

GREATER VICTORIA CHAMBER OF COMMERCE
Board Meeting
07:00 hours – 26 January 2010

Present: George Fuller (Chair), Dave Marshall, Roger Skillings, Rose Arsenault, Ray Kolla, John Espley, Mike Black, Gerry Brimacombe, Annie Wong Harrison, Rob Bennett, Captain Marcel Halle, Mel Couvelier, Dan Dagg
Bruce Carter (CEO), Shannon Renault (staff)

Regrets: John Juricic, Pauline Rafferty, Regan McGrath,

The meeting was called to order at 7:30 AM

1. **Motion to approve the meeting agenda**
Moved by Roger Skillings
Seconded by Ray Kolla
Carried

2. **Motion to approve the minutes of November 2009 Board of Directors meeting.**
Moved by Dave Marshall
Seconded by Rose Arsenault
Carried

3. **Chair's Remarks**
 - Noted that this first meeting important as it establishes structure for the year and helps to keep the board on track with their objectives
 - Chair noted that the revitalized committee structure is a key element in achieving goals
 - Noted that issues dealt with by the board can at times be emotionally charged but that once a decision is made after debate, it is important to move forward with one voice
 - Reminder of importance of confidentiality

4. **Chamber Board Appointments**
 - Chair of the Governance Committee sought ratification for appointments of board members to outside organizations

Motion to approve the re-appointment of Pauline Rafferty to the Tourism Victoria board
Moved by Gerry Brimacombe
Seconded by Rob Bennett
Carried

Motion to approve the re-appointment of Starr McMichael to the Tourism Victoria Destination Marketing board
Moved by Gerry Brimacombe
Seconded by Ray Kolla
Carried

Motion to approve the appointment of Mel Couvelier to the Ogden Pt Master Plan Stakeholder Advisory Committee
Moved by Gerry Brimacombe
Seconded by Rose Arsenault

Carried

5. Governors' Lifetime Achievement Award

- The governors of the Chamber have selected candidates for consideration for the Lifetime Achievement Award and the board was asked to ratify their selection

Motion to approve the candidates Terry Farmer and Gordon Denford for consideration by the governors for the Lifetime Achievement Award.

Moved by Roger Skillings

Seconded by Ray Kolla

Carried

6. Committee and Task Force Terms of Reference

- The board reviewed, discussed and ratified the terms of reference for the 2010 committees and task forces

a) Membership

Motion to approve the Membership Committee Terms of Reference as presented.

Moved by Rose Arsenault

Seconded by John Espley

Carried

Motion to approve the membership of the Membership Committee as Rose Arsenault and Al Hasham with Rose as chair

Moved by Rob Bennett

Seconded by Al Hasham

Carried

b) Governance

Motion to approve the Governance Committee Terms of Reference as presented.

Moved by Gerry Brimacombe

Seconded by Roger Skillings

Carried

Motion to approve the membership of the Governance Committee as Gerry Brimacombe, Pauline Rafferty, Mel Couvelier, with Gerry as chair.

Moved by Gerry Brimacombe

Seconded by Rose Arsenault

Carried

c) Policy and Public Affairs

Motion to approve the Policy and Public Affairs Terms of Reference as presented.

Moved by Mike Black

Seconded by Gerry Brimacombe

Carried

Motion to approve the membership of the Policy and Public Affairs Committee as Pauline Rafferty, Mike Black, Mel Couvelier, Rob Bennett, Dan Dagg, John Juricic, and Shannon Renault with Pauline as chair.

Moved by Mike Black

Seconded by Ray Kolla

Carried

d) Finance and Audit

Motion to approve the Finance and Audit Terms of Reference as presented.

Moved by Ray Kolla

Seconded by Mike Black

Carried

Motion to approve the membership of the Finance and Audit Committee as Ray Kolla, Rob Bennett, Annie Wong Harrison, Marcel Halle and George Fuller as ex-officio with Ray as chair.

Moved by Ray Kolla

Seconded by Dan Dagg

Carried

- e) Greater Victoria Development Agency

Motion to approve the Greater Victoria Development Agency Terms of Reference as presented.

