

EXECUTIVE MINUTES

2nd Meeting of 2019



MEETING DATE

February 6, 2019 @ Noon
Coaldale Inn

The Coaldale and District Chamber of Commerce | Box 1117, Coaldale AB, T1M 1M9
Ph: 403-345-2358 | info@coaldalechamber.com | coaldalechamber.com

Executive Members – 9 Voting members

Attendance: *EJD Machacek LLP, Everett Duerksen* – President; *Scotiabank, Terry Roosen* - First VP; *Jake Klassen Plumbing, Lacey Klassen* – Treasurer; *Barrister Solicitor, Leonard Fast* – Corporate Secretary; *Sunny South News, Darlene van Schouwen* Director-at-Large; *Stop N Go, Daryl Tonin* – Director-at-Large; *Destiny Homes, Rene van de Vendel* - Director-at-Large; *Pollemans Homes Rentals, John Pollemans* - Past President

Absent: *Van Rijn Electric, Jack Van Rijn* - Second VP;

Guests: Colleen Van Raalte – Executive Assistant

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MSC: J. Pollemans/L. Klassen

BIMT Executive Council approve the agenda.

Carried

3. APPROVAL OF MINUTES

3.1. Executive Meeting December 5, 2018

MSC: T. Rossen/J. Pollemans

BIMT Executive Council approve the minutes of December 5, 2018.

Carried

3.2. Executive Meeting January 16, 2019

MSC: T. Rossen/J. Pollemans

BIMT Executive Council approve the minutes of January 16, 2019.

Carried

4. BUSSINESS ARISING FROM MINUTES

4.1. Search for Facilitator for strategic planning. – *Everett Duerksen*

- In order to have an effective meeting with a facilitator the Chamber needs to become more organized.

MSC: J. Pollemans/L. Klassen

BIMT Executive Council table securing a facilitator until after the elections take place ensuring that the new executive will be able to provide input.

Carried

4.2. Chamber Budget 2019 (Insert 1) – *Lassey Klassen*

- Lacey will make recommend changes and present them at the next meeting.

- 4.3. Social Media – *Colleen Van Raalte*
- Can be put in place after we have developed a strategic plan and updated the website.

- 4.4. HR Discussions – *Everett Durksen*
- Dixie McCarley position was terminated as of December 31, 2018.

5. EXECUTIVE REPORTS

- 5.1. Treasurer
- Treasure to provide a monthly balance sheet in assist with Chamber transparency.
- 5.2. President
- It is noted that the president does not need to provide a report at every meeting.

6. NEW BUSINESS

- 6.1. VR Virtual Assistant – Confirmation of Contract – *Everett Duerksen*
MSC: L. Klassen / L. Fast
BIMT Executive Council confirm the agreement signed between Everett Duerksen on behalf of the CDCC and Colleen Van Raalte from VRVA - to provide 30 hours of administrative support for \$900 a month.
Carried
- 6.2. Office Space, Eviction Notice, Equipment, Phone Line, – *Colleen Van Raalte*
- Eviction notice received from Esther Veurink at the Business Centre. Our offices needs to be cleared out by the end of February. Our rent space is paid for until the end of February.
- Office space in the place where Dilo's may not be viable long term.
- Virtual office space saves us money.
- Equipment and files need to be moved to storage. Date booked for moving is scheduled for Saturday, February 23 @ 10 am.
- Chamber Phone line to be installed at the Virtual Office.

MSC: T. Rossen/D. Van Schouwen
BIMT Executive Council not go into contract with Dwayne from Dilo's because of new info.
Carried

MSC: L. Fast/T. Roosen
BIMT Executive use virtual office, provide storage for files and equipment and liquidate assets as appropriate.
Carried

- 6.3. Domain Renewal – Due April – *Colleen Van Raalte (Tabled)*
- 6.4. On line banking set up for bill payments – *Colleen Van Raalte (Tabled)*
- 6.5. Strategic Planning Sub Committee – *Everett Duerksen (Tabled)*
- 6.6. Awards and Appreciation Collaboration with the Town - *Everett Duerksen (Tabled)*
- 6.7. Contribution to the 100 years Ceremony – *Everett Duerksen (Tabled)*

7. MEMBERSHIP

- 7.1. Annual membership Invoices with letter – *Everett Duerksen*
- Everett and Colleen will work on a package to be sent out to our member and the community at large.
- 7.2. New members
- Straight Way - *Colleen Van Raalte*
- Andrea Brack- RBC - *Colleen Van Raalte*

- Businesses are interested in joining the chamber. Colleen Sent out an application to these individuals and is waiting for a response.

7.3. External Membership – *Colleen Van Raalte*

- Alberta Chamber of Commerce. \$13.10 x 108 Members + GST= 1,485.54
- Alberta Chamber of Commerce Executive. \$63 per executive member.
- We should maintain the ACC membership but executive membership is not necessary.

8. ITEMS FOR INFORMATION

8.1. Town request to use Chamber Ad board on main street.

8.2. Speaker Series – *Everett Duerksen*

- February 13 – Theresa Visser and Colleen Van Raalte presenting about the Cloud
- Interest for Better Business Bureau
- Has anyone send out notice and/or have received RSVPs?
- Screen and projector needs

8.3. AGM date

- March 13, 2019

8.4. Firehall Sign – *Colleen Van Raalte*

- Everett will talk to the town about the long term viability of the Firehall sign, considering the coming renovation of the space.

9. NEXT MEETING

March 6 , 2019

- Domain Renewal – Due April – *Colleen Van Raalte*
- On line banking set up for bill payments – Colleen Van Raalte (Tabled)
- Strategic Planning Sub Committee – Everett Duerksen (Tabled)
- Awards and Appreciation Collaboration with the Town - Everett Duerksen
- Contribution to the 100 years Ceremony – Everett Duerksen
- Chamber A&A Banquet rescheduled to September 27-29.

APRIL 3, 2019

- Facilitator for strategic planning (Tabled from February 6, 2019 meeting)

10. ADJOURNMENT