



July 9, 2024

St. Martins & District Chamber of Commerce

Board Meeting Agenda

1. Call to Order/Opening 6:47 by Jordan
2. Roll call/Attendance ; Jules, Jordan, Bev, Elaine. Regrets Wendy , Dwayne
3. Approval of agenda ; Jordan first, Jules second
4. Address or proposals from the Community ; n/a
5. Address or proposals from Chamber Members ;
 - 5.1. A business owner in St. MARTins has suggested the Chamber place a sign at the East Entrance of the Fundy Trail to indicate that St. Martins is in the western direction.

Jordan suggests we contact DTI, NB Parks, and Municipality, to make them aware that this is still a gap that is easy to rectify.
6. Staff reports ; Bev first and Jules second
 - 6.1. Membership update ; 1 new member (Saint John Fundy Heritage Society)
 - 6.2. Financial update ;
 - 6.2.1. Outstanding invoices ;
 - 6.2.1.1. Community Center \$75.
 - 6.2.1.2. Mailbox Rental \$215.05 (Jules)
 - 6.2.1.3. SJCC event \$91.94 each (Elaine+Jordan)
 - 6.2.2. Bank account Access ; currently not available.

Currently rectifying this. Jordan has contacted BCU in Sussex to have new signing officers. This will allow more people to be able to have access to the bank account.
 - 6.2.3. 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. This is currently in process.

- 6.2.4. 2022 and 2023 taxes need to be done. 2023 This includes; bank statements, membership payments, all expenses.
(will need update from Wendy)
- 6.2.5. We need to confirm that Bruce Huttges made a deposit for 2024.
(will need update from Wendy)
- 6.3. Bursaries ; Quorum Approved
Bev Dallon will update
Applications are out and the deadline is July 9.
\$350 Chamber Bursary,
\$500 Jennifer Huttges Bursary - Winner Karrin Vautour
OHW Night Market is a fundraiser opportunity and the table registration is going toward the bursary account.
- 7. Old business ;
 - 7.1. Jules brought forward. Kerry 2nd Wind Cycle would like his employee Phil Gorman to share chamber information about local business in exchange for a membership.
Ongoing.
Proposal from 2nd wind for marketing value \$120
 - 7.2. The Box - Elaine would like to look through the box after Wendy is done with it for the taxes.
 - 7.3. Fall Speaker Series -
 - 7.3.1. September 19, **Stephane Picard: Dark Skies in St. Martins.**
Possibly wrap this into a ANNUAL General Meeting? Also present updated bylaws.
 - 7.3.2. **October 3 Speaker - TBD**
 - 7.4. Jules access to email for updating communication - ASAP, Jordan can you facilitate this.
Jordan will try.
 - 7.5. Section 33 of the Bylaws - change AGM date to within the fiscal year for more flexibility in meeting times.
 - 7.6. Business card with logo and QR code to facebook -
 - 7.6.1. Jules Hare to send to Jord. Design and vote on messenger.
 - 7.7. Chamber window stickers - check with Amy
- 8. New Business ;
 - 8.1. Bylaws , do they need a general updating . All Board members to review bylaws and make suggestions on any changes. Located in resources folder. Update roles
 - 8.2. Night Market Fundraiser - ACTivate group has the to bring list
 - 8.3. How hard would it be to update and point people in the direction of a new email?
How much would it cost?

9. Next meetings ;
 - 9.1. Board Meeting August 6 6:30 pm
 - 9.2. General membership meeting - September 19 AGM Location TBD
10. Adjournment ; Jordan moved to adjourn and Elaine seconds