



Fredericton Chamber of Commerce
Annual General Meeting
Thursday, June 22, 2023
Delta Hotels by Marriott Fredericton

Attendance:

Angela Smith – UNB Student Union
Ashley Dearing – Dearing Media
Cameron McNeil – Par 94 Golf Inc.
Catherine McLatchie – J. Donovan Law Group
Christine Little – Fredericton Chamber of Commerce
Daniel Hoyles – Profitual Inc.
Danielle Pelletier – VIVA Therapeutic Services
Darren Dearing – The Dearing Advisory Group
Tracey Dearing – The Dearing Advisory Group
Dave Milburn – Focal Point Landscape and Installation
David Shipley – Beauceron Security Inc.
Devansh Bavishi – IG Wealth Management
Eric Cimic – UNB Student Union
Fanny Bodart – The Property Ladies Inc.
Gilles Allain – The Chalmers Foundation Inc.
Hannabelle Weaver – Ignite
Haridas Patel – Helping Business with Innovation
Jamie Robichaud – Bell Media
Jill Stairs – Daye Kelly & Associates
Jordan O’Brien – Porter O’Brien Agency Inc.
Judy Joe Scheffler – Fredericton Chamber of Commerce
Karen Grant – Kiers Marketing
Mayor Kate Rogers – City of Fredericton
Kelsey Seymour – CCGoodwin Consulting Inc.
Krista Ross – Fredericton Chamber of Commerce
Michael Melvin – McInnes Cooper
Michelle Paquin – Spacek, Armstrong & Norrad Chartered Professional Accountants
Mika Solway – The Ten Spot
Morgan Peters – Fredericton Chamber of Commerce
Noel Eustace – Instant Imprints Fredericton
Oriana Cordido – Ignite
Samantha Bosca – RBC Royal Bank



Sara Holyoke – Delta Hotels by Marriott Fredericton
Scott McMullin – Covey Basics
Shawn DeLong – Rogers Communications Canada Inc.
Stanley Barnaby – JEDI Joint Economic Development Initiative
Tosin Ajibola – Welkom.U Inc.
Wendy Morrell – Fredericton Chamber of Commerce
Shannon Dion – Bringloe Feeney
Rodney Blanchard – Stantec
Hanif Brown – Welkom.U Inc.
Tasha Allaby – Bell Media
Jeff Saunders – Teed Saunders Doyle
Chelsea Gould – Kings Landing
Peter Fletcher – RBC DS
Sarah Corey Hollohan - Ignite
Victoria Gillan Leitner – Mariner

1. **Welcome & Call to Order** – President Jill Stairs welcomed everyone to the Fredericton Chamber of Commerce Annual General Meeting and called the meeting to order.
 - a. **Approval of Agenda** – The meeting’s agenda, minutes from last year’s meeting, treasurer’s report, audited financial statements, nominating committee report, list of proposed new members and a copy of the annual magazine were distributed via email prior to the meeting to all individuals who registered to attend the meeting and a copy of each of these items was available at the meeting for all attendees. President Jill Stairs asked for a motion to approve the agenda as circulated. MOTION: Noel Eustace made a motion to accept the agenda as circulated, seconded by Catherine McLatchie, motion carried.
 - b. **Approval of the Minutes** – President Jill Stairs asked for a motion to approve the minutes from the June 30, 2022, Annual General meeting as circulated, she reminded those in attendance that the motion should be made and seconded by a member who attended that meeting. MOTION: Rodney Blanchard made a motion to approve the minutes as circulated, seconded by Gilles Allain, motion carried.
2. **Treasurer’s Report** – Treasurer Shannon Dion reported that the chamber had a positive year from a financial perspective and was not greatly impacted economically due to the pandemic as membership remained strong and events came back for the most part. The chamber was able to host a full complement of events including an additional Business Excellence Awards when the date was shifted to 2022- 23 to make up for the

event that couldn't be held fall 2021. Shannon remarked that the chamber staff are very good at creating their budget and do an excellent job in staying on top of expenses. Previous boards of directors have implemented reserves for an operating fund that holds up to 6 months of operating expenses and an opportunities fund which is used when extraordinary special projects and training opportunities are available. Shannon thanked the members of the Finance Audit and Risk Committee, the members of the Executive and the members of the Board of Directors for giving her the opportunity to be Treasurer. They were great sources of information and advice, and she appreciated the guidance gained from them. The comprehensive financial reporting sent to her regularly by the chamber's bookkeeper Brianne Phillips made Shannon's role as treasurer much easier. MOTION: Shannon moved to accept the annual Treasurer's report as presented, seconded by Catherine McLatchie, motion approved.

