



WALKERTON

CHAMBER OF COMMERCE & BIA

BOARD MEETING AGENDA

Wednesday, October 12, 2011

12 p.m. Chamber/BIA boardroom

- 1.1 Adoption of Oct. 12, 2011 agenda
- 1.2 Conflict of Interest/Pecuniary Interest
- 1.3 Approval of Sept. 14, 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 – Kym Hutcheon
 - a. Spruce the Bruce update
- 2.4 Parade Committee update – Randy Saunders

ACCOUNTS PAYABLE

- 3.1 Motion to pay Oct 12, 2011 bills/accept bills paid
- 3.2 Trial Balance

NEW BUSINESSES

- 4.1 Old Joe's Cabin

NEW BUSINESS

- 5.1 Levy policy for vacancies

CORRESPONDENCE

- 6.1 None

IN CAMERA

- 7.1

ADJOURNMENT

Walkerton Chamber of Commerce & BIA

MINUTES

Wednesday, September 14th, 2011

Chamber/BIA Boardroom – 12 p.m.

PRESENT

| | | |
|----------------------------|---------------------------------|--------------------------------|
| Bonnie Kraemer – President | Randy Saunders – Vice President | Elaine Schaab – Past President |
| Neil Kirstine | Dwayne Kaster | Tim Mancell |
| Dean Ribey | Kym Hutcheon | Sharon Vivian |

STAFF

Tracey Cassidy – Manager Christine Brandt – Secretary

President Bonnie Kraemer called the meeting to order at 12:15 p.m.

1.1 Adoption of September 14th, 2011 agenda

A motion was made to adopt the September 14th, 2011 agenda

MOTIONED BY – Dean Ribey SECONDED BY – Elaine Schaab

MOTION CARRIED

1.2 Conflict of Interest/Pecuniary Interest

Kym Hutcheon, under Item 3.1

1.3 Approval of July 21st, 2011 minutes

A motion was made to adopt the July 21st 2011 minutes

MOTIONED BY – Tim Mancell SECONDED BY – Neil Kirstine

MOTION CARRIED

1.4 Business arising from minutes

None

REPORTS/UPDATES

2.1 Office Update – Tracey Cassidy

The Chamber/BIA moved into its new location on Tuesday, Sept. 8th. The space is looking very well, with a lot of visitors through the door already. A small portion of the money set aside for the move remains in the budget; this will be spent on a few additional items that have not yet been purchased. Through the transition the Chamber/BIA conducted transactions with about 25 local businesses. The main sign is on the front of the new building, with the awning and visitor information centre sign still to come. The previous sign from the former location will also be moved downtown and hung on the west side of the new building. A Spruce the Bruce application for the new signage was successful. An open house has been scheduled for tomorrow (Sept. 15th) from 10 a.m. to 12 p.m.

2.2 Image Committee – Neil Kirstine

The Image Committee met last night, with staff from Spruce the Bruce in attendance.

- a) The Buskers Festival was a big success this year, with an estimated 4,800 to 5,000 people attending. Wristband sales were up approximately 28 per cent, and sponsorships totalled almost \$10,000. Set-up went very quickly, the games were all equally popular, but more volunteers could have been used. There has been some discussion about extending the

festival into a third block, but this would mean spending more money and recruiting additional help.

- b) Outdoor Market Days was also a successful project this summer. Foot traffic was up during the nine-week promotion, and many businesses reported good sales on Fridays. Four farmers market vendors were outside the library this year and all hope to return next year. The flyer that was circulated weekly in The Post was also appreciated by the businesses. This project will be repeated in 2012.
- c) Spruce the Bruce is hosting a community workshop Tuesday, Sept. 27th at 7 p.m. at Victoria Jubilee Hall and all Walkerton residents are encouraged to attend. Several local businesses applied for STB grants during the September intake, and all but one were successful. (The business that was unsuccessful did not fully complete the application and has been encouraged to re-apply.) The next intake in October will likely deplete the 2011 STB funds, but additional monies will be available early in 2012. The Image Committee plans to apply for a streetscape improvement grant to top up the lights on the trees and bridge downtown.
- d) The block competition was reviewed again. Captains are to be approached this fall with the competition beginning before the holiday season.

ACCOUNTS PAYABLE

3.1 Motion to pay September 14th, 2011 bills/accept bills paid

A motion was made to pay the September 14th, 2011 bills/accept bills paid in the amount of \$30,976.56.

