



WALKERTON

CHAMBER OF COMMERCE & BIA

BOARD MEETING AGENDA

Wednesday, December 14, 2011

12:00 p.m. Chamber/BIA boardroom

- 1.1 Adoption of December 14, 2011 agenda
- 1.2 Conflict of Interest/Pecuniary Interest
- 1.3 Approval of Nov. 9, 2011 minutes
- 1.4 Business arising from minutes

REPORTS/UPDATES

- 2.1 Office update – Tracey Cassidy
- 2.2 Promotions Committee update – Elaine Schaab
- 2.3 Image Committee – Neil Kirstine

ACCOUNTS PAYABLE

- 3.1 Motion to pay Dec. 14, 2011 bills/accept bills paid
- 3.2 Trial balance

NEW BUSINESSES

- 4.1 Green Bean Pantry

NEW BUSINESS

- 5.1 Director appointment
- 5.2 Committee appointments

CORRESPONDENCE

- 6.1

IN CAMERA

- 7.1

ADJOURNMENT

The committee's next project is a coupon book, which is to be completed before the end of the year with funding support from Spruce the Bruce.

2.3 Image Committee – Neil Kirstine, Kym Hutcheon & Randy Saunders

The Spruce the Bruce team is continuing to work with the committee. This month all committee members have been asked to distribute survey information to businesses in the downtown core. Businesses will collect basic data from their customers, which will then be sent to Ryerson University for analysis. The resulting report, which is being paid for by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), will contain valuable information for the Image Committee, Chamber/BIA, Economic Development Committee and the municipality.

In its efforts to define Walkerton's brand, Spruce the Bruce and Image have moved away from the water/river theme and are now focusing on Walkerton's downtown as a shopping and dining destination. This new direction fits better with the Chamber/BIA mandate and has led to several brainstorming sessions.

Holiday decorations including banners, garland and bows will be hung downtown next week. The bridge lights have already been replaced and the tree lights will be re-hung shortly.

ACCOUNTS PAYABLE

3.1 Motion to pay November 9th, 2011 bills/accept bills paid

A motion was made to pay the November 9th, 2011 bills/accept bills paid in the amount of \$9,484.71.

MOTIONED BY – Elaine Schaab

SECONDED BY – Neil Kirstine

MOTION CARRIED

3.2 Trial balance

Accepted as presented.

NEW BUSINESSES

4.1 None

NEW BUSINESS

5.1 Brucelea Haven letter

A letter signed by President Bonnie Kraemer has been prepared following the announcement that Brucelea Haven will be using an out-of-county business for its new five-year pharmaceutical contract. A short discussion was held on the subject, with board members expressing their disappointment with Bruce County for this decision.

5.2 COPA conference

Phil Englishman has spoken to two directors about the perceived a lack of support from the Chamber/BIA for the 2012 Canadian Owners and Pilots Association (COPA) conference, to be held at the Saugeen Municipal Airport. The Chamber/BIA has co-operated with Mr. Englishman on several occasions by providing a list of local accommodations and mailing a box of visitor information to the 2011 conference in British Columbia. Following its policy, the Chamber/BIA declined to make a cash donation or solicit funds from its members for the 2012 event. As the date approaches, additional information including flyers, brochures and maps will be provided to organizers at the airport.

CORRESPONDENCE

6.1 None

IN CAMERA

7.1 Not needed

ADJOURNMENT

A motion was made to adjourn the meeting at 1:24 p.m.

