

## EXECUTIVE MINUTES

3<sup>rd</sup> Meeting of 2019



## MEETING DATE

March 6, 2019 @ Noon  
Coaldale Inn

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The Coaldale and District Chamber of Commerce | Box 1117, Coaldale AB, T1M 1M9  
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**Attendance:** *EJD Machacek LLP, Everett Duerksen* – President; *Scotiabank; 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; *Sociabank, Terry Roosen* - First VP

**Guests:** Colleen Van Raalte – Executive Assistant

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### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

#### 2.1. Addition of Deletions

MSC: J. Pollemans/L. Klassen

BIMT Executive Council approve the agenda.

Carried

### 3. APPROVAL OF MINUTES

#### 3.1. Executive Meeting February 6, 2019

MSC: J. Pollemans/L. Fast

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

Carried

### 4. EXECUTIVE REPORTS

#### 4.1. Treasurer

- Balance sheet report as of March 5, 2019
- Profit and Loss report from January – December 2018
- Profit and Loss report as of March 2019
- Loss margins accounted for as our annual membership invoices have not been sent out yet.

### 5. BUSINESS ARISING FROM MINUTES

#### 5.1. Budget 2019 (Insert 1) – Lacey Klassen

- Lacey made contingencies in the budget in the case that Colleen decides not to stay on with the Chamber after 6 months.
- John would like to see an annual fee at the beginning of the year with a discount as an added incentive for the speaker series lunch.
- The cost for political forms should be paid for by the budget without any third party sponsorships. In doing so, the Chamber maintains the appearance of being non-partisan to political issues, discussions and candidates.

MSC: J. L. Fast/J. Pollemans  
BIMT Executive Council approves the proposed budget for 2019.  
Carried

- 5.2. Awards and Appreciation collaboration with the Town – *Everett Durksen*
  - Tabled
- 5.3. Contribution to the 100 years Ceremony – *Everett Duerksen*
  - If Cindy follows up we will address it further
  - The Chamber should consider putting in a float for the July 6<sup>th</sup> Candy Day Parade.  
(Tabled)
- 5.4. Board Elections Update – *Leonard Fast*
  - Leonard reports that he expects to have a full slate of Candidates.
  - It was noted that nominations needs to be brought forward before the meeting takes place to give people an opportunity to review.
  - Everett and Colleen will work on sending out an email inviting members to the AGM.

## 6. NEW BUSINESS

- 6.1. AGM date-March 13, 2019 – *Everett Durksen*
  - Event will take place at Franco's. We will need people to RSVP for lunch numbers.
- 6.2. 2019 Annual membership (Insert 2) – *Colleen Van Raalte*
  - Council agrees to remove the second business fee.
- 6.3. On line banking access and credit card – *Everett Durksen*
  - Everett has a bank card and was able to relink Sociabank statements on Quick Books.
  - A credit card is unnecessary due to limited purchase volume.
  - Electronic fund withdrawals can be set up for repeat expenses.
- 6.4. Strategic Planning Sub Committee – *Everett Duerksen*
  - Tabled for the new executive to consider.
- 6.5. Firehall sign future – *Everett Duerksen*
  - The future of our sign at the firehall may be in jeopardy.
  - The town will be placing electric services close to the current sign for the possibility of converting to digital signage. The town could potentially take this over if the Chamber does not assert itself regarding this sign.

## 7. MEMBERSHIP

- 7.1. New members – Straitway LTD
  - MSC: L. Fast/D. Tonin
  - BIMT Executive Council approve the new membership of Stairway Ltd.
  - Carried

- 7.2. Advanced Technique Denture & Implant Solutions
- The chamber received a call from Advanced Technique Denture & Implant Solutions wondering why they were not included on the Chamber Directory.
  - It was confirmed with them that although they were receiving e-mails, they had not paid any membership fees.
  - Colleen will ensure that receive a membership application when we send out the annual invoices.

## 8. ITEMS FOR INFORMATION OR ACTION

- 8.1. Speaker Series –*Everett Duerksen*
- AGM is replacing speaker series for next week.
- 8.2. Annual Returns for society and Non-profit company – *Colleen Van Raalte*
- Proof of Filing Receive for 2016 and 2017.
  - Papers indicate that 2018 is still outstanding.
- 8.3. Domain Renewal – *Colleen Van Raalte*
- Domain name has been secured for another year.
- 8.4. Chamber A&A Banquet rescheduled to September 27-29 – *Colleen Van Raalte*
- Colleen confirmed that there will be no rental charge for the facility.
- 8.5. Elimination of property coverage. (Saving of \$1250) – *Colleen Van Raalte*
- Colleen will secure the paperwork to confirm this.
- 8.6. Did the Chamber want to purchase a Screen and Projector– *Colleen Van Raalte*
- 84” screen + projector estimated cost \$650. (Tabled)
- 8.7. Low Cost Storage - \$60 per month. – *Colleen Van Raalte*
- Services have been paid for until the end of June.
- 8.8. Photocopier sale – *Colleen Van Raalte*
- Executive Council agrees to keep the photocopier.
  - Everett volunteers to store the copier in the basement of EJD Machacek since it is not recommend storing this equipment in sub-zero temperatures.

## 9. NEXT MEETING

April 3, 2019

## 10. ADJOURNMENT