

**Attending:** John Wilson, Dan Dagg, Moira Hauk, Christina Clarke, Carmen Charette, Catherine Holt, Pedro Marquez, Ian Batey, Kris Wirk, Paul van Koll, Rose Arsenault, Judith Ethier, Captain (Navy) Sam Sader, Cheryl Wirch-Ryckman (staff).

**Regrets:** Tom Plumb

### 1. Agenda/Minutes

Motion to approve agenda as is.

**Moved by Moira Hauk**

**Seconded by Pedro Marquez**

**Carried**

Motion to approve minutes from previous board meeting.

**Moved by Dan Dagg**

**Seconded by Pedro Marquez**

**Carried**

### 2. Chair's Remarks

Welcome to the board and the start of Phase 2 of the BC Restart Plan. Following Public Health Guidelines The Chamber office has reopened for the staff but remains closed for the general public. Virtual Fireside Chats have taken over from Business Leader Luncheons with high level speakers and great information. The chats are doing well both as Live Facebook events and post-event views. The quality of the interviews and content continue to add to our reputation and profile. Given the quality and response, next steps are to add sponsorship for the program into the execution. Plans for the CEO transition will begin June 15<sup>th</sup> with an overlap to ensure a smooth transition. Plan for the Board Election to the 2021 Chamber Board is attached. Chair to reach out to incumbents to confirm interest in renewing and the proposed timeline was approved.

Mid-Year Board Planning Session date will be moved to end of July in order to provide a better depth of information on current conditions and their impact on The Chamber as well as allowing the new CEO time to acclimatize.

### 3. Finance & Audit Committee

Review of April financials and revised forecasts projecting the results of COVID-19 were presented to the board. Measures have been put in place to ensure the financial viability of The Chamber long-term, including utilizing various federal programs available to affected businesses.

Motion to approve the financials as presented.

**Moved by Moira Hauk**

**Seconded by Kris Wirk**

**Carried**

Annual Membership Dues review resulted in a decision to hold the 2019 rates. This will be reviewed again in 2021 with an eye to maintaining

Motion to maintain the current membership dues without an increase for this year.

**Moved by Christina Clarke**

**Seconded by Rose Arsenault**

**Carried**

In order to supplement a flagging cash flow, The Chamber has applied for federal grants and loans. This includes CEBA (\$40,000 loan = \$30,000 of which is re-payable by Dec 2022), TWS (10% payroll subsidy – completed in May), CEWS (75% payroll subsidy, ends in August, cannot be stacked with TWS). We will be applying in conjunction with our landlord for CECRA (75% rent abatement Apr - June). This requires board approval as per CMHC.

Motion to approve in principle applying for the rent subsidy through the CECRA program.

**Moved by Ian Batey**

**Seconded by Carmen Charette**

**Carried**

Motion to approve the updated Investment Policy as presented

**Moved by Moira Hauk**

**Seconded by Sam Sader**

**Carried**

Motion to approve the updated Staff Expense policy from the Staff Manual as presented

**Moved by Judith Ethier**  
**Seconded by Moira Hauk**  
**Carried**

**4. CEO's Remarks**

KPIs until the end of April were presented, noting the original targets were set with the assumption that 2020 would be a normal year. A recommendation was made that the targets should be reviewed and updated at the mid-year Board Retreat in order to better reflect current business conditions. Areas at highest risk of not achieving their current targets include membership, revenue and events. Areas exceeding or trending towards exceeding current targets include: social media and advocacy numbers. The connectivity speaks well to the activities of The Chamber during a time when businesses may have otherwise felt isolated and alone.

The Chamber Membership Survey is normally done each spring. With an atypical spring buffeted by chaotic conditions, the recommendation is to delay this until October. The results of the survey will inform the end of year Board Planning Session.

Update on the new Lobbyist Registry. All chambers are legislated as a lobbying organization. The new act increases the requirements and the risks for registered lobbyists, and any interactions must be recorded and reported. All activities must be reported monthly as of May 4<sup>th</sup>. The board was cautioned that the new parameters and regulations have made it a high risk and work intensive initiative that does not allow for withdrawal. Discussions ensued around how to monitor from a Board level with a request for sharing the reports from the first few months with the board. Review of lobbyist legislation in other jurisdictions should be undertaken.

Farewell message to the Board from Catherine Holt. Working at The Chamber has been a pleasure that flew by too quickly. From well-run governance, to the culture and connections and of course the people – members, board and staff – her time at The Chamber was enjoyable and productive. There was a "let's get things done" attitude backed up people that made a difference.

**5. Committee Reports**

**Executive & Governance Committee's** draft minutes were reviewed. Including concerns around spending millions on projects not within the city's responsibilities and how a national sick day program would impact businesses and the costs around that.

**Public Policy & Advocacy Committee** has pivoted to a zoom roundtable using the expertise and diversity on the committee to inform The Chamber on our rapidly changing environment and current advocacy needs and how best we can help our members.

**Prodigy Group** has had several virtual mingles in different formats over the last few months. Work has been done to shore up the committee members during this time of chaos. New ideas such as panel discussions, virtual hosting, etc. are being reviewed.

**Ambassador Committee** is doing well, attending the virtual events and meeting monthly virtually. Additional work has been done to promote connecting with Ambassadors with members during this time of social isolation.

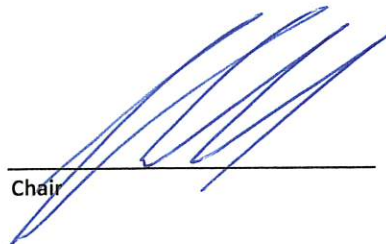
Motion to accept the Executive, Policy, Prodigy & Ambassador Reports as presented.

**Moved by Paul van Koll**  
**Seconded by Carmen Charette**  
**Carried**

**6. Next Meeting – Tuesday, June 30, 2020 - 7:30 – 9:30am**

Motion to adjourn  
**Moved by Kris Wirk**  
**Seconded by Rose Arsenault**  
**Carried**

  
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Secretary

  
\_\_\_\_\_  
Chair

Date: \_\_\_\_\_