



# **WALKERTON**

**CHAMBER OF COMMERCE & BIA**

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## **BOARD MEETING AGENDA**

Tuesday, June 8, 2011

12 p.m. Chamber/BIA boardroom

- 1.1 Adoption of June 8, 2011 agenda
- 1.2 Conflict of Interest/Pecuniary Interest
- 1.3 Approval of May 3, 2011 minutes
- 1.4 Business arising from minutes

### **REPORTS/UPDATES**

- 2.1 Office update – Tracey Cassidy
- 2.2 Office relocation – Tracey Cassidy
  - a. Renovation update
  - b. Quotes to review
- 2.3 Image Committee – Neil Kirstine
- 2.4 Promotions Committee – Bonnie Kraemer/Elaine Schaab

### **ACCOUNTS PAYABLE**

- 3.1 Motion to pay June 8, 2011 bills/accept bills paid
- 3.2 Trial Balance

### **NEW BUSINESSES**

- 4.1 Cava Coffee Café
- 4.2 The Hartley House
- 4.3 Holm Graphics

### **NEW BUSINESS**

- 5.1 Budget
- 5.2 Spruce the Bruce – committee appointment
- 5.3 Chamber/BIA – committee appointments

### **CORRESPONDENCE**

- 6.1 None

### **IN CAMERA**

- 7.1

### **ADJOURNMENT**

# Jim MacArthur Windows & Doors Ltd.

28 Durham St. W., Walkerton, Ontario  
N0G 2V0

Phone (519) 881-0267  
Toll Free 1-866-881-1111  
Fax (519) 881-4612

Date May 18/11

Walkerton Chamber of Commerce  
Mr. Christine Bennett

## Contract 3040

This contract is for the described material and labour only. Any variance shall be agreed upon by both parties before any work commences. All materials shall be new unless stated. Work shall be completed in a professional and timely manner. A 1/3 down payment is due upon receipt of this contract and the remaining 2/3 due on completion of this contract.

Walkerton  
887-3413

**SATISFACTION GUARANTEED**

Contract reflects prices good for the next 30 days

| Item # | Product | Description of material and work  | Unit Price | Amount |
|--------|---------|---|------------|--------|
|        |         | To install 1 M Ball on store front at 101 Durham Street - Dark Blue or Navy |            | 708.7  |
|        |         | Lettering on Balance (reads) 101 Durham Street                              |            | 16.75  |
|        |         | Total installation  |            |        |

Thank you for the opportunity of presenting this quotation.

(W 880851317KT000)

Customer

*Jim MacArthur*  
Jim MacArthur

|              |        |
|--------------|--------|
| Sub Total    | 1274.4 |
| 13% HST      | 163.0  |
| Total        | 1437.4 |
| Less Deposit |        |
| Balance      |        |

TERMS: Due Upon Receipt. 2% Per Month Added to Overdue Accounts.



**Cox Signs**  
LIMITED

519-881-1304, 27 Ontario Rd.,  
Walkerton, ON N0G 2V0

**Signs On Time!**  
Division of Cox Signs Limited

519-272-0333, 291 Lorne Ave East,  
Stratford, ON N5A 6S4

To: Walkerton & District Chamber Of Commerce  
Att: Christine Brandt  
From: Brian Grubb  
Date: May 30 / 2011  
Re: Awning

*Since 1953.... Our 58th Year in Business*

## PRICE QUOTE

### Quarterball Awning

- ◆ DESCRIPTION: 1x 6' quarterball awning for over new location entrance / non-illuminated / no graphics / colour of awning to be confirmed / Installation on location

1x 6' Quarterball Awning ... \$ 1,548.00  
Installation ..... \$ 340.00

**SUBTOTAL ... \$ 1,888.00**

+ H.S.T.