3. **Presentation of the Audited Financial Report** – Treasurer Shannon Dion presented the audited financial statements as prepared by Shannon Buffett. Shannon stated that the financial statements present our situation fairly, and it was a clean audit. The Statement of Operations (Income Statement) shows that the chamber supports the business community through major events including the State of the Province, State of the City, Business Excellence Awards, Golf Tournament, as well as many other minor events. The chamber was fortunate to house the rapid testing program and received some support funding to run the program. On the expense side, it was business as usual with no big surprises. Overall, the chamber had planned on a deficit budget but was able to end the year better than the budget due to a number of factors including interest from investments. The Statement of Financial Position (Balance Sheet) shows that the chamber had a strong year. The chamber maintained strong assets, including our unrestricted assets and opportunities assets. The Statement of Cash Flows shows an influx due to investments and accruals. In the notes section, it states that the chamber has an investment policy and closely follows it to stay on track. Item 12 in the notes shows the chamber's future commitments. Shannon closed by asking if there were any questions. MOTION: Treasurer Shannon Dion made a motion to accept the audited financial statements as presented, seconded by David Shipley, motion approved.
4. **Appointment of Auditors for 2023-2024** – MOTION: Treasurer Shannon Dion made a motion to appoint Shannon & Buffett as auditors for the 2023-2024 year, seconded by Fanny Bodart, motion approved.
5. **President's Report** – President Jill Stairs mentioned in her comments that, unlike her last two predecessors during the pandemic, she was able to attend, in person, 2 State of the City Addresses, 2 Business Excellence Awards, a Parliamentary Breakfast and a State

of the Province Address. She was fortunate to have been able to work with community stakeholders and to attend numerous meetings, roundtables, etc. Jill mentioned that the AGM was bittersweet event for her in that she is stepping down as president, but she looks forward to working with Mike Melvin and the board in her new role as past president.

- a. **Recognition of the outgoing directors** – President Jill Stairs recognized the outgoing directors and thanked them for their hard work and dedication to the chamber:
 - Jeff Saunders – Teed Saunders Doyle
 - Shannon Dion – Bringloe Feeney
 - Asif Hasan – Climative
 - Samantha Bosca – RBC Royal Bank
 - Rodney Blanchard – Stantec Consulting Ltd.
 - Victoria Gillan Leitner – Mariner Partners
 - Tim Daley – Scotiabank
 - b. **Presentation of the President’s Award** – Jill remarked that she is fortunate as President to have the opportunity to choose a member who has gone above and beyond to help the chamber in some way throughout the year. Jill awarded Shawn DeLong of Rogers Communication with the award for working with the Fredericton Chamber of Commerce and team members Krista Ross and Christine Little to produce our Business Insight Fredericton program which was broadcast on Rogers and is available on the chamber’s website. Over the past several years Shawn produced, managed, filmed, and edited over 100 chamber members profiles which have been shared far and wide on social media and broadcast on RogersTVNB. Shawn accepted the award and commented how much he has enjoyed working with the chamber and learning more about our members and hearing of the challenges businesses have faced and how they’ve been able to overcome and prosper.
6. **Chief Executive Officer Report** – Krista began her remarks by presenting a gift of thanks to outgoing President Jill Stairs. Krista reported that it has been a great year serving our members and supporting our vision of “Stronger Community Through Business Prosperity”. Our chamber is the largest in New Brunswick, 2nd largest in Atlantic Canada and 1 in 20 chambers across Canada with more than 1000 members. Krista thanked Jill Stairs for being a talented president, mentor and exceptional leader. Krista also said that she is looking forward to working with Mike Melvin and the new board of directors in the upcoming year. Krista reported that #TeamChamber is a great group of professionals who focus on our members by informing them on the issues and the work

the chamber is doing on their behalf from an advocacy perspective, providing networking events and educational events along with providing our members a full range of benefits. Combined, the staff have served our members with more than 80 years of experience. Krista and Brianne celebrate their 20th year and Christine celebrates her 10th year at the chamber in 2023, Morgan has been with the Chamber 11 years, and Wendy will be with the Chamber 20 years in 2024. A special thank you to Adam Peabody who briefly stepped into the role as event manager at our last AGM, and to our new event manager Judy Joe Scheffler who has been with us for 3 months. In the year 2022-2023 the chamber was highly engaged in advocacy and were busy looking for solutions for our members working with the three levels of government, community stakeholders etc. and we look forward to another busy year!

7. **Nomination Committee Report** – Nominating Committee Chair Jill Stairs reported that in accordance with the chamber’s bylaws the following people have agreed to let their name stand as members of the executive committee for 2023-2024:

President – Michael Melvin, McInnes Cooper

1st Vice President / President Elect – David Shipley, Beauceron Security Inc.

2nd Vice President / Secretary – Sara Holyoke – Delta Hotels by Marriott Fredericton

The following individuals have indicated their willingness to serve a one-year term as officers and members of the Executive Committee beginning in June 2023 and these positions on the Executive Committee will be confirmed at the first board meeting which will follow this meeting today.

