

EXECUTIVE MINUTES

7th Meeting of 2019



June 5, 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

Attendance: *Destiny Homes Inc., Rene van de Vendel* - President; *Scotiabank, Terry Roosen* – 1st VP; *Van Rijn Electric LTD, Jack Van Rijn* – 2nd VP; *Leonard D. Fast Law, Leonard Fast* – Corporate Secretary; *Sunny South News,; Stop N’ Go, Daryl Tonin* – Director-at-large; *Westland Insurance Group Ltd., Derek Connick* – Director-at-large; *Intercontinental Truck Body, Everett Duerksen* – Past President

Absent: *Darlene van Schouwen* – Director-at-large; *Pollemans Homes & Rentals, John Pollemans* – Director-at-large, *Randy Van Seters* – Director-at-large; *EDJ Machacek LLP*

Guests: Colleen Van Raalte – Executive Assistant

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MOTION

MSC: E. Duerksen/J. Van Rijn

BIMT Executive Council approve the agenda.

Carried

3. APPROVAL OF MINUTES

3.1. Executive meeting May 1, 2019

MOTION

MSC: J. Van Rijn/L.Fast

BIMT Executive Council approve the minutes of May 1, 2019

Carried

4. TREASURER REPORTS

4.1. Investment Account Statements. \$10,846.71 (4.1)

4.2. Visa Card Statements. \$0 (Insert 4.2)

-We don't really use the credit card.

-We will stick with reimbursements. It's better for accountability as well.

MOTION

MSC: E. Duerksen/D. Connick

BIMT Executive Council approve to cancel the Scotia Bank Visa Credit Card.

Carried

ACTION: Colleen to send a copy of minutes to Terry ASAP.

4.3. Shaw Outstanding Payment Reminder \$1,502.25 (Insert 4.3)

-We pay for the balance for services rendered and for the equipment that was lost.

-We are not obligation to fulfill a contract that was not approved by the Executive.

-Invoice for outstanding for service \$158.25

-Lost equipment Modem \$25 + Digital Phone Terminal \$50 + GST = 78.75

-Grand total of 237.00

ACTION: Colleen will write a cheque for the remaining balance for services rendered plus equipment loss. Leonard will send this payment with a second explication regarding the contract with Shaw. (Completed)

- 4.4. Financial Reports (Insert 4.4)
-Income statements

ACTION: Everett will coordinate with Colleen to create future financial statements for the executive meetings.

- 4.5. Outgoing Payments
-Telus \$40.46 DW
-EJD \$433.51 CQ (Staff Quick books training and 6 mths of quick books subscription's)
-Lethbridge Herald Advertising (Forum) \$280.67 CQ
-Coaldale Inn \$611.86 CQ (EX, April 3; BD, April 10; EX May 1)
-Coaldale Inn \$429.82 CQ (BD, May 8; EX May 29)
-VRVA \$900.00 CQ

MOTION

MSC: T. Roosen/L. Fast

BIMT Executive Council approve May's payables as presented.

Carried

5. ACTION ITEM REVIEW

- 5.1. Terry to coordinate new signing authority.

ACTION: Terry plans to get documents signed within the next few days.

- 5.2. Terry will contact Graham Duke from KPMG

-We are looking for Graham to donate his time to the Chamber in the Executive role of Treasurer. He was concerned volunteering over concerns of work load and levels of expectation.

-Everett volunteers to fill the role of treasurer for the interim until a final solution is presented.

- 5.3. Officers and Director's List to Corporations Canada – **Complete**

- 5.4. Quick Books Subscription

- Setup a monthly fee to EJD Machacek for subscriptions \$40.

- Includes some file monitoring, troubleshooting and question support.

MOTION

MSC: T. Roosen/ L. Fast

BIMT Executive Council approve to have the Coaldale Chamber of Commerce continue its *Quick Book* subscription with EJD at a charge of \$40 per month bill per annum.

Carried

- 5.5. Town Hall Sign

-Jack met with Kelan Hastings regarding the Chamber Sign at the fire station. If the design of second phase of the fire hall does not impact sign, ownership and its use will remain with the Chamber of Commerce. A letter will be drafted from Kelan stating this.

ACTION: Jack to ensure we receive letter from the Town office regarding Chamber Community Sign.

6. BUSINESS ARISING FROM MINUTES

6.1. N/A

7. NEW BUSINESS

7.1. ACC Delegate

- We can give a proxy to other chambers like Lethbridge or Medicine Hat if we are not in attendance at ACC meetings
- We have always given our proxy vote through Lethbridge Chamber, allowing them to vote on our behalf at ACC meetings.
- Historically we would review any proposed policy and then send them our approval for the proxy vote.

7.2. Vision

- Is in progress
- Next meeting, with Colleen Leading, is on June 19 at noon.

7.3. Incoming letter from Town of Coaldale inviting CDCC to participate in the Candy Day Parade taking place Saturday July 6. Submission deadline is June 28.

- This is going to be the 100 year so it's going to be big
- Let's send an email notice to our membership as a form of encouragement.
- We will ask at the Membership meeting next Wednesday if anyone can help out the Chamber with this.

7.4. Incoming letter from the Picture Butte Chamber inviting CDCC to participate in the Jamoree Parade taking place Saturday, August 17.

- Let's send an email notice to our membership as a form of encouragement.
- We will ask at the Membership meeting next Wednesday if anyone can help out the Chamber with this.

7.5. Emails forwarding preferences from ACC, Lethbridge Chamber etc.

- Colleen will forward emails to Executive Members.

7.6. Square account owned by Lacey Klassen. This should change.

- Change name to Coaldale Chamber of Commerce.

7.7. Coaldale Wellness Report.

- Everett created reports for past grants
- Spring 2017 re: Parade of Lights
- Fall 2017 re: Awards and Appreciation Banquet

7.8. One Drive file access. Do Executive members want to have access to online files?

- Colleen to provide access to the executive as view only access.

8. MEMBERSHIP

8.1. Approximately 30 invoices for membership are still outstanding.

- Colleen will contact these members via quick book email service.

9. ITEMS FOR INFORMATION

9.1. Admin Hours Report

- Colleen worked a total of 30 hrs this month. Reports have been submitted to René and can be found in the Chamber files.
- Contract for Colleen is coming up at the end of July. Executive members are to approach René if they have any concerns.
- The new agreement will remain status quo but with no end date. The only change to appear in the new contract is the length of time to terminate contract by either party from 30 days to 60 days.
- Reviews should still take place annually

10. **ITEMS FOR ACTION**

10.1. Speaker Series – Peninsula (HR Services) 35 minutes

- Peninsula has requested to pay for lunch. Memberships will be notified about this.
- Provide description and Link to website.
- Briane Simpson will not be in attendance. Roger Hohm could take her place.
- Kalen to speak about new proposed business center in place of Roger Hohm.

ACTION: René will provide info to Colleen about Peninsula for the Speaker Series email and contact the Town office to coordinate speaking arrangements.

11. **NEXT MEETING**

June 19, 2019

June 26, 2019 (Pending)

September TBA

12. **ADJOURNMENT**

MOTION

MC: J. Van Rijn

BIMT Executive Council approve to adjourn the meeting.

Carried