Walkerton office at 1-888-953-1111 / Fax 519-881-1461 / E-mail: [briangrubb@coxsigns.com](mailto:briangrubb@coxsigns.com)

Stratford office at 272-0333 / Fax 272-2514 / E-mail: [signsonline@coxsigns.com](mailto:signsonline@coxsigns.com)

[www.coxsigns.com](http://www.coxsigns.com)



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**Signs On Time!**  
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519-272-0333, 291 Lorne Ave East,  
Stratford, ON N6A 6S4

To: Walkerton & District Chamber Of Commerce  
Att: Christine Brandt  
From: Brian Grubb  
Date: May 27 / 2011  
Re: New Location

*Since 1953.... Our 58th Year in Business*

## PRICE QUOTE

### Alumalite Sign

- ◆ DESCRIPTION: 1x Alumalite sign approx. 2' x 8' / digital print applied / UV laminate applied / COPY: "Walkerton Chamber of Commerce & BIA" logo / layout of graphics to be confirmed / Installation on location

|  |                  |
|--|------------------|
| 1x Sign / Graphics / Clear Laminate ... .. | \$ 398.00        |
| Installation .....                         | \$ 120.00        |
| <b>SUBTOTAL ...</b>                        | <b>\$ 518.00</b> |

+ H.S.T.

Walkerton office at 1-888-953-1111 / Fax 519-881-1461 / E-mail: [briangrubb@coxsigns.com](mailto:briangrubb@coxsigns.com)  
Stratford office at 272-0333 / Fax 272-2514 / E-mail: [signsonline@coxsigns.com](mailto:signsonline@coxsigns.com)  
[www.coxsigns.com](http://www.coxsigns.com)

Quote from Wildwood Signs

\$300 - 8 x 2 ft sign -- large format digital laminated and installed on aluminite

Hourly rate charged to adjust logo/graphics

Installation not provided

*no longer available  
to do the job*

## Chamber - Tracey Cassidy

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**From:** Grant's TV <grantstv@wightman.ca>  
**Sent:** May-31-11 4:52 PM  
**To:** Chamber - Tracey Cassidy  
**Subject:** Re: Advertising Opportunity - Sign up today for Outdoor Market Days!

Hi Tracey,

Sorry, I had kinda forgotten to get this e-mail off to you...mind you, I have been trying to find the information for you but can't seem to find a web site for the photo etc.

anyway...

summer special \$499.00 plus hst

Amana A8RXCGFXW

68" high 28" wide

smooth contour door  
3 glass shelves  
2 humidity controlled crispers  
1 deli drawer  
3 full shelves on fridge door  
1 temperature control  
one shelf in freezer  
2 full shelves in freezer drawer.

We do have one on the floor if you have a chance to drop in to the store.

See you then,

Regards,  
MaryBeth

- Egg Bin: No
- Freezer Shelf Construction: Wire
- Fruit and Vegetable Crispers: yes
- Gallon Door Bin: No
- Ice Maker: No
- Interior Light (Freezer): No
- Interior Light (Refrigerator): Yes
- Lock: No
- Quick Freeze: No
- Reversible Door: No
- Snack Drawer: No
- Wine Rack: No
- Technical Details
- Energy Star Efficient: No
- Hertz: 60

## Amana A8RXCGFXW White 18 cu. ft. Top-Mount Freezer Refrigerator White

Brand: Amana  
Model: A8RXCGFX



Authorized Dealer

A8RXCGFXW  
White

Regular Price: \$649.00

12% Off: -\$80.00

Ends Jun. 01

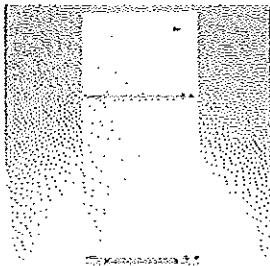
**Add To Cart**

Today's Price: \$569.00

- [Printer Friendly](#)
- [Email A Friend](#)
- [Extended Warranty](#)

A8RXCGFXS \$749.00  
Stainless Steel \$659.00 CAD

**Add To Cart**



**+ Enlarge Picture**

Condition: Brand new, in original manufacturer packaging.

