

**Fredericton Chamber of Commerce
Minutes of Annual Meeting
May 18th, 2004**

ATTENDANCE:

Don Good
Mac MacFarlane
Doug Motty
Bob Hatheway
Marie Embleton
Barbara Baird
Charlotte Glencross
Marie Starr
Cyndi Green
Dan Coleman
Mayor Hull
Terry Avery
Dan Koncz
Mitch Smith
Weldon LeBlanc
Darcy McKillop
Paul Martin
Gail Steeves
Frank Flanagan
Ron Forysthe
Kerry Atkinson
James Mockler
Shawn Quinlan
Jennifer Merrill
Jayne Wilson
Suzanne Wood
Jennifer Malo
John Vreugdenhil
Teresa Hatto
Laura O'Blenis
Ron Sauntry
Leah Carr
Andrew Steeves

1. WELCOME & CALL TO ORDER

The 2003-2004 Annual Meeting of the Fredericton Chamber of Commerce was called to order by President, Don Good at 4:02 pm Ramada Hotel

2. APPROVAL OF THE MINUTES OF PREVIOUS MEETING (May 20st, 2003)

A motion to approve the minutes of the May 20th, 2003 Annual Meeting, was presented by Laura O'Blenis and seconded by Dan Coleman. Motion carried.

3. ANNUAL FINANCIAL REPORT—Ron Sauntry

2003 – 2004 was a successful year for the Chamber. The Fredericton Chamber achieved all its financial goals. Revenues were \$323,108, which is \$13,905 higher than last year. Expenses were \$340,358 leaving the Chamber in a small deficit position of \$(17,350). Ron noted the Chamber is financially sound but needs to start rebuilding financial reserves.

Auditor Paul Martin of Grant Thornton noted the financial statements are a fair representation of the Fredericton Chamber of Commerce's financial position as of April 30, 2004. He also noted the Travel Bank has been well managed. There were some questions asked about the details of the Travel Bank, Weldon and Paul answered these. A motion to approve the 2003-2004 audited financial statement was made by Ron Sauntry and seconded by Dan Koncz. Motion carried.

4. APPOINTMENT OF THE AUDITOR FOR 2004-2005

Ron Sauntry presented a motion to appoint Grant Thornton as the Auditor of the Chamber for 2004-2005. Barb Baird seconded the motion. Motion carried.

5. Report of the Bylaw Review Committee—Ron Forsythe

The changes to the Bylaws are completed. Ron thanked Barbara Baird for the time she put into this project. Most of the major changes pertained to the wording. The oath of office (Article VIII page 4) was changed; there was an addition to the section pertaining to Board members running for public office (section 11, page 3), there was a redefinition of the role of the President (article IX) and the addition of a code of Conduct for Board members (Article X, page 6). A complete set of bylaws was included in the package. A motion to adopt the Bylaw revisions as presented was made by Ron Forsythe, seconded by Mac MacFarlane. Motion Carried.

6. REPORT OF THE GENERAL MANAGER - Weldon LeBlanc

Weldon commented the Fredericton Chamber has been steadily growing over the past year, this is great, however, it is important from a staff perspective to stay on top of the growth to make sure everything gets done. Over the past year there have been many projects completed; an administrative manual, the bylaws review, and a membership survey with 225 responses. Dale Vandendorre and his staff at isomni solutions did a really good job creating a user-friendly survey. The information from the survey was available for the Board members during the Strategic Planning session held in November. There is also a business plan, a human resources plan, a marketing plan, and a long-term financial plan being worked on.

There is a new benefit to members coming out in the fall. The member-to-member discount program will be available to all staff of Chamber members. From the membership survey it was determined the membership would like to see more emphasis put on economic development and advocacy. The Chamber has been working on the developing close relationships with the other economic development partners to ensure there is more communication. Weldon thanked the volunteers, the outgoing board members and the staff for all the time they have devoted to the Chamber.