MOTIONED BY – Elaine Schaab

SECONDED BY – Tim Mancell

MOTION CARRIED

3.2 Trial balance

The trial balance was included in the package for review.

NEW BUSINESSES

4.1 His Style opened in August at 347 Durham Street East.

4.2 Tip Top Trends opened in August at 5 Colborne Street North.

4.3 Extra Mile Color Print Marketing, a home-based business, joined the Chamber/BIA as an associate member in September.

NEW BUSINESS

5.1 Draft Budget 2012

A draft of next year's budget was included in the package for directors to review. The finance committee has approved the draft. A discussion was held on the amount of the visitor information centre budget, which has not changed four years. Directors agreed to increase the wage portion of that budget by 3% to reflect a cost of living increase.

A motion was made to approve the Chamber/BIA's 2012 budget with the above noted change.

MOTIONED BY – Randy Saunders

SECONDED BY – Neil Kirstine

MOTION CARRIED

CORRESPONDENCE

6.1 None

IN CAMERA

7.1 Not needed

Annual General Meeting

The Annual General Meeting will be held prior to the November board meeting on Wednesday, Nov. 9th at 12 p.m. in the Chamber/BIA boardroom. As all directors were elected last year to a two-year term the only elections needed are for the positions of president and vice-president.

ADJOURNMENT

A motion was made to adjourn the meeting at 12:55 p.m.

MOTIONED BY – Dean Ribey

SECONDED BY – Neil Kirstine

MOTION CARRIED

Walkerton Chamber of Commerce & BIA

Bills - October 12, 2011

| | | |
|-------------------------------|---|------------------|
| Wonderland | Ticket reimbursement | 3,188.00 |
| Victor Lair | Clocks | 190.07 |
| Tracey Cassidy | Office blind and mirror | 105.03 |
| Canadian Fire & Flood | Clean out storage shed | 226.00 |
| CKNX | Advertising - promotions | 6,020.64 |
| Cox Signs | Exterior sign | 788.74 |
| Creations By Susan | Walkerton Dollars | 25.00 |
| First Line Security | phone & internet installation, networking | 706.08 |
| Flowers By Usss | Ribbon for fall kits | 84.75 |
| Gillespie's | Move copier to new office | 200.00 |
| Grey Bruce Interiors | Carpet for office | 271.20 |
| Ian Wilson | Corn stalks for fall kits | 120.00 |
| Municipality of Brockton | Utilities, parcel | 65.53 |
| Ralph Pitt Produce | Fall kit supplies | 353.48 |
| Tracey Cassidy | Gift certificates for movers | 270.00 |
| Walkerton Valu Mart | Fall mums, meeting supplies | 657.66 |
| Wightman Telecom | Phone, internet and moving of lines | 373.40 |
| Cox Signs | Tourism sign for new office | 500.59 |
| Tracey Cassidy | Mileage | 53.76 |
| Holst Office Supplies | Office supplies, stamp with new address | 58.38 |
| Jim MacArthur Windows & Doors | Awning | 1,417.02 |
| Weber's Electric | Hanging of ceiling fan | 156.05 |
| Walkerton Home Hardware | Moving supplies, hardware | 126.92 |
| The Fabric Shoppe | Supplies for wall hangings | 29.36 |
| Wright's Foodmarket | Meeting supplies, Spruce the Bruce | 148.52 |
| Brown's Pharmacy | Walkerton Dollars | 50.00 |
| Timbr Mart | Moving supplies, hardware | 40.35 |
| Cuneo Interiors | Floor trim | 11.83 |
| Municipality of Brockton | Wages | 9,189.83 |
| | Total Bills | 25,428.19 |