|  |
|--|
| <b>Manufacturer Warranty</b>   |
| Product covered with full Canadian manufacturer warranty. Minimum 1 year in home repair, parts & labor included. |
| <b>Extended Warranty For This Product</b>  |
| 4 Years Extended Warranty: \$169.99<br><a href="#">Extended Warranty Information (PDF)</a>                       |

|  |
|--|
| <b>Delivery Rate</b>   |
| Pickup at Store: No Charge<br>Delivery in the GTA: \$59.00<br>Outside GTA  |
| Enter Postal Code: <input type="text"/> <a href="#">Calculate Shipping</a> |
| <b>Estimated Delivery Time (GTA): 2-5 Business Days</b>                    |

|             |          |                |            |             |         |             |          |
|-------------|----------|----------------|------------|-------------|---------|-------------|----------|
| Description | Features | Specifications | Literature | Accessories | Rebates | How We Ship | About Us |
|-------------|----------|----------------|------------|-------------|---------|-------------|----------|

|   |
|---|
| <p>Description</p> <p>18 cu. ft. Top-Mount Freezer Refrigerator</p> |
|---|

We Proudly Accept



## Walkerton & District Chamber of Commerce

### Bills - June 8, 2011

|                             |                                   |                  |
|-----------------------------|-----------------------------------|------------------|
| Municipality of Brockton    | Wages                             | 6,656.10         |
| Atomic North                | Website updates                   | 75.00            |
| Christine Brandt            | Online update of Relcoation Guide | 63.00            |
| Cox Signs                   | Coming Event sign for post office | 1,032.82         |
| Gillespies Office Solutions | Copler lease                      | 63.35            |
| Joy Source for Sports       | Walkerton dollars                 | 200.00           |
| K's Kountry Kitchen         | Walkerton dollars                 | 75.00            |
| Municipality of Brockton    | Utilities                         | 60.29            |
| Tim BR Mart                 | Sign repair supplies              | 6.85             |
| Westario Power              | Hydro                             | 131.34           |
| Wightman Telecom            | Phone, internet                   | 168.27           |
| Murphy's valu mart          | Walkerton dollars                 | 949.61           |
| Grant's TV & Appliances     | Walkerton dollars                 | 125.00           |
| Michael Spltzig             | Grass cutting                     | 45.00            |
| Municipality of Brockton    | Wages                             | 6,126.57         |
| Holst Office Supplies       | Office supplies                   | 58.59            |
| Van Houtte Coffee           | Coffee                            | 53.63            |
| Walkerton Herald Times      | Tourist Guide ad                  | 226.00           |
| Christine Brandt            | Mileage                           | 63.84            |
|                             | <b>Total Bills</b>                | <b>16,180.26</b> |

