

EXECUTIVE MINUTES

9th Meeting of 2019



NOTICE OF MEETING

September 4, 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., René van de Vendel* - President; *Scotiabank, Terry Roosen* – 1st VP; *Van Rijn Electric LTD, Jack Van Rijn* – 2nd VP; *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

Absent: *Leonard D. Fast Law, Leonard Fast* – Corporate Secretary
EDJ Machacek LLP, Everett Duerksen – Past President

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition of Deletions

MOTION

MSC: J. Van Rijn/T. Roosen

BIMT Executive Council approve the agenda.

Carried

3. APPROVAL OF MINUTES

3.1. Executive meeting June 25, 2019

MOTION

MSC: T. Roosen/J.Pollemans

BIMT Executive Council approve the minutes of June 25, 2019

Carried

4. TREASURER REPORTS

4.1. Investment Account Statements. \$10,909.79 (Insert 4.1)

-Colleen to provide these statements but blackout account numbers.

4.2. Visa Card Statements. \$49

- Yearly subscription. Should this continue?

- June 5th it was noted that card should be cancelled.

Action: Terry will handle cancelling the Credit Card

4.3. Bank Statement \$26,457.98

-Colleen to provide these statements but blackout account numbers.

4.4. Shaw Outstanding Payment Reminder \$1,265.25

- The have received our cheque for \$237. Still getting statements.

4.5. Financial Reports (Insert 4.5)

- Side note: Food Market Credit for \$7.91

- Colleen to split up the A/R account for membership balances and have the executive members make contact for payment.

- 4.6. EJDM Communications (**Insert 4.6**)
-2018 Year End Financial Statements
-Statement of Financial Position December 31, 2018 needs to be signed.

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.

Action: Colleen needs to find out if the Alberta Society Department needs our 2018 summary and provide as necessary.

- 4.7. Outgoing Payments
- Telus June \$40.46 DW
- Telus July \$40.46 DW
- Telus August \$40.46 DW
- VRVA June Services - \$1061.70 CQ
- VRVA July Service \$900.00 CQ
- VRVA August Services \$900 CQ
- Coaldale Inn June \$342.20 CQ
- Coaldale Inn August \$ 177.03 CQ

MOTION

MSC: T. Roosen/D. Connick

BIMT Executive Council approve June, July and August payables as presented.

Carried

5. ACTION ITEM REVIEW

- 5.1. Jack to ensure we receive letter from the Town office regarding Chamber Community Sign.
- When the fire hall enters the second phase, they will reevaluate the sign. The Chamber will not lose the sign but the location might be modified. No letter from the town is required.

6. BUSINESS ARISING FROM MINUTES

- 6.1. N/A

7. NEW BUSINESS

- 7.1. Resignation of Darlene van Schouwen
-An email thanking Darlene for her contributions has been sent.
- 7.2. Forum for Elections taking place October 21, 2019
-Potential dates include October 7,8 9. Book Marque Sign and get fire hall changed.
-Chamber will have a separate meeting September 18 to further discuss.

Action: René will contact candidates regarding potential dates.

Action: Colleen to book the Community Centre and Marque sign.

- 7.3. Speaker Series
-Do we want to offer a discount to lunch members for an annual fee payment?
-Non-refundable. \$150 is the cost of lunch annually. Offer \$15 discount.

MOTION

MSC: J. Van Rijn/R. Van Seters

BIMT the Executive approves to offer a discount of \$15 (one meal) to members who choose to pay annually for the Board meeting luncheons.

- Ideas for speakers
-Darlene Sinclair, Executive Director of Community Futures Lethbridge Region can present on Business Improvement Loans.

- Kalen Hastings should be invited to present on business loan opportunities to the industrial sector, since this same opportunity has already been giving to the downtown sector.
- Cheryl Wells from Alberta Community Crime Prevention Association Did you know that Outreach officers are available to do in person presentations to discuss the latest CRA scams and how not to fall victim? We also discuss a variety of benefit and credit topics of interest to most Canadians. All of our presentations are tailored to different segments of the population to keep the topics interesting and engaging. (Colleen is waiting on email pending a date)

Action: Colleen to reach out to Scott Walls for presentation available for next meeting.

Action: Jack to reach out to Darlene at Community Futures to book a future meeting

Items for discussion at next Board meeting

- 3rd Coaldale Scout Town Activities
- New vacancy on the board replacing Darlene van Schouwen
- New member Jillian Monti: Maritime Travel Lethbridge. (See 8.1)

7.4. Impact Tourism – History Check **(Insert 7.5)**

- They are developing app called History Check as a heritage/traveling assistant.
- Keyword searches are used on each site to allow user to find product, services, amenities.
- Non-profits are allowed ten keywords or phrases. Business can be included for a fee of \$350 per year.
- They would like us to forward this info to our membership.
- They are not a Coaldale Chamber Member.
- We need to create a policy about to this.

Action: Colleen to circulate this email as per request.

7.5. Letter received from Norma Beacham thanking the Chamber for WestJet Tickets won at the Awards and Appreciation banquet last year. **(Insert 7.7)**

8. MEMBERSHIP

8.1. New member application received from Jillian Monti for new business Maritime Travel Lethbridge. Jillian has confirmed her attendance to the September 11 board meeting.

8.2. Membership Cancellation:

- Alberta Human Services - Will reassess in the future
- 1419218 Alberta Ltd. – No longer in business

8.3. Membership is 107 (+1).

8.4. Vision summary **(Insert 7.2)**

- The executive agrees in principle to develop a document to further outline liaisons roles, jobs descriptions and overall plan of execution.
- Sounds like we are well on our way to a handbook. René has some resources that will help. Colleen should contact Alberta Chamber and see what resource are available.
- When everything comes into place, it would be great to get our membership to help more, providing relief for executive and while encourage engagements.
- The website should go on hold for now. We need to know what we are about before we can promote what we do.
- We need to take down the old website and create a simple page with current info on it. Colleen is tasked with this.
- Lacey Klaussen made a Facebook page. New need to update this and put some posts up.

MOTION

MSC: T. R. Van Seters/J. Pollemans

BIMT Executive Council direct Colleen make to make a simple one-page website. Info to include but is not limited to, contact info, monthly meeting dates and event dates.

Carried

9. ITEMS FOR INFORMATION

9.1. Admin Hours Report

Colleen worked a total of 6 hrs in July and 22 hrs in August. Banked hours will be applied to the Website.

10. ITEMS FOR ACTION

10.1. N/A

11. UP COMING MEETINGS

-Board Meeting, Wednesday, September 11, 2019

-Executive Meeting, September 18, 2019 (Election Forum)

-Executive Meeting, Wednesday, October 2, 2019

12. ADJOURNMENT

MOTION

MC: J. Pollemans

BIMT Executive Council approve to adjourn the meeting.

Carried