



Board of Director's Meeting  
1000 Islands Gananoque Chamber of Commerce  
January 28, 2026

ATTENDANCE		Ray Stedman, Amber Scott, Dale Deane, Kim Lackie, Jennifer Baril	
ABSENT		Trevor Walmsley	
MINUTES RECORDER		Kim Lackie	
AGENDA		COMMUNICATION	
		TIME	PERSON: Moved By / 2ND
1	CALL TO ORDER	18:10	
2	DISCLOSURE OF PECUNIARY INTERESTS	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
3	APPROVAL OF AGENDA		Ray / Amber
4	APPROVAL OF <i>*previous meeting*</i> MINUTES		Ray / Amber
5	PRESIDENT'S REPORT <i>(Ray Stedman)</i>	<ul style="list-style-type: none"> <li>• Please welcome Jennifer Baril, who will be representing the Town of Gananoque on our Chamber Board. She brings valuable experience and strong networks, and we're delighted to have her joining our meetings.</li> <li>• Ray has been focused on building the board and membership. He has meetings next week with Melanie Kirkby, CAO for the Town and will discuss the chamber further with her.</li> <li>• Ray also discussed the chamber further with Mike from Gan Chev and Canadian Tire and is hopeful they will have members for the Board.</li> <li>• As board members need to be voted in at the upcoming AGM, decision was made that any members wishing to join the board prior to the AGM will take on a "learn and observe" role for the next 3 meetings until they can officially be voted in as a member of BOD.</li> <li>• The Vice President role (which is vacant) must be filled by a BOD member who has been on the chamber already. This then will fall to Trevor or Kim. Further discussion required.</li> <li>• Ray confirming if a representative from TD bank is able to join and will reach out to confirm.</li> <li>• Ray and Trevor are looking into RBC and confirm if they are a member.</li> <li>• Ray and Amber discussed outstanding emails from OCC regarding outstanding payments. Ray confirmed he has looked into this issue.</li> <li>• Final lawyer payment is ready and needing signatures. Trevor is required to sign as the 2<sup>nd</sup>.</li> </ul>	
6	TREASURER'S REPORT <i>(Trevor Walmsley)</i>	<ul style="list-style-type: none"> <li>• Update on Chamber CEBA payment plan. We have been making interest only payments each month and the full principal will be due at the end of the year. If at all possible, Trevor suggests we should try to make lump sum principal payments when cash flow permits. \$1,000 was agreed upon amount.</li> <li>• <b>Notable Loan Terms:</b> <ul style="list-style-type: none"> <li>○ For CEBA Loans that remain outstanding as of January 19, 2024, and for which the Loan Holder is eligible and in good standing, notable CEBA Loan terms now include: <ul style="list-style-type: none"> <li>• <b>Interest:</b> at a rate of 5% per annum with an interest payment frequency determined by your financial institution; and</li> <li>• <b>Term Loan Maturity Date:</b> non-amortizing, with the full principal amount due on December 31, 2026</li> </ul> </li> </ul> </li> </ul>	
7	COMMITTEE REPORTS	<ul style="list-style-type: none"> <li>• Postpone vote on Membership Committee Chair until the board grows</li> </ul>	
	Membership <i>(Chair required)</i>	<ul style="list-style-type: none"> <li>• No new members at this time</li> </ul>	

<p><b>Advocacy</b> <i>(Trevor Walmsley)</i></p>	<ul style="list-style-type: none"> <li>No advocacy updates at this time</li> </ul>
<p><b>Events</b> <i>(Kim Lackie)</i></p>	<ul style="list-style-type: none"> <li>Kim confirmed all dates agreed upon in December meeting with venues. <ul style="list-style-type: none"> <li><b>Friday, March 6: Women’s Day Event</b> (Dockside Restaurant) *free <ul style="list-style-type: none"> <li>Regrettably, the Facilities team at City Cruises has raised significant concerns due to the extremely cold weather and has strongly suggested an alternate venue be sourced. The infrastructure is old and they do not feel confident that they can safely open the bathrooms or maintain water in the pipes until temperatures warm up considerably/closer to mid to end of March. Kim has notified Jennifer and Amanda.