



**EXECUTIVE MINUTES**  
**Wednesday, November 7, 2018**  
**Coaldale Inn**

**PRESENT:** EJD Machacek LLP (Everett Duerksen), Destiny Homes (Rene van de Vendel), Jake Klassen Plumbing (Lacey Klassen), Scotiabank (Terry Roosen), Stop N Go (Daryl Tonin), Sunny South News (Darlene van Schouwen), Van Rijn Electric Ltd. (Jack Van Rijn) and Coaldale & District Chamber of Commerce (Dixie McCarley)

**1. Call to Order**

President, Everett Duerksen, called the meeting to order at 12:02 p.m.

**2. Treasurer's Report**

**Budget - 2019**

Lacey Klassen presented a draft of the 2019 Budget. She is unable to substantiate if the figures for the A&A banquet are accurate. Jack Van Rijn questioned as to why an accurate report is still not available. Dixie McCarley advised that she is still waiting for Everett Duerksen to provide one of his employees to help her with new system. Lacey advised that she would provide a report by Wednesday of next week.

**3. Additions to/approval of Agenda**

Add: 6i) Office Space

**MOTION:** Moved by Jack Van Rijn, seconded by Rene van de Vendel, that the agenda be approved as amended. Carried

**4. Approval of Executive Minutes – October 3, 2018**

**MOTION:** Moved by Terry Roosen, seconded by Lacey Klassen, that the Executive Minutes of October 3, 2018 be approved as distributed. Carried

**5. Old Business:**

**a) Insurance**

Executive was provided with an insurance renewal summation listing all emails sent and received concerning insurance renewal. Email was received from Everett Duerksen dated October 23, 2018 advising "as there is no time, I suggest as John indicates". Dixie McCarley sent email to Derek Connick, Westland Insurance Group Ltd., on October 23, 2018 advising him to proceed with policy and to send documents to Chamber office when completed.

**b) VR Virtual Assistance**

Everett Duerksen to contact VR Virtual Assistance confirming that her proposal has been approved. In addition, he is to send Stan Ashbee a letter of thanks for his proposal.

6. **New Business:**

a) **Highway 3 Twinning (October 12<sup>th</sup>)**

The Highway #3 Twinning Minutes of September 7, 2018 and October 12, 2018 were acknowledged as received and filed.

b) **Highway 3 Twinning - Membership**

The Chamber has received a membership invoice in the amount of \$250 for 2019-2010. Executive sees no reason to belong to this Association -- no benefit for joining. Everett Duerksen to contact Bill Chapman to advise him of the Chamber's decision. In addition, if there is something of significance happening with Highway 3 Twinning, Bill can provide update at a Chamber meeting.

MOTION: Moved by Jack Van Rijn, seconded by Darlene van Schouwen, that the Coaldale & District of Commerce not renew the Chamber's membership with Highway #3 Twinning Association. Carried

c) **Lethbridge County Representative**

A letter dated October 22, 2018 was received from the Lethbridge County advising that the Council of Lethbridge County held their Organization Meeting on October 18, 2018 and appointed Robert Horvath as the County's representative to the Coaldale & District Chamber of Commerce.

Everett Duerksen will contact Robert asking that he present a report at our monthly meetings.

d) **Town of Coaldale - Appointed Committee**

A letter dated October 25, 2018 was received from the Town of Coaldale advising that they held their annual Organization Meeting on Monday, October 22, 2018 and Councillor Brian Simpson and Councillor Roger Hohm (alternate) were appointed as the Town's representatives to the Coaldale & District Chamber of Commerce for a one-year period ending October 27, 2018.

