

## EXECUTIVE MINUTES

10<sup>th</sup> Meeting of 2019



## NOTICE OF MEETING

October 2, 2019 @ Noon  
Coaldale Inn

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

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**Attendance:** *Destiny Homes Inc., René van de Vendel* - President; *Scotiabank, Terry Roosen* – 1<sup>st</sup> VP; *Van Rijn Electric LTD, Jack Van Rijn* – 2<sup>nd</sup> VP; *Leonard D. Fast Law, Leonard Fast* – Corporate Secretary; *Westland Insurance Group Ltd., Derek Connick* – Director-at-large; *Pollemans Homes & Rentals, John Pollemans* – Director-at-large; *Intercontinental Truck Body, Randy Van Seters* – Director-at-large; *Stop N’ Go, Daryl Tonin* – Director-at-large; *Sunny South News, Darlene Van Schouwen* – Director-at-large *EDJ Machacek LLP, Everett Duerksen* – Past President

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

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### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

#### 2.1. Addition of Deletions

MOTION

MSC: J. Van Rijn/R. Van Seters

BIMT Executive Council approve the agenda.

Carried

### 3. APPOINTMENT OF EXECUTIVE DIRECTOR

- Darlene is resumed working at the Sunny South News part time and would like to take up her position once again.

MOTION

MSC: L. Fast/J. Pollemans

BIMT Executive Council approve the appointment of Darlene Van Schouwen

Carried

### 4. APPROVAL OF MINUTES

#### 4.1. Executive meeting September 4, 2019

MOTION

MSC: T. Roosen/L. Fast

BIMT Executive Council approve the minutes of September 4, 2019

Carried

### 5. TREASURER REPORTS

5.1. Visa Card Statements have been cancelled. Confirmation has been received. Note that all credit cards should be destroyed.

5.2. Bank Statement \$27,486.69 (**Insert 4.2**)

5.3. Financial Reports (**Insert 4.5**)

MOTION

MSC: J. Pollemans/D. Connick

BIMT Executive Council accept the financial reports

Carried

- 5.4. Outgoing Payments  
-Telus September - \$40.46 DW  
-VRVA September Services - \$900.00 CQ  
-Coaldale Inn - \$ 456.68 CQ  
-September 4 – 92.75  
-September 11 – 239.90  
-September 18 – 124.03  
-Coaldale Low Cost Storage - \$240 CQ  
-Jack Van Rijn for Lethbridge Event Rentals - \$157.50 CQ

MOTION

MSC: L. Fast/D. Van Shouwen

BIMT Executive Council approve expenses as presented.

Carried

**6. ACTION ITEM REVIEW**

- 6.1. Action: René to check with Everette to see if we need to file with Revenue Canada. Will also have the Statement of Financial Position signed, ensuring this document is sent to EJDM with a copy forwarded to Colleen for Chamber records. (Completed)
- 6.2. Action: Colleen needs to find out if the Alberta Society Department needs our 2018 summary and provide as necessary. (Completed)
- 6.3. Action: René will contact candidates regarding potential dates. (Completed)
- 6.4. Action: Colleen to book the Community Centre and Marque sign. (Completed)
- 6.5. Action: Colleen to reach out to Scott Walls for presentation available for next meeting. (Completed)
- 6.6. Action: Jack to reach out to Darlene at Community Futures to book a future meeting. (Completed)
- 6.7. Action: Colleen to circulate History Check App email as per request. (Completed)

**7. BUSINESS ARISING FROM MINUTES**

- 7.1. Election Forum update  
-Mic and mixers from DB Pro Auto will cost about \$240 + gst. May put us over budget but we also will have no coffee.  
-Live Steaming – too expensive  
-Water Bottles quality required is approximately 90. We can always return what we don't use.  
-Chamber Sign needs to be changed again. Colleen will call Gary.
- 7.2. Speaker Series – Darlene Sinclair, Community Futures Lethbridge have been confirmed to speak at Board Lunch meeting on October 9.

**8. NEW BUSINESS**

- 8.1. Speaker Series  
-Victoria Chester from Highway 3 Twinning Development Association has contact Colleen with request to present at a Board Speaker lunch.  
-More info in email from October 2 forwarded by Colleen. Victoria is requesting a meeting to discuss collaborative support between Chamber and Highway 3 Twinning.  
-Date confirmed for presentation to the Board Lunch is December 11.  
-November speaker series. Colleen will contact Grant Hunter Office for November. Suggested topic could include comments about the provincial budget, action report on red tape reduction, effect of federal Election outcome, update on Labour laws. Grant is using office space in Coaldale at Live Electric. Should use address only when promoting office location. Should promote to members that he is town for engagement purposes.

- 8.2. Chamber Vision Documents  
-We need to move forward by assigning tasks to Executive and/or other members.  
-We should meet on October 16 for an execution meeting. This allows Darlene to catch up and the other members to consider what is next.  
-Should provide some highlights to our process at the next board meeting.
- 8.3. Awards and Appreciation Banquet. March 21  
-Got a letter from Cindy officially asking on behalf of the town to join our A&A banquet.  
-Negatives, venue (GEM) may not handle the capacity, ticket sale confusion.  
-Town would like to show appreciation to volunteers and perhaps some community spirit recognition. Town is currently considering distributing about 15 awards. Chamber feels that Town would need to cut back.  
-We still promote as a Chamber event with the Town collaborating with the Chamber.  
-We need to make sure this event is perceived as coming from the Chamber.  
-Colleen appointed to start some preliminary planning.  
-René will speak further with Cindy Hoffman to find out more from the Town.

## 9. MEMBERSHIP

- 9.1. Tom Buchanan Photographic requested a business lunch with Colleen.  
-Rene has been communicating with Tom and let him know what has been going on.
- 9.2. Wiebe's Delicatessen – Cancelled membership
- 9.3. Dance Images paid in advance for her 2020 Membership.

## 10. ITEMS FOR INFORMATION

- 10.1. Admin Hours Report  
Colleen worked a total of 37.5 hours for the month of September reducing banked hours down to a total of 24.5.

## 11. ITEMS FOR ACTION

- 11.1. **ACTION: René to contact Cindy Hoffman at the Town office regarding collaboration for A&A Banquet.**  
**ACTOIN: Colleen to contact Grant Hunters office regarding November Speaker Series.**

## 12. UP COMING MEETINGS

- Federal Election Form – Tuesday, October 8 @ 7pm  
-Board Meeting - October 9, 2019  
-Executive Meeting - Vision - October 16  
-Executive Meeting - November 6, 2019

## 13. ADJOURNMENT

### MOTION

MC: D. Van Schouwen

BIMT Executive Council approve to adjourn the meeting.

Carried