**Minutes**: Executive Committee Board Meeting

**Meeting: Yukon Chamber of Commerce Executive Board of Directors Meeting**

**Format:** Online and In-Person Zoom Recording

**Attendees**: Kyla Barker (Chair), Mark Mather, Philip Fitzgerald (all via Zoom), Luke Pantin, Tammy Beese, John Campbell, (in person)

**Regrets**: Dale Colbran

**Date:** March 28th 2024

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| **Item #** | **Discussion/Action** |
| **1. Call to order** | Chair, Kyla Barker, called the meeting to order and the meeting commenced at 12:04 AM, confirming a quorum. |
| **2. Review and approve agenda** | 2 Additions by Luke Pantin. 1. Chamber Accreditation 2. Terms of Reference  **Approved:** Tammy Beese  **Moved:** Mark Mather. |
| **3. Approve Minutes January 24th** | **Moved:** John Campbell **Seconded:** Philip Fitzgerald |
| **4. Priorities list** | Emergency List to be scored and to focus in goals and focus on priorities. – Luke is sending the new list. Due April 2nd, 2024 |
|  | **Business Agenda Part 1** |
| **5. Executive Director’s Report Update** | - Luke remarked the tight relationships with the WSCB.  - Contractors who we’re paying WSCB Premiums – New procedure for hirings ask them if they’re certified and pay for their premiums.  -Office Improvement: Operations Tracker and Communications Tracker  [coms@yukonchamber.com](mailto:coms@yukonchamber.com) – Dedicated account for communications website, media.  -Governance Manual. – Discovered some Committees are working with no TOR.  - Action: Kyla is bringing manual for next meeting to request all directors and have signatures to implement it asap.  -Kyla brings to the table the issue that Food and Beverage Committee is making their own Committee out of the YCC and not paying dues nor being members.  - Action: Double check if all the members of the Committees are paying their dues. |
| **6. Financial Report** |  |

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| **Emergency Short Term Action Plan** |  |
| Conclusion |  |
| **Next Meeting** | May 8th, 2024 |
| **Adjournment** | The meeting adjourned at \_\_\_\_\_\_\_\_ PM |