7. NOMINATING COMMITTEE REPORT – Mac MacFarlane

Mac commented on how every year there seems to be such a strong list of candidates who are willing to give their time to be on the Board of the Chamber. One of the Fredericton Chamber's strengths is its willingness of its members to serve as volunteers. Mac presents the 2004-2005 Board of Directors:

The 2004-2005 Executive Committee will consist of the following:

President Dan Koncz ~ Dynex Manufacturing
1st Vice President ~ Laura O'Brien, Regent Mall
2nd Vice President ~ Dave McMullin, Covey Basics
Past President ~ Don Good, ADI Limited
Executive Member ~ Ron Forsythe, Aliant
Executive Member ~ Steve Burns, BulletProof Solutions.

Beginning the second year of their two year term are:

Terry Avery ~ NB Power
Peter Lindfield ~ Bardon Cooper
Dan Coleman ~ UNB
Mitch Smith ~ Fenco Shawingan Engineering (1991)

The following Board Members were recommended for a two-year term:

Leah Carr ~ Cendant Canada
Marie Embleton ~ Embleton Travel
Bob Hatheway ~ Hatheway Orthodontics
Darcy McKillop ~ Compu College
James Mockler ~ Mockler Peters Oley Rouse
Shawn Quinlan ~ SkillSoft
Suzanne Wood ~ The Body Shop

A motion to approve the above named individuals to the position indicated was presented by Mac MacFarlane and seconded by Teresa Hatto. Motion carried.

8. REPORT OF THE OUTGOING PRESIDENT – Don Good

Don stated his concentration for his term, as President was economic development. Throughout his term the Chamber has worked on strengthening relationships with the other economic agencies in Fredericton. There have been regular meetings with Enterprise Fredericton, Team Fredericton, Main Street Business Development, and Downtown Fredericton. The Chamber was involved with PEMD-I, an initiative in conjunction with Enterprise Fredericton. The Travel Bank was continued with Delta landing for the first time in Fredericton on August 15, 2004. This is important to the Greater Fredericton region especially with the ongoing problems Air Canada is experiencing. The strategic plan developed this year will take the Chamber to the next level. There has been a 10% growth in membership in the last year and their needs to be plans in place to manage this growth. Advocacy played a major role this year with the discussion on the unconditional grant that is still not resolved. Don finished by thanking Weldon and the staff for all their hard work over the past year. He also thanked the Board for their time and work over the past year. He finished by thanking ADI for understanding his time commitment to the Chamber over his term as president.

9. RECOGNITION OF OUTGOING DIRECTORS

Don called forward the following outgoing directors who were in attendance: Barbara Baird and Mac MacFarlane to present them with their outgoing certificates. Anne Baldaro, David Bentley, Tammy Bilodeau, Janet Pratt, and Alan Thompson are the other outgoing directors.

10. SPECIAL PRESENTATIONS

Don presented Dan Koncz, Mac MacFarlane, Frank Flanagan, and Mitch Smith with a gift certificate for having perfect attendance at Board meetings in the past year. Honourable mention went to Peter Lindfield who missed just one meeting.

The award to the Director who has attended the most functions, events, etc. over the past year goes to Dan Koncz. A special mention goes to Terry Avery and Alan Thompson.

11. REPORT OF INCOMING PRESIDENT – Dan Koncz

Dan commented the Fredericton Chamber is an accomplished and award winning organization and he looks forward to carrying this on in the next year. He stated his three main priorities are: maintaining the benefits and programs the Chamber does well, manage the growth of the Chamber and focusing on advocacy and economic development.

12. AFFIRMATION OF THE NEW ELECTED BOARD OF DIRECTORS

Don called Mayor Hull forward to affirm the new Directors. All new Directors in attendance were called forward and asked to place their hands on the bible and repeat the Director's oath; following this Don present each with a Chamber lapel pin.

13. AFFIRMATION OF THE 2004-2005 PRESIDENT

Don called president elect Dan Koncz forward to be affirmed by Mayor Les Hull. Dan was asked to place his hand on the bible and repeat the President's oath; following this Dan took over the rest of the meeting.

14. NEW BUSINESS

There was no New Business to report at the time.

15. ADJOURNMENT

A motion to adjourn the meeting was made by Dan Koncz and seconded by Dave McMullin. Motion carried, meeting was adjourned at 4:45 pm.