



# CHAMBER

P E A C H L A N D

*The Heart of the Okanagan* 

2016 Monthly Board Meeting – Board Room  
5:30 pm – Monday, August 22<sup>nd</sup> 2016

## AGENDA

1. Call to Order
2. Adoption of the Agenda
3. Adoption of June Board Meeting Minutes
4. Reports
  - a. President – Dave Collins - verbal
  - b. Tourism Services Manager Joey Byatt– verbal
  - c. Executive Director Patrick Van Minsel – verbal
  - d. Treasurer– Wolfgang Muhs – in attachment
  - e. C.O.E.D.C – Peter Stapleton – no report
  - f. P.E.D.C – Patrick Van Minsel – no report
  - g. TPC – Joey Byatt – No report
5. Motion to Accept Reports as presented
6. Business Arising from June Minutes
  - a. Golf Tournament 2016 – August 26th
7. New Business
  - a. Developers round table
  - b. Awards Night November 19<sup>th</sup> 2016

Next Meeting Date: September 26<sup>th</sup>, 2016

Adjournment

# Peachland Chamber of Commerce

Board of Directors Meeting  
Monday, July 25, 2016 at 5:30 pm  
at the Peachland Historical Primary School

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Directors Present: Dave Collins, Catherine Gnius, Wolfgang Muhs, Peter Stapleton, Wesley Bedford, Emma Oliver, Debra Kelly, Larry Guilbault.

Administration Staff: Patrick Van Minsel, Executive Director

Regrets: Rocky Roxborough-Smith

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CALL TO ORDER: The meeting was called to order by Patrick van Minsel at 5:38pm

- Agenda:
- 1 - Call to Order.
  - 2 - Adoption of the Agenda.
  - 3 - Adoption of the June Board meeting minutes.
  - 4 - Reports:
    - a) President - Dave Collins
    - b) Tourism Services Manager - Joey Byatt (attached)
    - c) Executive Director - Patrick Van Minsel
    - d) Treasurer - Wolfgang Muhs (as attached)
    - e) C.O.E.D.C. - Peter Stapleton (no report)
    - f) P.E.D.C. - Patrick Van Minsel (no report)
    - g) TPC - Joey Byatt (no report)
  - 5 - Motion to Accept reports as presented.
  - 6 - Business arising from June minutes.
    - a) Golf Tournament 2016, August 22, 2016
  - 7 - New Business
    - a) New Monaco proposed road access information.  
Request to organize developer round table
    - b) Fundraiser idea - Canada Day Run

Next meeting date: August 22, 2016

Adjournment

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ADOPTION OF THE AGENDA: A motion to adopt the agenda

Moved: Larry Guilbault  
Second: Wolfgang Muhs

CARRIED

ADOPTION OF MINUTES: A motion to adopt the minutes for June 27, 2016 meeting.

Moved: Peter Stapleton  
Second: Emma Oliver

CARRIED

REPORTS:

a) PRESIDENT'S REPORT: Dave Collins, no report.

b) TOURISM SERVICES MANAGER'S REPORT : Joey Byatt, as attached.

c) EXECUTIVE DIRECTOR'S REPORT: Patrick Van Minsel

- Canada Day was very successful with good feedback from the Peachland community. Our Chamber will organize and facilitate the Canada Day 2017 celebration with cooperation from the District of Peachland. The Canada Day 2017 celebration will be deemed as a fund raiser for the operation of the Peachland Chamber of Commerce.

- Chamber of Commerce membership remains at 128.

d) TREASURER'S REPORT: Wolfgang Muhs (as attached)

Patrick Van Minsel reports a VIC bank balance of \$47,134.00

Patrick Van Minsel reports a Chamber of Commerce bank balance of \$20,330.00

e) C.O.E.D.C.: Peter Stapleton (no report)

f) P.E.D.C.: Patrick Van Minsel (no report)

g) TPC: Joey Byatt (no report)

ACCEPT REPORTS: A motion was made to accept reports:

Moved: Wolfgang Muhs  
Second: Dave Collins

CARRIED

BUSINESS ARISING FROM THE JUNE MINUTES:

a) Golf Tournament 2016

- To date, 10 teams have signed up for the Tournament. We are hoping for 20-22 teams to participate and to use this time as a network opportunity.

