

**Sudbury East Chamber of Commerce
Chambre de Commerce de Sudbury-est**

Board of Directors Meeting Minutes
Tuesday October 29th 2019, Municipality of St. Charles

1) Roll Call & Quorum

Present:

1	x	Brazeau, Tim	
2	x	Chenard, Jason	President
3	x	Dimitrijevic, John	Killarney
4	x	Garbutt, Ron	French River (1 vote)
5	x	Hazem, Sharaf	
6	x	Hebert-Berube, Monique	Vice-President
7	x	Loftus, Monica	St. Charles (1 vote)
8	x	Pitre, Justin	
9	x	Restoule, Pam	Dokis
Non-voting	x	Demers, Véronique	BDO

Regrets:

1		Allen, Julie	Treasurer
2		Bouffard, Claude	
4		Carriere, Renee	
10		Hunt, Greg or Pigeau, Rachelle	Markstay-Warren (1 vote)
11		Kutowy, Stephanie	Past President
15		Theiss, Ronny	
16		Empty	

QUORUM (50%+1): minimum 8 of 15 **Yes: 9**

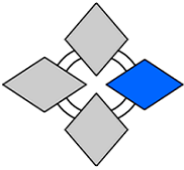
2) President's Welcome

a) Key points:

- It's important to ask Why we are doing things a certain way. If the answer is because it's always been this way then we need to re-assess and analyse.
- The Chamber needs new business ideas and work on it's structure, we need to evolve and crack the egg.

3) Approval of the Agenda

Moved	Ronald Garbutt
Seconded	Monica Loftus



Board of Directors Meeting Minutes

Tuesday October 29th 2019, Municipality of St. Charles

Motion	That the Agenda for the Sudbury-East Chamber of Commerce meeting being held on October 29 th 2019 be approved as presented. APPROVED
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4) Approval of the Minutes

Moved	Ronald Garbutt
Seconded	Monica Loftus
Motion	That the Minutes for the Sudbury-East Chamber of Commerce meeting held on September 24 th 2019 be approved as presented. APPROVED

5) BDO Report

Key Points:

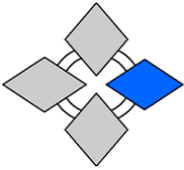
- The board recommended that the BDO report be more of a Pie Chart Summary with percentages instead of a list of tasks completed.
- The BDO report will be adapted over time.

6) Financial Report

a. Budget progress

Key Points:

- The revenues for the month of September are in negatives because I reversed 4 memberships not received (Maples Golf Course, Marc's General repair, Red Barn, Channel Marina).
- Julie produced an activity report for the Gala and the IPM. Gala revenues represent ticket sales received and invoiced at this point. No other gala expenses have been incurred other than judges thank you gift and an accrual for the amount to remit to KML. Watch out next month though!
- As for IPM activities, the revenue is the donation received from the Municipality to cover our costs for the booth. We used that money to cover the cost of our new banner, runner and lanyards. However, I did not tag those expenses as IPM activities as they will be used for general advertising in the future.



Board of Directors Meeting Minutes

Tuesday October 29th 2019, Municipality of St. Charles

- The expenses represent our donation towards the canoe (\$500 less HST rebate) plus our own draw for people who visited our booth (100\$).

b. New Initiatives

Key points:

- Monique Hebert-Bérubé recommends that the board establish guidelines for donations so they respect our mission. A budget should also be established.

7) New Business Ideas

a. Operations Calendar Progress

- *The Chamber needs a fiscal year predictable flow. We need to have monthly and quarterly objectives.*
- *The OPS calendar created will permit the Chamber to plan what needs to be accomplished at each meeting.*
- *New items will be highlighted in yellow both in the Agenda and OPS Calendar.*
- *Monique Hebert-Bérubé mentioned that many boards skip summer meetings because of summer vacation. We could possibly skip July and August meetings.*
- *Ronald Garbutt highlights that the President can always call a special meeting during the summer if an urgent matter needs to be discussed and/or voted on.*
- *Jason Chenard mentions this could also be a great way to attract new Directors.*
- *Jason Chenard explains that the OPS calendar will include the by-law reviews, elections, AGM, budget.*
- *It was highlighted that if a Director leaves the Chamber during the year then a new one can be appointed, we don't necessarily need to wait till the election.*
- *BDO will send the updated OPS calendar by email.*

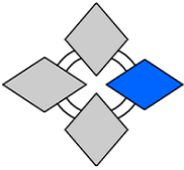
b. By-Law Discussion

Key Points:

- All bylaws that need review will be inserted into the OPS Calendar and discussed that each meeting. All the motions will then be drafted and voted on at the AGM.
- BDO will send bylaws to be reviewed ahead of time.
- Ronald Garbutt mentions that a bylaw for telecommunications should be added in the OPS Calendar to permit Directors to participate at meetings by telephone or video conference and still count in quorum.
- The Chamber will consult the Non-for profit by-laws of Ontario during motion drafting.
- Jason Chenard also took the time to present the new Agenda format.

c. Parking Lot for executive team vote

Key points:



Board of Directors Meeting Minutes

Tuesday October 29th 2019, Municipality of St. Charles

- Jason explained that it could be beneficial to have a Parking Lot section to our Agenda/Minutes which could be used for an Executive team vote once all the information for a certain matter is collected. This would save some time instead of calling special meetings like the situation with the investment.
- Monique Hebert-Bérubé mentions that executive decisions have been used in the past. We would need our bylaws to stipulate that we have a parking lot.
- Pamela Restoule mentions that other boards use this option as well.
- Tim mentions that if an item is the parking lot and we're missing information then we could always proceed to electronic voting. It's important that every Director gets their vote.
- Jason mentions that we could leave it as an option and see if there's a need for it in the future.
- Ronald Garbutt mentions that the Parking Lot can be used when we're missing information to a certain question. We can leave the subject there until more information is available.

d. Dinner at Meetings

Key Points:

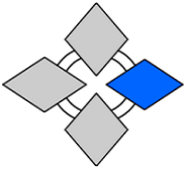
- It was brought up by many Directors that although a nice gesture, having dinner at every meeting is costly for the Chamber and takes up lots of time. Dinner could be offered once per year as an appreciation dinner to our hard working Directors. The meeting could also be moved to 6pm to accommodate more Directors.

Moved	Ronald Garbutt
Seconded	Monica Loftus
Motion	That the monthly board of directors meeting of the Sudbury-East Chamber of Commerce start at 6pm and that dinner is no longer served as part of the monthly meetings. APPROVED

8) Adjournment

- **A Doodle will be sent to everyone in order to establish a regular schedule for meetings**

Moved	Jason Chenard
Seconded	Monique Hébert-Bérubé
Motion	That the meeting be adjourned at 7:45 pm. APPROVED



**Sudbury East Chamber of Commerce
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Board of Directors Meeting Minutes

Tuesday October 29th 2019, Municipality of St. Charles



Jason Chenard
President

December 15th 2019