Everett Duerksen will contact Brianne asking that she present a more thorough report at our monthly meetings -- little to no substance currently.

e) **New Members:**

MOTION: Moved by Rene van de Vendel, seconded by Lacey Klassen, that Land-O-Lakes Dental, KPMG LLP and Wired - Electronic Installations be approved for membership. Carried

Dixie McCarley advised that clarification is needed on approval of minutes. With more Speaker Series meetings being held, minutes are not being approved in a timely manner -- not adhering to bylaws. Example: The new members listed above should be approved at a Board meeting.

f) **Director-at-Large Replacement**

Dixie McCarley provided the following information relative to Jeff Nielsen's replacement:

Bylaw 5.9 Should a vacancy occur in the position of President, the First Vice-President shall fill that position for the remainder of the term, and should a vacancy occur in the position of First Vice-President, the Second Vice-President shall fill that position, and if a vacancy should occur in position of Second Vice-President, Corporate Secretary, Treasurer or Director, **a candidate shall be selected by the Executive and upon ratification by the Board shall assume that position until the last day of the month following the next Annual General Meeting.**

Abled

g) **Prescription Issues**

Chamber was asked to comment on an issue with Green Acres removing the prescriptions of Sunny South residents in favor of another non-Coaldale location. Some details from Ruth Braun below.

Both Green Acres and the Coaldale Pharmacies are members of the Chamber.

Everett Duerksen spoke to Green Acres and the following was noted:

- The RFP process was an open and fair process from their perspective, which put "weighting" on different aspects of the requirements
  - I don't know the breakdown, but pricing was 20% of the weighting
- The RFP included specific requests for services alongside of the blister-packs, such as
  - Medication reviews
  - Medication reconciliations
  - Education and training requirements , including attending "care conferences" with family of residents
  - Use of the Point-click-care software
- One of our pharmacies did not tender, the other did
- The term is around 2 years for the contract, with some options to extend
- A specific pharmacist from Shoppers is being assigned to care for the Coaldale group, and attend to the above RFP items

What Everett took away from the conversation is that Ron's proposal lacked commitment to adhere to a few of these items, and was both higher in price (by 60%) than the competitors and lacked some of the detail provided by others. Green Acres communicated this with Ron during the process, to which he gave some concession but not a full price match. The combination of those items is why he was not awarded the contract.

Executive felt that no action is required by the Chamber as it is Ron's decision as to how he wants to run his business.

h) **Letter - Alberta Justice & Solicitor**

The Chamber acquired a letter (no date) that Kathleen Ganley, Minister of Justice and Solicitor General, sent to the Honourable Ralph Goodale requesting his intervention to assist the Town of Coaldale in obtaining the equitable 70/30 cost share arrangement, like all other MPSA communities in Alberta.

i) **Office Space**

No advance notice was given by Chicken Feed Quilts to the tenants of the Business Centre advising that they would be building a “coffee shop” where the Boardroom is currently located. Due to the noise and mess generated by the construction, Dixie McCarley had to change her working hours.

Everett Duerksen and Terry Roosen were taken on a tour of the building on Tuesday, November 6<sup>th</sup> – Chamber’s storage room is now being used to store their blots of material. The Chamber was not asked for their permission.

The facilities are not being cleaned on a regular basis -- floors are dirty; kitchen is a mess; washrooms not sanitary, hallways a fire hazard at times when boxes of product are being received, etc.

Everett toured another office space located on the 3<sup>rd</sup> floor of the building located at 2004 18 Street, shared with a non-profit group who use the facilities at night. He suggested that this would be a good location for the Chamber and that the rent is around \$500. Not sure if the aroma of food from Dilo’s will be a factor. Chamber rarely has visitors so walking up three flights of steps to Chamber office should not be a problem.

MOTION: Moved by Rene van de Vendel, seconded by Lacey Klassen, that the Chamber move to the new office location. Approved: Rene van de Vendel, Lacey Klassen, Darlene van Schouwen, Terry Roosen and Daryl Tonin. Opposed: Jack Van Rijn

Jack Van Rijn mentioned that letterhead will have to be replaced. Not necessary to acquire large number as Chamber rarely sends out official letters – most correspondence things is done by email. As to envelopes, labels will suffice to place over old address.

Everett will contact Duane Indenbosch (DNI Investments) to finalize details (along with internet options available Telus and/or Shaw); he will ask Leonard Fast to prepare lease.

Chamber does not have a signed lease with Chicken Feed Quilts. Everett will send email to Esther Veurink.

7. **Next Executive Meeting** – December 5, 2018

8. **Adjournment**

Meeting adjourned at 1:00 p.m.

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Everett Duerksen, President

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Dixie McCarley,