Moved by Roger Skillings

Seconded by Mel Couvelier

Carried

Motion to approve the GVCC membership of the GVDA as Roger Skillings, and Mel Couvelier with Roger as chair.

Moved by Roger Skillings

Seconded by Dan Dagg

Carried

- f) Environment Task Force

Motion to approve the Environment Task Force Terms of Reference as presented.

Moved by John Espley

Seconded by Gerry Brimacombe

Carried

Motion to approve the Environment Task Force membership as John Espley, Regan McGrath, Dan Dagg, and Dan McKinnon with John and Regan as co-chairs.

Moved by John Espley

Seconded by Rob Bennett

Carried

A concern was brought forward that the date of project completion was too soon.

Motion to approve an amendment to the Environment Task Force Terms of Reference to alter the completion date to March 26, 2010.

Moved by Dan Dagg

Seconded by Rob Bennett

Carried

7. Committee / Task Force Reports

- a) Mission Vision Goals

- A discussion of the new Vision Mission Values and Goals was taken. A suggestion for a slight wording change was made from the presented document.
- A comment was made that the Vision Mission Goals may be used internally with other statements to be made for public consumption

Motion to approve the Mission Visions Values and Goals as presented with the slight amendment.

Moved by Dan Dagg
Seconded by Ray Kolla
Carried

Motion to disband the Mission Visions Values Goals Task Force.
Moved by Rob Bennett
Seconded by Gerry Brimacombe
Carried

b) Governance

- Chamber External Appointment Discussion Paper
Motion to adopt the discussion paper on external appointments policy.
Moved by Gerry Brimacombe
Seconded by Roger Skillings
Carried

- Dave Marshall volunteered to draft policy reflecting the approved discussion paper on external appointments.
- A comment was made that the Chamber needs to be more clear on the responsibility of member appointments to outside organizations, especially concerning liability
- Concern was also expressed regarding the communication between appointee and chamber board and staff
- The flow of communication was discussed in more detail and ways to improve that flow.
- A point was made about the limitations of outside boards regarding confidentiality and how that affects information flow

Motion to endorse the work of the discussion paper on outside appointments.
Moved by Roger Skillings
Seconded by Rob Bennett
Carried

ACTION Dave Marshall to draft policy

- Skills Gap Analysis
- The chair of the governance committee presented a skills matrix for board discussion
- A discussion point was raised regarding the responsibility of board development
 - Questioned who was responsible for that task
 - Important to be working towards leadership in the community

Motion that the assessment of board membership be moved to the executive committee for further analysis and potential board appointments to fill gaps.
Moved by Ray Kolla
Seconded by Roger Skillings
Carried

c) GVDA

- GVDA will be taking on a visioning session and will hire a facilitator to lead the session.

- d) Prodigy Group
 - Terms of reference have been deferred to the February meeting
 - Prodigy Group has created a budget for consideration
 - A conversation followed regarding the privacy issues that would arise if the Prodigy Group posted contact information of individuals rather than businesses
- e) Policy and Public Affairs
 - Status report attached to minutes
- f) Finance and Audit

Motion to accept the financial statements to year end 2009.
Moved by Dave Marshall
Seconded by Mike Black
Carried

 - The letter from the auditors was presented to the board

8. Business Plan

Motion to approve the 2010 business plan as presented.

Moved by Dan Dagg
Seconded by Rob Bennett
Carried

- A comment was made the board of directors needs to make a commitment to review the business plan and progress to objectives at the midyear retreat.

9. Staff Report

- The Chamber hosted a pre-budget consultation meeting with Minister Gary Lunn. Participants will submit letters to the Minister of Finance through the chamber.
- Reported on contact with councils on municipal budgets
- Sent a letter to the Times Colonist and Black Press on the fact that School District 61 heard a motion opposed to a P3 for sewage treatment
- Discussed a member comment about sewage treatment and commented that our current sewage treatment policy needs to be updated
- A discussion followed on the policy for municipal tax burden and where that lies
- CEO commented on the number of applications the Chamber has received for the three open positions and on the interview process.

Motion to adjourn at 8:58 AM

Moved by Rob Bennett

Next board meeting will be February 23, 2010 at 7:30 AM at the chamber office.

Secretary

Chair

Date