Past President – Jill Stairs, Daye Kelly & Associates

Treasurer – Michelle Paquin, Spacek Armstrong & Norrad Chartered Professional Accountants

Executive Member – Dave Milburn, Focal Point Landscape Design and Installation

Executive Member – Jordan O’Brien, Porter O’Brien

According to the chamber’s bylaws which were adopted in June 2019, members of our board of directors serve a one-year term, however, it is the practice of the Fredericton Chamber of Commerce that our board members serve for two one-year terms.

As a matter of information, the following individuals have indicated their willingness to serve the second one-year term as directors for which they have previously committed:

2nd year of 2nd two-year term Board Member – Fanny Bodart, The Property Ladies Inc.

1st year of 2nd two-year term Board Member – Catherine McLatchie, J. Donovan Law Group

2nd year Board Member – Tosin Ajibola, Welkom.U Inc.



- 2nd year Board Member – Gilles Allain, The Chalmers Foundation
- 2nd year Board Member – Stanley Barnaby, JEDI Joint Economic Development Initiative
- 2nd year Board Member – Noel Eustace, Instant Imprints Fredericton
- 2nd year Board Member – Jenna Evans, Stiletto

We are pleased to advise the following individuals have indicated their willingness to serve a one-year term which will be renewed at next year's AGM as members of the board of directors beginning in June 2023:

- 1st year Board Member – Devansh Bavishi, IG Wealth Management
- 1st year Board Member – Ashley Dearing, Dearing Media
- 1st year Board Member – Daniel Hoyles, Profitual Inc.
- 1st year Board Member – Scott McMullin, Covey Basics
- 1st year Board Member – Cameron McNeil, Par 94 Golf Inc.
- 1st year Board Member – Danielle Pelletier, VIVA Therapeutic Services
- 1st year Board Member – Kelsey Seymour, CC Goodwin Consulting Inc.

MOTION: Nominating Chair Jill Stairs made a motion to accept the slate of 2023-2024 Board of Directors recommended by the nominating committee, seconded by Jordan O'Brien, motion carried.

8. Confirmation / Introduction of the Incoming President – Outgoing President Jill Stairs asked Mayor Kate Rogers to come forward to bring greetings.

Mayor Kate Rogers started by saying that many in attendance at the AGM also attended the State of the City Address that was held one week ago – and she thanked the Chamber for that opportunity and the attendees for participating. She stated that she often feels like a proud parent when she hears of the accomplishments of the chamber and of the city. She is very proud that the City of Fredericton has been working with and collaborating with the chamber for almost 150 years. The chamber's contributions to the city's business community make it an integral part of our community and add to the character of our city. She thanked the chamber for hosting the State of the City Address as it is an opportunity to share the city's successes and showcase all the great things that are happening in and around our city. She was able to explain how the new Performing Arts Centre along with the new justice building will add a lot to the city centre. She thanked Krista for her timely commentary in the Gleaner in support of the centre. Mayor Rogers remarked on the list of potential members that was included in the meeting package and how the list shows the diversity of the business community and in our membership. She gave her sincere thanks to Jill Stairs for her devotion, commitment and endless volunteer hours. She is excited to work with Mike Melvin and the new board to build a "Stronger Community Through Business Prosperity."

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- a. Confirmation/Swearing in of President Michael Melvin, 1st Vice President / President Elect David Shipley and 2nd Vice President / Secretary Sara Holyoke. The Mayor confirmed these Executive Members with the oath of office.
- b. Confirmation/Swearing in of new board members – The Mayor confirmed the new board members with the oath of office and she and CEO Krista Ross welcomed them with handshakes and Chamber lapel pins.
- c. Passing of the Buck – President Jill Stairs continued the chamber’s tradition of “Passing the Buck” to new President Michael Melvin. A framed one-dollar bill signed by the past presidents from the last several decades was signed and passed along.
9. **New Member Acceptance** – In accordance with the chamber’s bylaws, the membership is required to vote in all new members at our quarterly meetings and the AGM is our second quarterly meeting each year. The list of new members who joined the chamber from March 1st, 2023, to May 31, 2023, was circulated prior to the meeting for review. MOTION: David Shipley made a motion to accept the slate of new members, the motion was seconded by Catherine McLatchie, motion carried.
10. **Incoming President’s Report** – President Mike Melvin began by thanking Jill for being an exceptional president and great leader and remarked that he has some big shoes to fill. He stated that he is honoured to be the chamber’s president for 2023-24 and looks forward to working with the board, executive and committees of this high performing organization. Mike commented on the excellent work of the Chamber staff, board and committees, and noted that with many organizations, a President wants to create a legacy or to leave an important milestone or mark during their term but with our well governed and managed organization his goal is to collaborate with the board and staff to refine things that we are already doing very well. He hopes to consider how the chamber can better get the message out on the work it does on behalf of the membership. The chamber’s objectives are set by the business environment, and he wants the chamber to go even farther to achieve “Stronger Community Through Business Prosperity.”
11. **Adjournment** – President Mike Melvin thanked those in attendance, reminded the board of their first board meeting following the AGM and asked for a motion to adjourn the meeting, David Shipley made a motion to adjourn the meeting.