

Mayne Island Community Chamber of Commerce Board Meeting
 March 09, 2021
 6:00 pm on Zoom

Agenda Item	Responsibility
1. Additions to the Agenda	Brian
2. Approval of the Agenda	Brian
3. Approval of the Jan 19, 2021 Board Meeting Minutes	Brian
4. Correspondence -Export Navigator Program	Brian, Lauren
5. Treasurer's Report	Colleen
6. Membership Report	Lauren
7. Marketing Committee Report	Kat
8. Executive Officer Report -Photography	Lauren
9. Brochure	Lauren
10. Mile Trees	Annette
11. Adjournment	Brian

In Attendance: Brian Dearden (President), Annette Witteman (Vice-President), Colleen Fraser (Treasurer), Kat Ferneyhough (Secretary), Lise Magee, Drew Ferneyhough, Sharon Hinton, Lauren Underhill (Executive Officer)

Meeting brought to order at 6:02pm

1. Additions to the Agenda
 - a. Audit discussion with Lina
 - b. AGM
 - c. Office
 - d. Recovery Grant

2. Approval of the Agenda
 - a. **Motion** to approve the agenda by Colleen Fraser, seconded by Drew Ferneyhough

CARRIED

3. Approval of the Jan 19, 2021 Board Meeting Minutes
 - a. **Motion** to approve the Jan. 19, 2021 Board Meeting Minutes by Lise Magee, seconded by Drew Ferneyhough.

CARRIED

4. Correspondence
 - a. Export Navigator Program: This program is intended to provide exposure to businesses on exporting and Export Navigator's services to help BC Businesses grow. The Mayne Chamber is being offered \$1000 from the BC Chamber of Commerce if we promote the program via social media channels and email. Discussion: It is not known if there are businesses on the island that would benefit from this program, but it wouldn't be detrimental to let members know about the

program. **Motion** to have Lauren promote the Export Navigator Program made by Lise Magee, seconded by Drew Ferneyhough. **CARRIED**

5. Treasurer's Report

a. As of Jan 28th, the Mayne Island Chamber has \$53,720 in the bank with no large withdrawals forthcoming. **Motion** to approve the Treasurer's Report by Colleen Fraser, seconded by Annette Witteman. **CARRIED**

6. Membership Report

a. The Chamber is sitting at 56 Mayne Island business members, 6 Mayne Island community members, and 49 off-island insurance members, which comes to 111 members total. Only one membership has not been paid.

7. Marketing Committee Report

a. n/a

8. Executive Officer Report

a. Have been updating website for new members and to align with new branding guidelines. It is nice having photos from the branding campaign to use without worrying about attribution and it would be good to have photos for spring and summer seasons as well. Will put a call out and if not successful after a month will discuss hiring a photographer.

b. Will be starting up member newsletters and chamber chatter again, draft board meeting minutes will be included in the newsletters.

c. Attended SGITPS AGM, continuing to be contact for Jacqueline.

d. Updating COVID spreadsheet as business info is given.

9. Brochure

a. Brochure production is slightly behind due to waiting for brand guidelines. Drew is working on cover; Annette is doing research regards usage of First Nations place names. Lauren will check in with Richard.

10. Mile Trees

a. Annette has been talking to Jacqueline in regards to this project. Jacqueline was able to find \$15,000 of grant funding to do a study on wayfinding in the Southern Gulf Islands, with Mayne serving as the pilot location. Two employees of the company doing the study have visited Mayne and will be presenting their proposal at a meeting on March 22. The study will hopefully provide a plan for how Mayne Island can build wayfinding markers.

11. Audit discussion with Lina Beaudet

a. Brian discussed with Lina whether the Mayne Chamber should be doing an audit of the books. She advises that since the accounting is so simple that there is no need. Lauren will note the need to vote at the AGM on this matter, along with the recommendation of no audit.

12. AGM

a. Sharon will be stepping down from the board. If each board member can come up with a few names this would be helpful in gaining some new members of the board since many

members have been volunteering for many years now. Would be good to have someone from the food service industry as well as the trades. Board meeting April 13th to discuss AGM.

13. Office

a. Brian has taken over the area where Chamber items were being stored. He can provide space for a filing cabinet and brochure storage. Lauren will do a first go through with all the paperwork to narrow down what needs to be kept. Would be good to have a second person go through as well.

14. Recovery Grant

a. Lise noted that the parameters for the grant application have changed, making it more accessible to businesses. Kat is happy to help with any applications.

15. Adjournment

a. **Motion** to adjourn by Colleen at 7:15pm, seconded by Kat Ferneyhough CARRED