- Hole Sponsorship opportunities are still available and encouraged.

- Patrick has secured appropriate course volunteers for the day.

NEW BUSINESS:

a) New Monaco proposed road access on to the Connector highway. This access road will allow for secondary traffic and emergency traffic in and out of the site. Opposition from the Peachland community and council has had an impact on the planning process for this access road. Negotiations between New Monaco and the MOTI for the exact location and function of the primary access(es) continues. Reference to attached email: James Kay to Patrick Van Minsel dated July 24, 2016 " New Monaco - Western Connector".

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b) Development Roundtable: To provide an opportunity for discussion between active development applicants, the Chamber of Commerce and our council liaison representative of the E.D.C., Mike Kent to discuss the opportunities and challenges each developer has encountered. This opportunity will focus on the needs and obstacles expressed and presented by those currently proposing development in our district. The results of this meeting will be reported to our town Mayor and Council.

A motion was made to create and support a Development Roundtable.

Moved: Dave Collins  
Second: Emma Oliver

CARRIED

b) Fund Raiser Idea: Canada Day 2017 as included in Executive Directors report.

Next Meeting Date: August 22, 2016

Adjournment: A motion by Dave Collins to adjourn the meeting at (? time)

Moved Peter Stapleton  
Second: Debra Kelly

CARRIED

**Peachland Chamber of Commerce VIC  
Income Statement 07/01/2016 to 08/02/2016**

JULY 2016

**REVENUE**

|                            |                 |
|----------------------------|-----------------|
| <b>Sales Revenue</b>       |                 |
| Sales Gift Shop            | 3,196.33        |
| <b>Total Sales Revenue</b> | <u>3,196.33</u> |

|                               |                 |
|-------------------------------|-----------------|
| <b>General Revenue</b>        |                 |
| Office Services Revenue       | 48.00           |
| Racking Fees                  | 100.00          |
| Wage Subsidy - Summer Student | 2,475.00        |
| <b>Total General Revenue</b>  | <u>2,623.00</u> |

**TOTAL REVENUE** 5,819.33

**EXPENSE**

|                                 |                 |
|---------------------------------|-----------------|
| <b>Cost of Goods Sold</b>       |                 |
| Purchases                       | 2,112.44        |
| Freight Expense                 | 28.49           |
| <b>Total Cost of Goods Sold</b> | <u>2,140.93</u> |

|                              |                 |
|------------------------------|-----------------|
| <b>Payroll Expenses</b>      |                 |
| Wages - Management           | 2,215.37        |
| Wages - Staff                | 3,809.61        |
| <b>Total Payroll Expense</b> | <u>6,024.98</u> |

|   |                 |
|---|-----------------|
| <b>General &amp; Administrative Expe...</b> |                 |
| Accounting & Legal                          | 726.25          |
| Cleaning Building                           | 156.25          |
| Marketing                                   | 100.00          |
| Telephone/Communications                    | 166.69          |
| <b>Total General &amp; Admin. Expen...</b>  | <u>1,149.19</u> |