</li> </ul> </li> <li><b>Wednesday, April 15: Mayor’s Breakfast &amp; Annual General Meeting</b> (Laverne’s Eatery) \$30+ ** Confirmed attendees/speakers: <ul style="list-style-type: none"> <li>MP Michael Barrett: if unable to attend do to schedule conflicts he will prepare a recorded message</li> <li>MPP Steve Clark: is unable to attend as the House of Commons is sitting. He will prepare a recorded message</li> <li>Mayor Smith-Gatcke confirmed attendance</li> <li>Mayor Beddows has still not confirmed. Kim will reach out again</li> <li>Hailie Jack, Executive Director united Way Leeds &amp; Grenville</li> <li>Trish McNamara, Executive Director 1000 Islands Community Development Corporation</li> <li>Rob Adams, CEO YMCA of Eastern Ontario</li> </ul> </li> <li>Ray confirmed payment of direct deposit or E Transfer, The Town, TLT1 do direct deposit. Ray has already set up the “square” for payment and can take both direct and credit card payment. He will send an invoice to both the town and the township once they confirm numbers to ensure advance notice of payment. <ul style="list-style-type: none"> <li>Cost for BOD to attend will be \$15.</li> <li>MMP / MP pay by E-transfer We can also send an invoice</li> <li>Ray is reaching out to Amanda to confirm town numbers (Mayor, Staff, Council, Visitor’s Centre staff, etc.)</li> <li>Kim reached out to Tracy to confirm township numbers (Mayor, Staff, Council etc.). Tracy will confirm as soon as she can.</li> <li>Kim sent information to Amanda Trafford to create flyer. Once complete, Ray will add to social pages and website and Town of Gan website/social.</li> <li>AGM agenda completed with current information (speakers bios/pics &amp; required votes of by-law change and new board members). Amber proofread document and noted to Kim where grammar corrections were required. Kim will update and send out to everyone once complete. Will update with any additional information as obtained.</li> <li>Presidents speaking notes complete. Kim will add President message once provided from Ray.</li> </ul> </li> <li><b>Tuesday, June 23<sup>th</sup>: Annual Golf Tournament</b> (confirmed with Smuggler’s Glen) \$180+. <ul style="list-style-type: none"> <li>Price has gone up but if we can get more than last years 30 attendees, the cost <i>may</i> go down. Cost breakdown/comparison to last year: <ul style="list-style-type: none"> <li>Last year \$115+ (<b>\$165 member charge</b>): <ul style="list-style-type: none"> <li>\$88 plus tax per person for golf/cart</li> <li>\$27 plus tax/gratuity per person for food</li> </ul> </li> <li>This year \$123+ (<b>\$180 member charge as per Ray</b>) <ul style="list-style-type: none"> <li>\$93 plus tax per person for golf/cart</li> <li>\$30 plus tax/gratuity per person for food</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>▪ Ray suggested splitting the revenue cost with the Food Bank and advertise this as a charity event as well as a Chamber event. Will discuss further and ensure this is added to the flyer.</li> <li>▪ Please put your thinking caps on for prizing. We will need: <ul style="list-style-type: none"> <li>• Highest Score (Most Honest) - 4 prizes - 1 for each team member</li> <li>• Lowest Score – 4 prizes - 1 for each team member</li> <li>• Best Dressed – 1 individual prize</li> </ul> </li> <li>▪ Need to confirm sponsorship costs for 2026 so Kim can make any changes required and the flyer can be completed. Amber suggested a prize sponsor of \$500 to assist with obtaining higher quality prizes to attract attendees. She offered to take on this sponsorship and will discuss further.</li> <li>▪ Once Amanda completes the AGM flyer, Kim will provide the golf tournament information so both can be posted asap to build interest. Ray will also send out to all members via MailChimp to hopefully attain some sponsorship and attendees. <ul style="list-style-type: none"> <li>○ <b>Thursday, September 24<sup>th</sup>: Business Excellence Awards</b> (confirmed with Shorelines Casino) \$80+. The casino offered to provide the venue and services (av, audio and assistance with decorating) as an in-kind donation in lieu of cash sponsorship to keep our costs down. The Chamber would only have the menu and staffing as hard costs.</li> <li>○ <b>Friday, November 27<sup>th</sup>: Candy Cane Lane</b></li> <li>○ <b>Saturday, November 28<sup>th</sup>: Santa Claus Parade</b></li> </ul> </li> <li>• It was noted that this is an election year and thus additional tasks will be on the events committee to prepare, organize, conduct candidates’ meetings and election requirements. Amber offered to assist.</li> </ul>
