



**LAC LA BICHE & DISTRICT CHAMBER OF COMMERCE**  
**Board of Directors Meeting**

**Date:** November 5<sup>th</sup>, 2014

**Place:** ATB Financial Boardroom

**Present:**

Mr. Walter Ryl  
Ms. Gail Broadbent-Ludwig  
Dr. Mohammad Al-Bekai  
Mr. Ron Briscoe  
Mr. Rick S kyrpan  
Ms. Annette Theron

**Regrets:**

Acting Mayor Mr. John Nowak  
Ms. Charlyn Moore  
Mr. Al Harpe

**Guests:**

None

Mr. Ron Briscoe and Dr. Mohammad Al-Bekai sworn in and subscribed to oath, according to Chamber bylaws. (4:20pm)

Meeting Called to Order: 4:45pm

1. Welcome by Mr. Briscoe
2. Review and approval of agenda
  - Motion to approve made by Mr. S kyrpan, Seconded by Mr. Ryl. Carried unanimously
3. Review and approval of Minutes
  - Noted that the spelling of Ms. Broadbent's surname needs to be corrected
  - Amended and motion to approve made by Ms. Broadbent, Seconded by Dr. Al-Bekai. Carried unanimously.





4. Executive Committee selection:

- Secretary: Motion to approve Ms. Broadbent as Secretary. Carried unanimously.
- Treasurer: Motion to approve Mr. Ryl as treasurer. Carried unanimously.
- Signing Rights: Dr. Mohammad Al-Bekai and Mr. Ron Briscoe to have signing rights on the Chamber account. Ms. Charlyn Moore to be kept as signing authority. Bank account transactions to be authorized by any two out of the three named signing authorities. Motion to approve by Mr. Skyrpan, seconded by Mr. Ryl. Carried unanimously.

5. Committee selections:

- Special Interest, Events and Membership: Mr. Briscoe explained reasons for simplifying, reducing the number of committees and consolidating tasks within fewer multi-person committees. Tabled until next meeting when all directors are present.

6. Manager Report by Ms. Theron

- New director folders: Binders or Dropbox/Google Drive – to proceed with creating a shared Chamber Dropbox for directors. Ms. Theron & Mr. Briscoe to ensure that key documents cannot be edited without permission.
- Presentation of bank tenders: delayed until all tenders have been received.
- Evening of Excellence: Feedback and suggestions for 2015. Generally positive feedback. Discussion on moving AGM to after the event. Decision to keep event in LLB for 2015, Ms. Theron to book Devon Room.
- Vacation time approval: Ms. Theron to take unpaid leave in February. Approved.

7. Financial Report – Walter Ryl

- 2015 Budget presented. Chamber to break even.

8. Business arising

- Safety Awareness Event: Discussion on venue and topics. Decided to host event in LLB, on January 20<sup>th</sup>, 2015. Ms. Theron to find food & venue sponsors, and to arrange speakers.
- Downtown Business Group Christmas Blitz – Gail Broadbent presented planning on event that will take place November 27<sup>th</sup> and 28<sup>th</sup>. To submit sponsorship letter to the County. Chamber will match grant up to \$1000.00. Motion to approve by Dr. Al-Bekai, seconded by Mr. Ryl. Carried unanimously.
- Sponsorship packages: Discussion on how to improve. Will be added to member packages in January. Decided to add Safety Event and Quarterly meetings. Decided to step back from Business Christmas Party due to proximity to EoE and to focus on events that align more closely with Chamber goals.





- Monthly Newsletter: Discussion and decided to rather publish quarterly newsletter, staggered with quarterly general meetings.
- TFWP: Regional lobbying action initiated by Cold Lake & Bonnyville Chambers, financial contribution requested. Ms. Theron to send information to directors, and email vote will follow.
- Website upgrades: \$995 website upgrade to create a responsive website and upgrade the LiveEdit system used to maintain it – Ron Briscoe presented benefits of upgrade. Motion to approve by Mr. Briscoe, seconded by Mr. Al-Bekai. Carried unanimously.
- Big Dog Advertising contract for Chamber Minute discussed: 30 second spot is a cost of \$120 per week (\$6,240 per year) or \$42 per spot for a 60 second spot or \$210 per week (\$10,920 per year). Presented by Mr. Briscoe. Decided against. Rather have directors available to media for quotes on relevant issues.
- Quarterly Member Meetings: Scheduled first general meeting for December 4<sup>th</sup>. To host low-key event from 5:00pm – 6:00pm with cheese and wine. Present Chamber's current standing, and get feedback on Chamber priorities. Directors to email Ms. Theron with suggested topics. Ms. Theron to book venue.
- VIC ad in Lac La Biche Booklet. Discussion on value connected to our operation of the Visitor information Centre. Motion to approve ad by Mr. Briscoe, seconded by Mr. Skyrpan. Carried unanimously.
- Alberta Hub: Schedule possible meeting. Discussion tabled until next meeting.

9. Meeting adjourned 6:45.

Meeting minutes reviewed and approved.

A handwritten signature in black ink, appearing to read "R. Briscoe".

Ron Briscoe  
President

11/7/2014