**TOTAL EXPENSE** 9,315.10

**NET INCOME** -3,495.77

## Peachland Chamber of Commerce VIC Comparative Income Statement

|   | Actual<br>01/01/2016 to<br>08/22/2016 | Budget<br>01/01/2016 to<br>12/31/2016 | Difference        |
|---|---------------------------------------|---------------------------------------|-------------------|
| <b>REVENUE</b>                              |                                       |                                       |                   |
| <b>Sales Revenue</b>                        |                                       |                                       |                   |
| Sales Gift Shop                             | 8,617.44                              | 9,000.00                              | -382.56           |
| <b>Total Sales Revenue</b>                  | <b>8,617.44</b>                       | <b>9,000.00</b>                       | <b>-382.56</b>    |
| <b>General Revenue</b>                      |                                       |                                       |                   |
| Donations (No HST)                          | 108.25                                | 600.00                                | -491.75           |
| Facility Rental                             | 790.00                                | 250.00                                | 540.00            |
| Fees for Service - Distr. of Peachl         | 65,152.00                             | 65,152.00                             | 0.00              |
| Fees for Serv.- Destination BC              | 12,500.00                             | 12,500.00                             | 0.00              |
| Fundraising                                 | 0.00                                  | 1,250.00                              | -1,250.00         |
| Occasional Projects                         | 8,475.00                              | 8,400.00                              | 75.00             |
| Office Services Revenue                     | 48.00                                 | 0.00                                  | 48.00             |
| Racking Fees                                | 250.00                                | 500.00                                | -250.00           |
| Sponsorships                                | 0.00                                  | 250.00                                | -250.00           |
| Utilities 40% B&G Club                      | 1,763.13                              | 3,333.00                              | -1,569.87         |
| Utilities 20% + Cleaning PCAC               | 1,160.66                              | 1,250.00                              | -89.34            |
| Utilities Chamber Peachland                 | 827.81                                | 650.00                                | 177.81            |
| Beeps Contribution                          | 0.00                                  | 1,000.00                              | -1,000.00         |
| Wage Subsidy - Summer Student               | 2,475.00                              | 4,000.00                              | -1,525.00         |
| Wage Subsidies - Heritage Cana...           | 0.00                                  | 2,500.00                              | -2,500.00         |
| <b>Total General Revenue</b>                | <b>93,549.85</b>                      | <b>101,635.00</b>                     | <b>-8,085.15</b>  |
| <b>Other Revenue</b>                        |                                       |                                       |                   |
| Miscellaneous Revenue                       | 0.00                                  | 500.00                                | -500.00           |
| <b>Total Other Revenue</b>                  | <b>0.00</b>                           | <b>500.00</b>                         | <b>-500.00</b>    |
| <b>TOTAL REVENUE</b>                        | <b>102,167.29</b>                     | <b>111,135.00</b>                     | <b>-8,967.71</b>  |
| <b>EXPENSE</b>                              |                                       |                                       |                   |
| <b>Cost of Goods Sold</b>                   |                                       |                                       |                   |
| Purchases                                   | 3,941.36                              | 3,500.00                              | 441.36            |
| Freight Expense                             | 49.37                                 | 500.00                                | -450.63           |
| <b>Total Cost of Goods Sold</b>             | <b>3,990.73</b>                       | <b>4,000.00</b>                       | <b>-9.27</b>      |
| <b>Payroll Expenses</b>                     |                                       |                                       |                   |
| Wages - Management                          | 13,342.05                             | 32,760.00                             | -19,417.95        |
| Wages - Staff                               | 14,016.36                             | 17,193.00                             | -3,176.64         |
| Vacation Pay                                | 0.00                                  | 1,666.00                              | -1,666.00         |
| EI Expense                                  | 431.36                                | 1,250.00                              | -818.64           |
| CPP Expense                                 | 686.77                                | 1,666.00                              | -979.23           |
| WCB Expense                                 | 0.00                                  | 100.00                                | -100.00           |
| Group Insurance                             | 0.00                                  | 1,500.00                              | -1,500.00         |
| Mileage Reimbursement                       | 116.01                                | 150.00                                | -33.99            |
| <b>Total Payroll Expense</b>                | <b>28,592.55</b>                      | <b>56,285.00</b>                      | <b>-27,692.45</b> |
| <b>General &amp; Administrative Expe...</b> |                                       |                                       |                   |
| Accounting & Legal                          | 517.52                                | 750.00                                | -232.48           |
| Administration Fee                          | 7,200.00                              | 7,200.00                              | 0.00              |
| Advertising & Promotions                    | 1,233.00                              | 1,000.00                              | 233.00            |
| Ad/Promo Meals                              | 231.73                                | 0.00                                  | 231.73            |
| Meal Events                                 | 10.99                                 | 250.00                                | -239.01           |
| Bank & Service Charges/Interest             | 0.00                                  | 150.00                                | -150.00           |
| Cleaning Building                           | 1,446.81                              | 1,800.00                              | -353.19           |
| Commissions Vendors Gift Store              | 117.33                                | 3,000.00                              | -2,882.67         |
| CONFERENCES & MEETINGS                      | 0.00                                  | 1,000.00                              | -1,000.00         |
| Counsellor Training                         | 1,000.00                              | 500.00                                | 500.00            |
| Courier & Postage                           | 11.92                                 | 300.00                                | -288.08           |