	<p style="text-align: center;"><b>Governance</b> <i>(Dale Deane)</i></p>	<ul style="list-style-type: none"> <li>• Kim added (as per Dale) the by-law change of “where reference of executive Director, and General Manager changed to Senior Staff member” to AGM agenda for member vote at upcoming AGM.</li> <li>• Dale is going through the chamber business plan and will send out to the BOD for review.</li> <li>• He is also reviewing our HR strategies to ensure compliance and any new board members/committee members are following those strategies. Ray confirmed CFIB (Canadian Federation of Independent Business) has an online system for helping with HR policies, etc. They ensure independent business’s HR policies are align with the Ontario Labour board. Once Dale finishes his review, he will send to Ray to forward to CFIB.</li> <li>• Dale confirmed that our focus needs to be getting nominates to vote into our BOD and then Ray as President can appoint into the committee chair positions. Our current outstanding committee chairs are membership, advocacy, should have another on the events committee, governance and Vice-President.</li> </ul>
<p style="text-align: center;"><b>8</b></p>	<p style="text-align: center;"><b>OUTSTANDING BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• Dale created the new membership payment letter and Ray sent out via MailChimp to all members. New payment plan will start in April '26. Ray confirmed Carveth is 1<sup>st</sup> member to be on this new payment plan. They have been invoiced for Jan-March and will begin new plan in April.</li> <li>• Kim created job description for Administrative Secretary position. Ray posted on social pages, website, etc. Posting to be active until mid March. Ray will conduct interviews, and candidate will start April (2 days a week 9am-4pm/flexibility to work some evenings or weekends when required). Suggestion was Tuesday/Wednesday with the 3<sup>rd</sup> Wednesday being a 12pm-7pm to cover the Chamber meeting and be able to take minutes, etc.</li> <li>• Kim updated the Board of Directors Letter of Intention and Directors Code of Conduct for Ray to post on social media and website for new board member nominations. He will email to all chamber members asap via MailChimp. As per Dale, the nomination period is as below: <ul style="list-style-type: none"> <li>○ <b>March 15<sup>th</sup>:</b> 30 days prior to AGM (<b>April 15<sup>th</sup></b>) we need to appoint a Nominating Committee (President and 2 active members (and the GM as ex-officio) which we do not have)</li> <li>○ Committee’s role is to meet, identify and recruit candidates for the BOD</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ <b>March 25<sup>th</sup></b>: 20 Days prior to AGM (as mentioned above) notification of nominations to general membership</li> <li>○ <b>April 5<sup>th</sup> (which is the Sunday of Easter weekend)</b>: 10 Days prior nominations from the genal membership to be received in writing and signed by 3 members <b><u>in good standing</u></b>. Kim will need to add those 3 names to the AGM agenda for vote.</li> <li>• Amber offered to assist Ray with the nomination process. The goal would be an additional 10 members to the board to assist with tasks and the overall success of the chamber. Ray is also going to reach out to past board members as our chamber is finally pushing in the positive direction.</li> <li>• Dale notified the board that he will be resigning as a board member after the AGM. His term will be finished, and he will not be joining for another term.</li> <li>• Tracy Holland, Communications &amp; Community Engagement Coordinator, has been trying to reach a member of the BOD to attend the PEER (Partnership in Economic Development and Revitalization) meetings and has asked that Ray please contact her.</li> </ul>
9	PARKING LOT	<ul style="list-style-type: none"> <li>• NA</li> </ul>
10	IN CAMERA	<ul style="list-style-type: none"> <li>• NA</li> </ul>
11	NEXT MEETING DATE & PLACE	<ul style="list-style-type: none"> <li>• February 18, 2026 / Laverne's Eatery</li> </ul>
12	ADJOURMENT OF MEETING	19:40