

Manitoulin Chamber of Commerce

Meeting Minutes - Approved

Monday, January 21st, 2008

1:30 pm

Regular Board Meeting

Facilitator: Tom Charbonneau - Coordinator

Call to Order: President Legge called the meeting to order at 1:42pm

Roll Call: Directors: Owen Legge, Nancy Leeson, Marg Jones, Glenn Black, Maja Mielonen, Cynthia Moniz. Staff: Tom Charbonneau, Kelsey Maguire, Dorothy Gordon and Guests: Mary Nelders and John Foster of LAMBAC

Motion to accept minutes of December 17th, 2007 Regular Board Meeting. Motion made by Nancy Leeson and seconded by Cynthia Moniz. Motion Carried.

Executive Reports:

1. President. Owen Legge reported on a meeting with NEMI Mayor Jim Stringer and NEMI CAO Dave Williamson with regards to the Manitoulin Ambassador Program. Intention for this program is to work in conjunction with LAMBAC, Manitoulin Tourism Association and making a presentation to the Manitoulin Municipal Board to gain support for the program. Owen will be scheduling a meeting with Al Douglas of the Manitoulin Tourism Association in the near future.
2. Vice President. Nancy Leeson had nothing to report.
3. Secretary. Marg Jones reported that approximately half of last year's members had renewed and she would be contacting those that had not renewed in the next weeks.
4. Treasurer/Bookkeeper. Dorothy Gordon presented a Financial Update to the board. There was a discrepancy with some of the figure and she would confirm the information and circulate any changes through the Coordinator.

5. Coordinator. Tom Charbonneau reported that membership was approximately 80 Businesses. The computer that was ordered for the chamber office is expected today or tomorrow. CP&U Computers would install and set up the computer very soon after it arrived at a rate of \$20 per hour plus mileage for the chamber. Other items are to be addressed under other headings. Tom indicated that there were businesses using chamber benefits that had not renewed Chamber membership and that they would be contacted in the coming weeks.

Committee Reports

1. Manitoulin Branding Associate Committee. Tom Charbonneau spoke to Kathy Antonio who intended to sit in for Karyn Chandler. Kathy sent her regrets however, as she was unable to attend at the last moment. Tom reported via Kathy that the Associate Committee was moving forward with advertising in the “Manitoulin Magazine” and the “This is Manitoulin Magazine” They are presently awaiting cost estimates for this advertising and then it would come before the board for approval. The Associate Committee is pleased to announce that Noble Alpaca Farms has been accepted as a member of the Associate Committee effective immediately.
2. Marketing and Promotion. Tom reported on behalf of Claude Proulx who sends his regrets. Advertising for the Chamber of Commerce, Branding Associate Committee and members continues on a weekly basis in the Manitoulin Extra. Four weeks of adverting have taken place to this point with about four weeks remaining. One quote for the work on the Chamber and Associate committee Website had been received and circulated to board members for review and a second quote was expected in the coming days.
3. Public Relations. Nothing to report.
4. Administration (Directors Nomination Group, and Media Contacts Group required). Owen Legge appointed the Chamber Coordinator to chair the Director Nomination sub Committee on behalf of the board. Tom Charbonneau requested volunteers from the board to be Media Contacts on behalf of the board. Glenn Black agreed to do this and Kathy Antonio suggested to the Coordinator that Karyn Chandler speak on behalf of the Associate Committee. The coordinator will be available to speak in general terms on behalf of the Manitoulin Chamber of Commerce if required.
5. Research and Development. No Report.

6. Cooperative Marketing/Ambassador Program/Economic Impact Study. Kelsey Maguire presented minutes of the last Cooperative Marketing Program meeting. The Economic Impact Study is starting with meetings having been held between Chamber Staff and LAMBAC Staff. This study will require assistance of Directors. Mary Nelder presented a preliminary description and budget for the Ambassador Program with an anticipated start date falling in the 2009 season. Documentation was circulated for review by directors. A motion was made by Maja Mielonen and seconded by Marg Jones that: Kelsey Maguire is to travel to Owen Sound to attend meeting with Owen Sound Transportation and other interested parties to discuss the future of the Manitoulin Ambassador Program. Motion carried.