## Peachland Chamber of Commerce VIC Comparative Income Statement

|  | Actual<br>01/01/2016 to<br>08/22/2016 | Budget<br>01/01/2016 to<br>12/31/2016 | Difference |
|--|---------------------------------------|---------------------------------------|------------|
| Courier & Postage COC                      | 42.86                                 | 0.00                                  | 42.86      |
| Credit Card Charges                        | 507.33                                | 250.00                                | 257.33     |
| Donations to Charities                     | 75.00                                 | 0.00                                  | 75.00      |
| Dues, Memberships, Licenses                | 0.00                                  | 300.00                                | -300.00    |
| Equipment Lease                            | 1,382.55                              | 2,500.00                              | -1,117.45  |
| Equipment & Supplies                       | 836.64                                | 0.00                                  | 836.64     |
| Insurance - Other                          | 979.00                                | 1,000.00                              | -21.00     |
| Kitchen Supplies                           | 0.00                                  | 200.00                                | -200.00    |
| Marketing                                  | 139.00                                | 5,000.00                              | -4,861.00  |
| Meetings                                   | 30.00                                 | 250.00                                | -220.00    |
| Miscellaneous Expenses                     | 2,651.38                              | 2,500.00                              | 151.38     |
| Occasional Projects                        | 884.50                                | 8,400.00                              | -7,515.50  |
| Office Supplies                            | 2,159.31                              | 500.00                                | 1,659.31   |
| Printing - General                         | 385.29                                | 500.00                                | -114.71    |
| Repair & Maintenance                       | 237.00                                | 500.00                                | -263.00    |
| Signs & Banners                            | 0.00                                  | 750.00                                | -750.00    |
| Telephone/Communications                   | 746.09                                | 2,000.00                              | -1,253.91  |
| Travel & Entertainment                     | 249.15                                | 250.00                                | -0.85      |
| Uniforms                                   | 269.87                                | 500.00                                | -230.13    |
| Utilities                                  | 7,412.33                              | 8,000.00                              | -587.67    |
| Volunteers Expense                         | 0.00                                  | 500.00                                | -500.00    |
| Website Expense                            | 3,751.39                              | 1,000.00                              | 2,751.39   |
| <b>Total General &amp; Admin. Expen...</b> | <u>34,507.99</u>                      | <u>50,850.00</u>                      | -16,342.01 |
| <b>TOTAL EXPENSE</b>                       | <u>67,091.27</u>                      | <u>111,135.00</u>                     | -44,043.73 |
| <b>NET INCOME</b>                          | <u>35,076.02</u>                      | <u>0.00</u>                           | 35,076.02  |

**Peachland Chamber of Commerce  
Income Statement 07/01/2016 to 07/31/2016**

JULY 2016

**REVENUE**

|                              |                 |
|------------------------------|-----------------|
| <b>General Revenue</b>       |                 |
| Golfers Tournament           | 1,559.25        |
| Membership Revenue COC       | 100.00          |
| <b>Total General Revenue</b> | <u>1,659.25</u> |

