



**May 30, 2024**

**St. Martins & District Chamber of Commerce**

**Board Meeting Agenda**

1. Call to Order/Opening ; 8:12 pm . Bev first, Wendy seconded
2. Roll call/Attendance ; Jules Hare, Wendy Grozik, Elaine Shannon, Bev Dallon ..absent Jordan Jamison, Dwayne Snell
3. Approval of agenda ; Jules approve, Wendy seconded
4. Address or proposals from the Community ; Jules brought forward.  
Kerry 2nd Wind Cycle would like his employee Phil Gorman to share chamber information on a drive about to local business in exchange for a membership.
5. Address or proposals from Chamber Members ; n/a
6. Staff reports
  - 6.1. Membership update ; Elaine shared the list , no updates
  - 6.2. Financial update ; Wendy/Elaine . Bev first and Jules seconded
    - 6.2.1. Outstanding invoices ; Community Center \$75. Mailbox Rental \$215.05 Jules , Chamber event \$91.94 each Elaine/Jordan,
    - 6.2.2. Outstanding receivables ; \$250 from the 100 squares for the Bursary account
    - 6.2.3. Bank account Access ; not available, this is ASAP important . Bayview East said the minutes to say have to be taken to the bank and Wendy added as signing authority, Jordan and Wendy to each have a card,
    - 6.2.4. Wendy Grozik (incoming Treasurer) as well as Elaine Shannon ( Vice President) are to be added to the bank account for signing authority. Jules Hare first and Bev Dallon seconded this motion. Removal of Beth Winkle (outgoing Vice President) as signing authority as she has resigned from the Chamber. Jordan Jamison (President) will also be removed as signing authority. One name for signing authority. Any expenditures over \$500 needs board approval.
    - 6.2.5. 2022 and 2023 taxes need to be done. 2023 This includes; bank statements, membership payments, all expenses.
    - 6.2.6. We need to confirm that Bruce Huttges made a deposit for 2024.

- 6.3. Bursaries ; Bev Dallon  
Applications are out and the deadline is June 30.  
\$350 Chamber Bursary, \$500 Jennifer Huttges Bursary  
OHW Night Market is a fundraiser opportunity and the table registration is going toward the bursary account.
7. Old business ; Bev first, Jules second
  - 7.1 Follow up from Speakers ;  
May 6 - Donna Bennette follow up by Jordan who sent a follow up email to members with the Standards Fact Sheet.
  - 7.2 Annual Corporate Renewal for 2023 and 2024 complete
8. New business ;
  - 8.1 The Box - Elaine would like to look through the box after Wendy is done with it for the taxes.
  - 8.2 AGM - Proposed date September 19, 2024
  - 8.3 Fall Speaker Series - September 19, **Stephane Picard: Dark Skies in St. Martins. Possibly wrap this into a ANNUAL General Meeting?**  
**October 3 Speaker - TBD**
  - 8.4 Complimentary/Free memberships policy - not at this time
  - 8.5 Board members meeting attendance - is there a bylaw on attendance? As long as we have four in attendance there is a Quorum we are good.
  - 8.6 Jules access to email for updating communication - ASAP, Jordan can you facilitate this.
  - 8.7 Follow up email from May 14 Driftscape speaker event
  - 8.8 Section 33 of the Bylaws - change AGM date to within the fiscal year for more flexibility in meeting times.
  - 8.9 Proposal from 2nd wind for marketing value \$120 ,
  - 8.10 Business card with logo and QR code to facebook - check with Amy
  - 8.11 Chamber window stickers - check with Amy
9. Next meetings ; Wendy first, Jules seconded
  - 9.1. Board of Directors - July 9 - 6:30 pm , invite members
  - 9.2. General membership meeting - September 19 AGM
10. Adjournment ; 9:25