Business:

1. Local Business Development. No Report
2. Adjustment of Merger Budget Items. (John Foster) Motion made by Marg Jones and seconded by Glenn Black that the following reallocation of funds be made within the MCC/MBA Merger Budget: \$1000 moved from Marketing to Office Supplies Budget, \$350 to be moved from Travel Expenses to Accountant Costs, and an additional \$350 from Travel Expenses to Office Supplies Budget. Motion Carried.
3. Billings Museum Board sponsorship proposal. Tom Charbonneau brought a proposal from this board, asking if the Chamber of Commerce would contribute \$150 towards the production of a DVD on History of Manitoulin Island. The Chamber would then receive \$5 from each disc sold and get exclusive rights (with other Manitoulin Museums) to sell the DVD for a period of 6months commencing in July 2008. Discussion was held about whether the chamber should contribute \$300 and additional moneys toward advertising the chamber in credits of the DVD and placing MCC logos on the disk and or packaging. A motion was made by Glenn Black and seconded by Cynthia Moniz that: Tom Charbonneau be given permission to spend \$300 towards the production of the History of Manitoulin Island DVD with a \$5 return to the chamber per disc sold and that Tom Charbonneau in consultation with the Chamber executive spend other moneys as may be required in the Promotion of the Chamber and Associate Committee and Ambassador program within this same project. Motion Carried.

Correspondence: Review of correspondence items completed by Tom Charbonneau and items made available to the Board of Directors.

New Business:

1. Creation of Directors Nomination Committee. Tom Charbonneau as Chair will invite applications for the Manitoulin Chamber of Commerce Board of Directors in the February issue of the Chamber Newsletter.
2. Nominations for media contacts representatives for OCC. Covered under #3 of Committee Reports
3. Strategic Planning sessions for 2008 Business Plan. A motion was made by Glenn Black and seconded by Maja Mielonen that: Chamber staff direct an invitation to Shelba Millette and Menesa Corbiere to conduct the 2008 Strategic Planning Sessions for the Chamber of Commerce at a mutually convenient time and date. Motion Carried.
4. Plans and Funding for 2008 Ambassador and Coordinator. (Glenn Black and others) Covered under Committee Reports item #6
5. Cooperation and plans with Manitoulin Tourism Association for 2008 OSTC Sailing season and Manitoulin Tourism. (Glenn Black) Covered under Committee reports item #6
6. Ministry of Finance – Corporations. Motion made by Glenn Black and seconded by Maja that: Tom Charbonneau ensure that the Ministry of Finance - Corporations be informed of the Manitoulin Chamber of Commerce Directors and that he complete associated documentation as required. Motion carried.

In Camera Items

Next Meeting: TUESDAY February 19th, 2008 (Monday is a Statutory Holiday)

Adjournment: Motion made by Marg Jones to adjourn at 4:15pm.

SCHEDULED DATES FOR MANITOULIN CHAMBER OF COMMERCE REGULAR BOARD MEETINGS - 2008

January 21st, 2008 – 1:30pm to 4:30pm – Monday

February 19th, 2008 – 9:30am to 1pm – Tuesday

March 17th, 2008 – 9:30am to 1pm – Monday

April 21st, 2008 – 9:30am to 1pm – Monday

May 20th, 2008 – 9:30am to 1pm – Tuesday

June 16th, 2008 – 9:30am to 1pm – Monday

July 21st, 2008 – 9:30am to 1pm – Monday

August 18th, 2008 – 9:30am to 1pm – Monday

September 15th, 2008 – 9:30am to 1pm – Monday

October 20th, 2008 – 9:30am to 1pm – Monday

November 17th, 2008 – 9:30am to 1pm – Monday

December 15th, 2008 – 9:30am to 1pm – Monday

Meetings scheduled from January to March inclusive will be in the Central Manitoulin Council Chambers. Pending completion of our new facility, meetings after this time may be held at the new location.

All meeting dates, times and locations are subject to approval of the Board of Directors.