**TOTAL REVENUE** 1,659.25

**EXPENSE**

|                              |                 |
|------------------------------|-----------------|
| <b>Payroll Expenses</b>      |                 |
| Wages Management COC         | 2,303.88        |
| Group Insurance COC          | 135.00          |
| Mileage Reimbursement COC    | 37.26           |
| <b>Total Payroll Expense</b> | <u>2,476.14</u> |

|   |                 |
|---|-----------------|
| <b>General &amp; Administrative Expe...</b> |                 |
| Advertising & Promotions COC                | 627.03          |
| Marketing COC                               | 348.00          |
| Office Supplies COC                         | 808.18          |
| <b>Total General &amp; Admin. Expen...</b>  | <u>1,783.21</u> |

**TOTAL EXPENSE** 4,259.35

**NET INCOME** -2,600.10

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# Peachland Chamber of Commerce Comparative Income Statement

|   | Actual<br>01/01/2016 to<br>08/22/2016 | Budget<br>01/01/2016 to<br>12/31/2016 | Difference        |
|---|---------------------------------------|---------------------------------------|-------------------|
| <b>REVENUE</b>                              |                                       |                                       |                   |
| <b>General Revenue</b>                      |                                       |                                       |                   |
| Administration Fees                         | 7,200.00                              | 7,200.00                              | 0.00              |
| Awards Night COC                            | 0.00                                  | 6,000.00                              | -6,000.00         |
| Commissions Group Insurance                 | 614.57                                | 2,000.00                              | -1,385.43         |
| Donations COC                               | 905.12                                | 2,000.00                              | -1,094.88         |
| Expo Vendors                                | 5,254.33                              | 5,000.00                              | 254.33            |
| Facility Rental COC                         | 500.00                                | 500.00                                | 0.00              |
| Golfers Tournament                          | 4,044.15                              | 7,000.00                              | -2,955.85         |
| Membership Revenue COC                      | 19,866.45                             | 21,000.00                             | -1,133.55         |
| Sponsorships                                | 14,135.00                             | 15,000.00                             | -865.00           |
| Silent Auction                              | 0.00                                  | 5,000.00                              | -5,000.00         |
| Bar sales events                            | 0.00                                  | 2,500.00                              | -2,500.00         |
| <b>Total General Revenue</b>                | <b>52,519.62</b>                      | <b>73,200.00</b>                      | <b>-20,680.38</b> |
| <b>Other Revenue</b>                        |                                       |                                       |                   |
| Interest COC                                | 6.97                                  | 0.00                                  | 6.97              |
| Miscellaneous COC                           | 0.00                                  | 1,000.00                              | -1,000.00         |
| Valley Wide Expo                            | 0.00                                  | 1,000.00                              | -1,000.00         |
| <b>Total Other Revenue</b>                  | <b>6.97</b>                           | <b>2,000.00</b>                       | <b>-1,993.03</b>  |
| <b>TOTAL REVENUE</b>                        | <b>52,526.59</b>                      | <b>75,200.00</b>                      | <b>-22,673.41</b> |
| <b>EXPENSE</b>                              |                                       |                                       |                   |
| <b>Cost of Goods Sold</b>                   |                                       |                                       |                   |
| Freight Expense COC                         | 0.00                                  | 50.00                                 | -50.00            |
| <b>Total Cost of Goods Sold</b>             | <b>0.00</b>                           | <b>50.00</b>                          | <b>-50.00</b>     |
| <b>Payroll Expenses</b>                     |                                       |                                       |                   |
| Wages Management COC                        | 23,547.14                             | 33,000.00                             | -9,452.86         |
| Vacation Pay COC                            | 1,019.26                              | 1,620.00                              | -600.74           |
| EI Expense COC                              | 559.39                                | 1,000.00                              | -440.61           |
| CPP Expense COC                             | 958.63                                | 2,000.00                              | -1,041.37         |
| Group Insurance COC                         | 810.00                                | 1,620.00                              | -810.00           |
| Mileage Reimbursement COC                   | 274.64                                | 1,000.00                              | -725.36           |
| <b>Total Payroll Expense</b>                | <b>27,169.06</b>                      | <b>40,240.00</b>                      | <b>-13,070.94</b> |
| <b>General &amp; Administrative Expe...</b> |                                       |                                       |                   |
| Accounting&Legal COC                        | 517.53                                | 1,750.00                              | -1,232.47         |
| Advertising & Promotions COC                | 5,665.66                              | 4,500.00                              | 1,165.66          |
| Ad/Promo Meals                              | 19.32                                 | 7,500.00                              | -7,480.68         |
| Awards Night COC                            | 0.00                                  | 1,500.00                              | -1,500.00         |
| Music Events                                | 4,000.00                              | 1,000.00                              | 3,000.00          |
| Bank&Service Charges/interest ...           | 25.00                                 | 500.00                                | -475.00           |
| Canada Day COC                              | 750.00                                | 0.00                                  | 750.00            |
| Cleaning Building COC                       | 509.34                                | 200.00                                | 309.34            |
| Conferences & Meeting COC                   | 0.00                                  | 750.00                                | -750.00           |
| Courier & Postage COC                       | 12.99                                 | 250.00                                | -237.01           |
| Credit Card Charges COC                     | 143.73                                | 625.00                                | -481.27           |
| Donations COC                               | 0.00                                  | 500.00                                | -500.00           |
| Dues, Memberships, Licenses                 | 1,534.17                              | 2,000.00                              | -465.83           |
| Equipment & Supplies COC                    | 53.50                                 | 0.00                                  | 53.50             |
| Facility Rental                             | 264.40                                | 1,500.00                              | -1,235.60         |
| Golf Tournament                             | 113.40                                | 3,800.00                              | -3,686.60         |
| Insurance other COC                         | 775.00                                | 1,200.00                              | -425.00           |
| Insurance Subtotal                          | 775.00                                | 1,200.00                              | -425.00           |
| Marketing COC                               | 1,333.20                              | 250.00                                | 1,083.20          |
| Meeting COC                                 | 0.00                                  | 600.00                                | -600.00           |
| Miscellaneous COC                           | 69.49                                 | 900.00                                | -830.51           |

