

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

**Board of Directors Meeting**  
*Tuesday December 3rd 2019*

**1) Roll Call & Quorum**

1	Allen, Julie	Treasurer
2	Bouffard, Claude	Past President
3	Brazeau, Tim	
4	Carriere, Renee	
5	Chenard, Jason	
6	Dimitrijevic, John	Killarney
7	Garbutt, Ron or Malette, Richard	French River (1 vote)
8	Hazem, Sharaf	
9	Hebert-Berube, Monique	Vice-President
10	Hunt, Greg or Pigeau, Rachelle	Markstay-Warren (1 vote)
11	Kutowy, Stephanie	President
12	Lemieux, Richard or Loftus, Monica	St. Charles (1 vote)
13	Pitre, Justin	
14	Restoule, Pam	Dokis
15	Theiss, Ronny	
16	Empty	
Non-voting	Demers, Veronique	BDO

**QUORUM (50%+1):** minimum 8 of 15    **Yes/No**

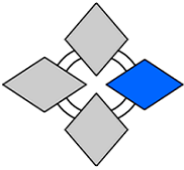
**2) President's Welcome**

Conclusions from last meeting:

- a) BDO report is snapshot instead of list of items; will adapt with time
- b) Meetings start at 6pm without dinner
- c) New structural tools: revised agenda template and ops calendar
- d) "Parking lot" for items in progress

**3) Approval of the Agenda**

Moved	
Seconded	
All in Favour	



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**4) Approval of the Minutes**

Moved	
Seconded	
All in Favour	

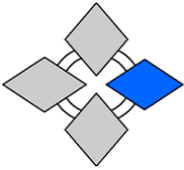
**5) Operations Calendar Progress**

- a. *Identify bylaws for review (2, 3.5, 5.12, 5.2, 7.4, 5.6, 6.4, 6.6, 5.1, 6.1)*
- b. *Review Mission Statement*
- c. *Review objectives*
- d. *Review Draft Budget*
- e. Need to insert: networking events with topics?
- f. Need to insert: Meeting in Markstay-Warren?
- g. Need to insert: Meeting in Dokis?
- h. Need to insert: Killarney (non-gala year)?

**6) By-law Discussion**

- a. Potential by-laws requiring revision:

Article	Synopsis	For Review	Agree to open discussion?
3.5	Membership Dues	Dec	Y/N
2	Define: President, VP, Treasurer, Past President Ex-Officio, add "Parking Lot" & "DBO"	Jan	Y/N
5.12	Requirement of Directors' oath?	Jan	Y/N
5.2	Absenteeism	Jan	Y/N
7.4	Clarify: Chairperson shall only vote in case of tie	Jan	Y/N
5.6	Proper definition of quorum; add audio-visual presence	Feb	Y/N



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6.4	“Board shall meet each month” (8-10 meetings per year)	Feb	Y/N
6.6	“Minutes signed by the person presiding over the meeting”	Feb	Y/N
5.1	Executive term 1 yr, max 5 yrs same exec; max 8 yrs as director	Mar	Y/N
6.1	Reassess/confirm: AGM quorum requires 10 members	Apr	Y/N

**7) Financial Report**

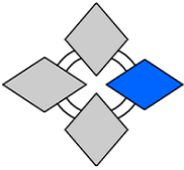
- a. Budget progress
- b. New initiatives
- c. Business Cards
- d. Emails

**8) New Business**

- a. ‘Mission Statement’ review
- b. ‘Objective’ review
- c. Do we have ‘Core Values’?
- d. Marketing campaign
  - i. Promotional Video
  - ii. Website
  - iii. Facebook
  - iv. Semi-Annual and Year End Membership newsletter by email?
- e. Initial thoughts: “Components of a Strategic Plan”
- f. SWOT Analysis: email to Veronique by next meeting

**9) Adjournment Time: \_\_\_\_\_pm**

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**Schedule of Meetings** 6pm start, first Tuesday

<b>Q1</b>	January 7th	February 4th	March 3rd
<b>Q2</b>	April 7th	May 5th	June 2nd
<b>Q3</b>	July (Break)	Aug (Break)	Sept 24 - AGM: Gallery, NV
<b>Q4</b>	Oct 29: St. Charles	Nov (Gala)	Dec 3rd

**Parking Lot**

<b>Item #</b>	<b>Topic</b>	<b>Pending Info needed</b>	<b>Director with the Ball</b>
1			
2			
3			