2:22 PM

02/06/11

Accrual Basis

## Walkerton Chamber of Commerce &amp; BIA

## Trial Balance

As of 2 June 2011

|   | 2 Jun 11          |                   |
|---|-------------------|-------------------|
|   | Debit             | Credit            |
| 1000 · Chequing   | 21,487.97         |                   |
| 1020 · Accounts receivable                                      | 3,148.00          |                   |
| 1600 · Undeposited Funds  | 1,201.00          |                   |
| 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   |                   | 7,747.93          |
| 2050 · Accrual account  | 0.00              |                   |
| 2200 · GST Payable (due to/from Ont.)                           | 439.24            |                   |
| 2500 · Deferred Revenue   |                   | 1,700.00          |
| 3010 · Reserves   | 0.00              |                   |
| 3900 · Retained Earnings  |                   | 11,862.13         |
| 4000 · General Income:Bank interest                             |                   | 117.41            |
| 4000 · General Income:Surplus                                   |                   | 16,342.85         |
| 4000 · General Income:Tax levy                                  |                   | 35,550.62         |
| 4100 · Income-other   |                   | 20.00             |
| 4100 · Income-other:Rent  |                   | 3,468.00          |
| 4100 · Income-other:Website & other advertising                 |                   | 1,100.00          |
| 4200 · Chamber Membership:Associates                            |                   | 9,275.00          |
| 4200 · Chamber Membership:group insurance                       |                   | 1,023.97          |
| 4600 · Walkerton \$\$ revenue                                   |                   | 11,265.19         |
| 4710 · Promotions-Income:Marketing & Promotions                 |                   | 2,797.60          |
| 4710 · Promotions-Income:Spring                                 |                   | 1,300.00          |
| 4800 · Image Income:Buskers Festival:Sponsorship                |                   | 6,250.00          |
| 5000 · Wages & Benefits   | 33,925.99         |                   |
| 5100 · Mileage/training/lodging/meals                           | 1,537.61          |                   |
| 5250 · Projects & Promotions                                    | 5,700.77          |                   |
| 5300 · Office:audit   | 3,758.54          |                   |
| 5300 · Office:Copier lease                                      | 687.70            |                   |
| 5300 · Office:Internet/telephone/fax                            | 755.65            |                   |
| 5300 · Office:Meetings  | 161.14            |                   |
| 5300 · Office:Postage/meter lease                               | 860.70            |                   |
| 5300 · Office:Supplies:coffee                                   | 115.11            |                   |
| 5300 · Office:Supplies:kitchen/cleaning/bag tags                | 22.73             |                   |
| 5300 · Office:Supplies:paper/pens/ink/blinders                  | 137.86            |                   |
| 5300 · Office:Supplies:water jugs                               | 3.00              |                   |
| 5300 · Office:Website   | 199.71            |                   |
| 5400 · Building maintenance:Grass cutting/garden                | 70.00             |                   |
| 5400 · Building maintenance:Hydro & Utilities                   | 2,118.58          |                   |
| 5400 · Building maintenance:Rent/municipal tax                  | 1,681.65          |                   |
| 5400 · Building maintenance:Snow removal                        | 1,308.37          |                   |
| 5500 · Tourist Information:Advertising                          | 1,131.62          |                   |
| 5500 · Tourist Information:Maps etc & tourism expenses          | 100.00            |                   |
| 5500 · Tourist Information:Saugeen Tourism membership, ads      | 4,039.55          |                   |
| 5700 · Walkerton \$\$   | 6,300.00          |                   |
| 5755 · Sign Maintenance - Coming Event                          | 56.16             |                   |
| 5900 · Membership costs:CCC                                     | 666.38            |                   |
| 5900 · Membership costs:OBIA                                    | 25.00             |                   |
| 6500 · Business Functions:business luncheons                    |                   | 60.00             |
| 6700 · Image Expenses:Buskers Festival:Busker advertising       | 66.14             |                   |
| 6700 · Image Expenses:Buskers Festival:Performers & Inflatables | 1,483.28          |                   |
| 6700 · Image Expenses:Buskers Festival:Prizes & Supplies        | 88.39             |                   |
| 6700 · Image Expenses:Christmas Lighting & banners              | 858.45            |                   |
| 6700 · Image Expenses:Facade Program                            | 799.00            |                   |
| 6700 · Image Expenses:Maintenance                               | 12.10             |                   |
| 6800 · Promotions-Expenses:Marketing & promotions               | 2,464.81          |                   |
| 6800 · Promotions-Expenses:Spring                               | 2,947.56          |                   |
| <b>TOTAL</b>  | <b>124,236.70</b> | <b>124,236.70</b> |

## **Budget Revisions**

May 31, 2011

The 2010 surplus has been added to the 2011 budget as income. As a result the following changes have been made:

Under Revenue - the Surplus has been changed to \$16,343, reflecting the addition of the 2010 surplus

Under Expenses - Projects & Promotions has increased from \$7,150 to \$10,493 to allow for 2011 projects, including Image projects in the amount of \$4,000; the additional funds will come from the 2010 surplus

Under Expenses –

- Rent has been added, with a budgeted amount of \$3,000 to cover the last quarter of 2011 in our new location
- Office Relocation has been added with a budgeted amount of \$10,000; these funds will also come from the surplus and will support moving and renovation costs

In addition, dollar figures were changed under our Promotions program to better reflect these accounts. The total amount invested in these projects remains the same.