# Peachland Chamber of Commerce Comparative Income Statement

|  | Actual<br>01/01/2016 to<br>08/22/2016 | Budget<br>01/01/2016 to<br>12/31/2016 | Difference |
|--|---------------------------------------|---------------------------------------|------------|
| Office Supplies COC                        | 894.08                                | 2,000.00                              | -1,105.92  |
| Printing COC                               | 0.00                                  | 500.00                                | -500.00    |
| Signs & Banners COC                        | 0.00                                  | 500.00                                | -500.00    |
| Sponsorship                                | 0.00                                  | 500.00                                | -500.00    |
| Staff Parties COC                          | 0.00                                  | 500.00                                | -500.00    |
| Telephone & Communications C...            | 521.70                                | 350.00                                | 171.70     |
| Utilities COC                              | 318.47                                | 500.00                                | -181.53    |
| Volunteer Expense COC                      | 0.00                                  | 150.00                                | -150.00    |
| Website Expense COC                        | 0.00                                  | 500.00                                | -500.00    |
| <b>Total General &amp; Admin. Expen...</b> | <u>17,520.98</u>                      | <u>34,825.00</u>                      | -17,304.02 |
| <b>TOTAL EXPENSE</b>                       | <u>44,690.04</u>                      | <u>75,115.00</u>                      | -30,424.96 |
| <b>NET INCOME</b>                          | <u>7,836.55</u>                       | <u>85.00</u>                          | 7,751.55   |