Walkerton Chamber of Commerce & BIA

Trial Balance

As of 7 October 2011

| | 7 Oct 11 | |
|--|-----------|-----------|
| | Debit | Credit |
| 1000 · Chequing | 21,675.02 | |
| 1020 · Accounts receivable | 5,038.12 | |
| 1500 · *Undeposited Funds | 324.25 | |
| 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 | | 13,710.87 |
| 2050 · Accrual account | 0.00 | |
| 2200 · GST Payable (due to/from Ont.) | 198.09 | |
| 2500 · Deffered Revenue | | 1,700.00 |
| 3010 · Reserves | 0.00 | |
| 3900 · Retained Earnings | | 11,862.13 |
| 4000 · General income:Bank Interest | | 224.71 |
| 4000 · General income:Surplus | | 16,342.85 |
| 4000 · General income:Tax levy | | 53,425.62 |
| 4100 · Income-other | | 453.00 |
| 4100 · Income-other:Rent | | 4,624.00 |
| 4100 · Income-other:Tourist centre | | 26,250.00 |
| 4100 · Income-other:Website & other advertising | | 1,600.00 |
| 4200 · Chamber Membership:Associates | | 9,425.00 |
| 4200 · Chamber Membership:group insurance | | 1,876.10 |
| 4250 · Projects & Promotions-C | | 3,120.00 |
| 4300 · Canada's Wonderland tickets | 0.00 | |
| 4500 · Signage Maintenance | | 450.00 |
| 4600 · Walkerton \$\$ revenue | | 11,625.19 |
| 4710 · Promotions-Income:Fall Decorating Kits | | 1,667.51 |
| 4710 · Promotions-Income:Marketing & Promotions | | 2,731.90 |
| 4710 · Promotions-Income:Shopping Guide | | 65.00 |
| 4710 · Promotions-Income:Spring | | 1,240.00 |
| 4710 · Promotions-Income:Summer | | 5,248.00 |
| 4800 · Image Income | | 14,100.00 |
| 4800 · Image Income:Buskers Festival:Admission | | 2,373.01 |
| 4800 · Image Income:Buskers Festival:Sponsorship | | 9,985.00 |
| 4800 · Image Income:Downtown Market | | 320.00 |
| 4800 · Image Income:Facade Projects | | 866.82 |
| 5000 · Wages & Benefits | 62,404.33 | |
| 5100 · Mileage/training/lodging/meals | 1,930.55 | |
| 5250 · Projects & Promotions | 9,060.24 | |
| 5300 · Office:audit | 3,758.54 | |
| 5300 · Office:Copter lease | 1,279.84 | |
| 5300 · Office:Internet/telephone/fax | 1,363.78 | |
| 5300 · Office:Meetings | 779.15 | |
| 5300 · Office:Office equipment/upgrades | | 150.00 |
| 5300 · Office:Postage/meter lease | 1,326.89 | |
| 5300 · Office:Supplies | 34.16 | |
| 5300 · Office:Supplies:coffee | 179.92 | |
| 5300 · Office:Supplies:kitchen/cleaning/bag tags | 101.25 | |
| 5300 · Office:Supplies:paper/pens/ink/binders | 91.65 | |
| 5300 · Office:Supplies:water jugs | 8.00 | |
| 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 | 10,213.07 | |
| 5400 · Building maintenance:Rent/municipal tax | 5,009.80 | |
| 5400 · Building maintenance:Snow removal | 1,306.37 | |
| 5500 · Tourist Information:Advertising | 1,131.62 | |
| 5500 · Tourist Information:Maps etc & tourism expenses | 645.67 | |
| 5500 · Tourist Information:Saugeen Tourism membership, ads | 4,039.55 | |
| 5700 · Walkerton \$\$ | 8,125.00 | |

4:04 PM
 07/10/11
 Accrual Basis

Walkerton Chamber of Commerce & BIA
Trial Balance
 As of 7 October 2011

| | 7 Oct 11 | |
|---|-------------------|-------------------|
| | Debit | Credit |
| 5755 · Sign Maintenance - Coming Event | 62.64 | |
| 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 | 3,492.45 | |
| 6700 · Image Expenses:Buskers Festival:Performers & inflatables | 7,238.32 | |
| 6700 · Image Expenses:Buskers Festival:Prizes & Supplies | 3,151.02 | |
| 6700 · Image Expenses:Buskers Festival:Rentals | 704.09 | |
| 6700 · Image Expenses:Buskers Festival:Staffing & misc | 487.49 | |
| 6700 · Image Expenses:Christmas Lighting & banners | 858.45 | |
| 6700 · Image Expenses:Downtown Market:Market advertising | 4,171.97 | |
| 6700 · Image Expenses:Facade Program | 2,354.31 | |
| 6700 · Image Expenses:Maintenance | 1,564.26 | |
| 6700 · Image Expenses:Streetscape:Banners-purchase | 408.87 | |
| 6700 · Image Expenses:Wages/admin fees | 4,158.09 | |
| 6800 · Promotions-Expenses:Fall decorating kits | 1,002.41 | |
| 6800 · Promotions-Expenses:Marketing & promotions | 2,464.81 | |
| 6800 · Promotions-Expenses:Spring | 2,947.56 | |
| 6800 · Promotions-Expenses:Summer | 6,582.20 | |
| TOTAL | 209,852.71 | 209,852.71 |