking of bursary-related funds.

Action Item:

- Wendy Grozik to provide recommendations on tracking bursary dollars.
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8.10 Saint John Chamber Event Reimbursement

Board members attending the Saint John Chamber event were advised to submit invoices to Wendy Grozik for reimbursement processing.

9. Next Meetings

9.1 Board of Directors Meetings

Board meetings will continue on the second Tuesday of each month.

9.2 General Membership Meeting

The General Membership Meeting is planned for March 2026.

Discussion included:

- Upcoming elections
 - Identifying volunteer opportunities and areas requiring additional support
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10. Adjournment

The meeting adjourned at 8:11 PM.

Motion to adjourn carried by Kathleen Holland and Bev Dallan.