**Walkerton Chamber of Commerce & BIA**

**2011 Budget**

**REVENUE**

| Account #                        | Item                                  | 2010 Budget      | Actual           | 2011 Budget      |
|----------------------------------|---------------------------------------|------------------|------------------|------------------|
| 4000                             | Interest                              | 200              | 192              | 150              |
| 4000                             | BIA Levy                              | 71,500           | 71,500           | 71,500           |
| 4100                             | Other Income                          | 1,500            | 2,100            | 1,500            |
| 4100                             | Reception services/rent               | 6,936            | 6,936            | 6,936            |
| 4100                             | Tourist Information Centre            | 35,000           | 35,000           | 35,000           |
| 4200                             | Associate membership                  | 4,200            | 5,664            | 7,500            |
| 4200                             | Group Insurance                       | 2,000            | 2,510            | 2,400            |
| 4250                             | Surplus                               | 5,260            | 5,260            | 16,343           |
| 4500                             | Sign maintenance                      | 400              | 400              | 400              |
| 4600                             | Walkerton Dollars                     | 800              | 8,875            | 13,000           |
| 4710                             | Chamber/BIA Programs/Promotions       | 10,650           | 17,282           | 16,500           |
| 4800                             | Image Committee (see separate budget) | 39,300           | 40,854           | 25,300           |
| <b>Total Chamber Revenue</b>     |                                       | <b>\$177,746</b> | <b>\$196,573</b> | <b>\$196,529</b> |
| <b>Revenue from municipality</b> |                                       |                  |                  |                  |
| 5200                             | Santa Claus Parade                    | 3,000            | 3,000            | 3,000            |
| <b>Total Revenues</b>            |                                       | <b>\$180,746</b> | <b>\$199,573</b> | <b>\$199,529</b> |

**EXPENSES**

| Account #                            | Item                                   | 2010 Budget      | Actual           | 2011 Budget      |
|--------------------------------------|--|------------------|------------------|------------------|
| 5000                                 | Wages & Benefits                       | 51,000           | 49,818           | 52,500           |
| 5100                                 | Mileage/training/meals                 | 1,900            | 2,475            | 2,500            |
| 5200                                 | Scobe Awards                           | 150              | 150              | 0                |
| 5250                                 | Projects & Promotions                  | 13,260           | 2,869            | 10,493           |
| 5300                                 | Audit                                  | 2,100            | 1,524            | 2,100            |
| 5300                                 | Photocopier                            | 2,000            | 1,767            | 2,000            |
| 5300                                 | Internet/phone/fax                     | 1,200            | 872              | 1,100            |
| 5300                                 | Meetings                               | 900              | 849              | 900              |
| 5300                                 | Office Equipment & upgrades            | 1,300            | 1,781            | 1,000            |
| 5300                                 | Office maintenance                     | 500              | 645              | 500              |
| 5300                                 | Postage                                | 1,000            | 739              | 1,000            |
| 5300                                 | Office Supplies                        | 1,400            | 1,549            | 1,600            |
| 5300                                 | Website                                | 400              | 140              | 400              |
| 5400                                 | Signage maintenance reserve            | 400              | 400              | 400              |
| 5400                                 | Snow removal/lawn & garden             | 1,700            | 1,622            | 1,700            |
| 5400                                 | Hydro & Utilities                      | 3,000            | 3,163            | 3,000            |
| 5400                                 | Municipal Taxes                        | 3,600            | 3,359            | 3,500            |
| 5400                                 | Rent                                   |                  |                  | 3,000            |
| 5400                                 | Office relocation                      |                  |                  | 10,000           |
| 5900                                 | BIA & Chamber membership fees          | 300              | 577              | 400              |
| 5700                                 | Walkerton Dollars                      | 800              | 8,875            | 13,000           |
| 6500                                 | Business functions                     | 636              | 1,093            | 1,100            |
| 6700                                 | Image Committee (see separate budget)  | 39,300           | 39,141           | 25,300           |
| 6800                                 | Chamber/BIA programs/promotions        | 16,650           | 22,747           | 24,036           |
| <b>Total Chamber Expenses</b>        |  | <b>\$143,496</b> | <b>\$146,154</b> | <b>\$161,529</b> |
| <b>Parade Expense</b>                |  |                  |                  |                  |
| 5200                                 | Santa Claus Parade                     | 3,000            | 2,651            | 3,000            |
| <b>Tourist Centre Expenses</b>       |  |                  |                  |                  |
| 5000                                 | Wages                                  | 26,000           | 26,000           | 26,000           |
| 5300                                 | Office supplies & postage              | 1,500            | 1,500            | 1,500            |
| 5300                                 | Telephone                              | 1,000            | 1,000            | 1,000            |
| 5400                                 | Hydro & Utilities                      | 1,000            | 1,000            | 1,000            |
| 5400                                 | Gardening & Lawn Care                  | 300              | 300              | 300              |
| 5500                                 | Tourism advertising/Maps etc.          | 450              | 945              | 1,200            |
| 5500                                 | Saugeen Tourism membership             | 1,500            | 1,500            | 1,500            |
| 5500                                 | Brockton pages - Saugeen Tourism guide | 2,500            | 2,500            | 2,500            |
| 5500                                 | Relocation guide                       | 750              | 750              | 0                |
| <b>Total Tourist Centre Expenses</b> |  | <b>\$35,000</b>  | <b>\$35,495</b>  | <b>\$35,000</b>  |
| <b>Total Expenses</b>                |  | <b>\$181,496</b> | <b>\$184,300</b> | <b>\$199,529</b> |