MOTIONED BY – Neil Kirstine

SECONDED BY – Randy Saunders

MOTION CARRIED

Walkerton Chamber of Commerce & BIA

Bills - December 14, 2011

Simply Deli-cious	Board meeting	142.38
First Line Security	Security sytem install	282.50
A Little of Everything	Walkerton dollars	25.00
Folmer Landscaping	Planters for office	65.52
HDTV & Electronics	Shopping Challenge prize	500.00
Petty Cash	Meetings, Parade supplies	97.60
Reliance Printing	Shopping guides	4,002.60
Tim Br Mart	Wall board material	13.96
Town Crier	Promotion advertising	96.05
Walkerton Home Hardware	Shopping Challenge prize	500.00
Wright's Foodmarket	Walkerton dollars & Shopping challenge prize	575.00
Brant Central School	Parade expense	200.00
Bruce County Shrine Club	Parade expense	200.00
Canadian Fire & Flood	Hanging of sign	339.00
Christine Brandt	Mileage, xmas party	115.84
Cox Signs	Frame for exterior sign	300.58
Holst Office Supplies	Office chair & Walkerton dollars	191.53
Owen Sound Kiwanis Club	Float for parade	1,000.00
SHHS	Parade expense	200.00
Randy Embro	Parade expense	225.00
Walkerton Illusions	Parade expense	50.00
Fabrice Shoppe	Walkerton dollars	20.00
Town Crier	Promotion advertising	124.30
Tracey Cassidy	Mileage, xmas party, liquor licence	177.32
Walkerton Dollar Store	Walkerton dollars	5.00
Valu mart	Walkerton dollars, parade expense	185.00
Walkerton Home Hardware	Coffee maker, moving supplies	158.10
Wightman Telecom	Phone, internet	163.43
WDSS	Parade expense	200.00
Walkerton Legion band	Parade expense	200.00
Brown's Pharmacy	Walkerton dollars	25.00
Four Season Party Rentals	Christmas social	184.47
Grant's TV & Appliances	Walkerton dollars	725.00
Henry Simpson	Rent	621.50
Holst Office Supplies	Walkerton dollars	25.00
Kym Hutcheon	Mileage - workshop	50.88
Municipality of Brockton	Wages	6,204.70
The Post	Promotion advertising	346.35
Tim Br Mart	Walkerton dollars	50.00
Tracey Cassidy	Christmas social refreshments	53.30
Walkerton Herald Times	Promotion & parade advertising	727.68

CKNX Radio	Promotion advertising	2,151.52
Holst Office Supplies	Office supplies	48.47
Wright's Foodmarket	Office and social supplies	29.45
Henry Simpson	Rent Jan-March	1,864.50
Cartwright's Shoe Store	Walkerton dollars	400.00
Town Crier	Promotion advertising	248.60
Joy Source for Sports	Walkerton dollars	425.00
	Total Bills	\$24,537.13

1:19 PM

12/12/11

Accrual Basis

Walkerton Chamber of Commerce & BIA

Trial Balance

As of 12 December 2011

	12 Dec 11	
	Debit	Credit
1000 · Chequing	40,231.32	
1020 · Accounts receivable	2,518.93	
1500 · *Undeposited Funds	664.60	
1800 · Inventory - relocation guides	5,404.00	
1700 · Office furniture	8,040.00	
1701 · Acc Amort - Office Furniture		7,237.00
1710 · Computers	7,289.94	
1711 · Acc amort - Computers		5,123.00
1720 · Equipment	3,045.00	
1721 · Acc Amort - Equipment		1,996.00
1010 · Petty cash	100.00	
2020 · Accounts payable		1,413.57
2050 · Accrual account	1,676.11	
2200 · GST Payable (due to/from Ont.)	1,017.08	
2500 · Deffered Revenue		1,700.00
3010 · Reserves	0.00	
3900 · Retained Earnings		11,862.13
4000 · General income:Bank interest		272.81
4000 · General income:Surplus		16,342.85
4000 · General income:Tax levy		71,256.14
4100 · Income-other		453.00
4100 · Income-other:Rent		4,624.00
4100 · Income-other:Tourist centre		35,000.00
4100 · Income-other:Website & other advertising		1,600.00
4200 · Chamber Membership:Associates		9,425.00
4200 · Chamber Membership:group insurance		2,372.12
4250 · Projects & Promotions-C		3,120.00
4300 · Canada's Wonderland tickets	0.00	
4500 · Signage Maintenance		450.00
4600 · Walkerton \$\$ revenue		30,550.19
4710 · Promotions-Income:Christmas promo		5,100.00
4710 · Promotions-Income:Fall Decorating Kits		1,667.51
4710 · Promotions-Income:Marketing & Promotions		2,741.90
4710 · Promotions-Income:Shopping Guide		3,435.00
4710 · Promotions-Income:Spring		1,240.00
4710 · Promotions-Income:Summer		5,248.00
4750 · Santa Claus Parade Income		3,100.00
4800 · Image Income		21,430.00
4800 · Image Income:Buskers Festival:Admission		2,373.01
4800 · Image Income:Buskers Festival:Sponsorship		10,285.00
4800 · Image Income:Downtown Market		320.00
4800 · Image Income:Facade Projects		866.82
4800 · Image Income:Wages/Admin/Other		672.00
5000 · Wages & Benefits	74,930.61	
5100 · Mileage/training/lodging/meals	2,329.75	
5207 · Santa Claus parade	2,867.54	
5250 · Projects & Promotions	9,060.24	
5300 · Office:audit	3,758.54	
5300 · Office:Copier lease	1,548.36	
5300 · Office:Internet/telephone/fax	1,666.38	
5300 · Office:Meetings	988.14	
5300 · Office:Office equipment/upgrades	13.19	
5300 · Office:Postage/meter lease	1,407.62	
5300 · Office:Supplies	34.16	
5300 · Office:Supplies:coffee	363.12	
5300 · Office:Supplies:kitchen/cleaning/bag tags	116.25	
5300 · Office:Supplies:miscellaneous	58.90	
5300 · Office:Supplies:paper/pens/ink/binders	203.15	
5300 · Office:Supplies:water jugs	10.00	
5300 · Office:Website	339.59	
5400 · Building maintenance:Grass cutting/garden	310.00	
5400 · Building maintenance:Hydro & Utilities	2,959.00	
5400 · Building maintenance:Moving Expense	10,558.01	
5400 · Building maintenance:Rent/municipal tax	5,568.50	