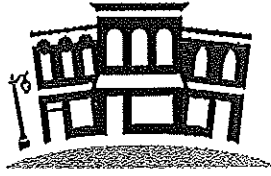
## Image Committee 2011 Budget

### REVENUE

|      | Item                                    | 2010 Budget     | Actual          | 2011 Budget     |
|------|---|-----------------|-----------------|-----------------|
| 4800 | Grant from Brockton                     | 23,800          | 23,800          | 18,800          |
| 4800 | Buskers Festival Sponsorship&Admisslons | 5,000           | 7,687           | 6,500           |
| 4800 | Income - miscellaneous                  | 0               | 842             | 0               |
|      | <b>Total Image Revenue</b>              | <b>\$28,800</b> | <b>\$32,329</b> | <b>\$25,300</b> |

### EXPENSES

|      | Item                               | 2010 Budget     | Actual          | 2011 Budget     |
|------|------------------------------------|-----------------|-----------------|-----------------|
| 6700 | Downtown business marketplace      |                 |                 | 2,900           |
| 6700 | Buskers performers & inflatables   | 6,000           | 4,883           | 6,000           |
| 6700 | Buskers promotion                  | 2,000           | 3,014           | 1,500           |
| 6700 | Buskers prizes, supplies           | 2,500           | 2,909           | 3,000           |
| 6700 | Buskers miscellaneous              | 0               | 153             | 200             |
| 6700 | Buskers staffing                   | 750             | 752             | 700             |
| 6700 | Buskers rentals                    | 350             | 356             | 350             |
| 6700 | Streetscape                        | 3,600           | 6,505           | 800             |
| 6700 | Streetscape - parkette maintenance | 350             | 285             | 350             |
| 6700 | Façade for businesses              | 2,500           | 1,625           | 2,000           |
| 6700 | Maintenance of projects            | 1,659           | 517             | 2,000           |
| 6700 | Christmas lighting & banners       | 2,300           | 1,771           | 2,000           |
| 6700 | Seasonal staff/Administration      | 5,000           | 7,074           | 3,500           |
|      | <b>Total Image Expenses</b>        | <b>\$27,009</b> | <b>\$29,843</b> | <b>\$25,300</b> |



**WALKERTON**  
CHAMBER OF COMMERCE & BIA

Wednesday, June 8, 2011

**Chamber/BIA Committee Appointments 2011**

The Chamber of Commerce & BIA Board of Directors hereby appoints the following community members to its committees:

**Image Committee:**

- Laurie Knox
- Nancy Sweiger
- Brian Folmer
- Brian Weber

**Promotions Committee:**

- Shelley Crummer
- Louise Mancell
- Sharon Strucke

Two Kinsmen representatives for the Santa Claus Parade Committee will be named in the fall.

4 Park St., Box 1344  
Walkerton, ON N0G 2V0  
519-881-3413 Fax: 519-881-4009  
chamberinfo@wightman.ca www.brockton.ca