1:19 PM

12/12/11

Accrual Basis

Walkerton Chamber of Commerce & BIA

Trial Balance

As of 12 December 2011

	12 Dec 11	
	Debit	Credit
5400 · Building maintenance:Snow removal	1,306.37	
5500 · Tourist Information:Advertising	1,131.62	
5500 · Tourist Information:Maps etc & tourism expenses	743.35	
5500 · Tourist Information:Saugeen Tourism membership, ads	4,039.55	
5700 · Walkerton \$\$	10,025.00	
5755 · Sign Maintenance - Coming Event	62.64	
5900 · Membership costs:CCC	666.38	
5900 · Membership costs:OBIA	25.00	
6500 · Business Functions	421.10	
6500 · Business Functions:business luncheons		201.30
6700 · Image Expenses	2,717.34	
6700 · Image Expenses:Buskers Festival:Busker advertising	3,492.45	
6700 · Image Expenses:Buskers Festival:Performers & inflatables	7,238.32	
6700 · Image Expenses:Buskers Festival:Prizes & Supplies	3,234.01	
6700 · Image Expenses:Buskers Festival:Rentals	704.09	
6700 · Image Expenses:Buskers Festival:Staffing & misc	487.49	
6700 · Image Expenses:Christmas Lighting & banners	1,267.32	
6700 · Image Expenses:Downtown Market:Market advertising	4,314.19	
6700 · Image Expenses:Facade Program	2,854.31	
6700 · Image Expenses:Maintenance	1,564.26	
6700 · Image Expenses:Other- Image	792.80	
6700 · Image Expenses:Streetscape:Parkette maintenance	250.00	
6700 · Image Expenses:Wages/admin fees	4,158.09	
6800 · Promotions-Expenses:Christmas promo	4,377.89	
6800 · Promotions-Expenses:Fall decorating kits	1,002.41	
6800 · Promotions-Expenses:Marketing & promotions	2,464.81	
6800 · Promotions-Expenses:Shop Local reward-Walkerton\$\$	90.00	
6800 · Promotions-Expenses:Shoppers Night	620.53	
6800 · Promotions-Expenses:Shopping Guide	4,819.24	
6800 · Promotions-Expenses:Spring	2,947.56	
6800 · Promotions-Expenses:Summer	6,582.20	
TOTAL	<u>263,478.35</u>	<u>263,478.35</u>

Chamber/BIA Committees

Image – 2-4 Chamber members needed

- 1.
- 2.
- 3.
- 4.

Community/Business members –

1. ?
2. ?
3. ?
4. ?

Promotions – 2 Chamber members needed

- 1.
- 2.
3. Manager – Tracey Cassidy
4. Events & Communications – Christine Brandt

Community members –

5. Ashley Corstorphine
6. ?
7. ?
8. ?

Doors Open – 2 Chamber members needed

1. ?
2. ?

Buskers – 4-5 Chamber members needed

1. Dwayner Kaster
2. Steve Westman
- 3.
- 4.
- 5.

Community/Business members

1. Ashley Corstorphine
2. ?

Parade – 2 Chamber members needed

1. Dwayne Kaster
- 2.

Personnel Committee

President – Randy Saunders
Vice President – Dwayne Kaster
Past President – Elaine Schaab

Finance Committee

President – Randy Saunders
Vice President – Dwayne Kaster
Finance chair – ?
Manager – Tracey Cassidy

Economic Development Committee

Chamber rep – ?