

EXECUTIVE MINUTES



NOTICE OF MEETING

April 29, 2020 @ 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:** René van de Vendel, *Destiny Homes Inc.* - President;
Terry Roosen, *Scotiabank* – 1st VP;
Jack Van Rijn, *Van Rijn Electric LTD* – 2nd VP;
Graham Duke, *KPMG* – Treasurer;
John Pollemans, *Pollemans Homes & Rentals*, – Director-at-large;
Derek Connick, *Westland Insurance Group Ltd.* – Director-at-large;
- Absent:** Leonard Fast, *Leonard D. Fast Law* – Corporate Secretary;
Daryl Tonin, *Stop N’ Go* – Director-at-large;
Darlene Van Schouwen – Director-at-large;
Randy Van Seters, *Intercontinental Truck Body* – Director-at-large;
Everett Duerksen, *EDJ Machacek LLP* – Past President
- Guest:** Colleen Van Raalte – Executive Director
-

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MOTION

MSC: J. Pollemans/T. Roosen

BIMT the Executive approves the agenda.

Carried

3. APPROVAL OF MINUTES

3.1. Executive Meeting – March 4, 2020

-Clarification was made that the payment sent to Economic Insurance was to pay for coverage from the interim period during the switch over to Intact Insurance.

MOTION

MSC: J. Van Rijn/J. Pollemans

BIMT Executive approves the executive minutes of March 4, 2020

Carried

4. FISCAL REPORTING AND BILLS APRIL

These cheques have already been issued.

4.1. Bank Statements February (Insert 4.1)

4.2. Income from Chamber Plan \$681.98

4.3. Outgoing Payments

4.3.1. Telus March – **\$40.45 (Direct Withdrawal)**

4.3.2. VRVA **\$2,368.65 CQ**

-Hours A&A Banquet – 39 hours

-Admin Services- 22

-A&A Purchase Receipts \$546.15 (Insert 4.4)

- 4.3.3. Coaldale Inn – **\$158.30(Cheque)** (Insert 4.5)
 - March 3 \$66.25, March 4 \$92.05
- 4.3.4. Janet Frache Refund for A&A Tickets **\$540.00 (Cheque)**
- 4.3.5. Low Cost Storage - **\$360 (Cheque)** (Insert 4.7)
 - \$60 per month, Dec-Apr

MOTION

MSC: T. Roosen/D. Connick

BIMT the Executive retroactively approve the expenses as presented.

Carried

5. FISCAL REPORTING AND BILLS MAY

New

- 5.1. Bank Statements March (Insert 5.1)
- 5.2. Income from Chamber Plan \$727.37
- 5.3. Profit and Loss Comparison (Insert 5.3)
- 5.4. Admin Hours 20+ hrs (until the end of April)
- 5.5. Outgoing Payments
 - 5.5.1. Telus December – **\$40.45 (Direct Withdrawal)**
 - 5.5.2. VRVA – **\$992.61 (Cheque)**
 - Admin Services - \$900
 - Stamps – \$92.61 (Insert 5.6)
 - 5.5.3. Sunny South Subscription Renewal – **\$27.30 (Cheque)**
 - 5.5.4. A&A Ticket Refund Mary Thompson - **\$60.00 (Cheque)**
 - 5.5.5. A&A Ticket Refund - **\$240.00 (Cheque)**

ACTION: Graham will work on presenting a summary of the first quarter.

MOTION

MSC: T. Roosen/J. Pollemans

BIMT the Executive approve the expenses as presented.

Carried

6. NEW BUSINESS

- 6.1. Potential actions in light of difficult times for some of our members? – “Shop local campaign” or something like this?

- René has been approached by several individuals inquiring as to how the Chamber plans to do to provide support for local business i.e. shop local program.
- To add to the mix of loss in business due to the COVID-19, main street is going to be closed for a few months for revitalization. The revitalization may not start for another month.
- The timing is unfortunately since the streets have been empty due to COVID-19.
- The Chamber could post a magnetic sign promoting shop local. This would also be good addition during the time of downtown revitalization. *Trimline* can do can make something custom for us.

-ACTION: Jack will investigate costs to produce this sign and secure permits for it.

- The Town has been promoting business. Paying Sunny south news Business advertisements, launching the Coaldale Cares Campaign. What can the Chamber be doing?

-Let’s talk to the Town to try to coordinate efforts.

-ACTION: Derek to speak with Brianne to find out what the Town is doing to promote business and what we can do to help.

- 6.2. Update on received response to our letter to TOC council (verbal) and possible action.

- Some might interpret that the Chamber is supporting VLTs.
- Jack, René, and Derek attending the Town Council meeting.
- One councilor asked to receive our letter for as an item for information.

- Three points were raised. Did this concept come from our membership or just the Executive? Did we get feedback from other in our membership? Town Council did not have enough info or data from the Chamber to proceed with a response.
- A mistake was made in how the Town received this letter. It should have been received as a correspondence item. They treated the letter as an item for information. Items for information require an action.
- The letter has now been received and should be done with.
- Councillor Abrey moved that Council receive the letter from the Chamber with respect to VLT's for information, with a desire for more information and clarify on who from the Chamber supported this letter. 6-1 Carried. Councillor Lloyd, Councillor Abrey, Mayor Craig.*
- Ken was advised by the Chamber to write a letter directly to Town.
- What is the Chamber's role with this?
- Town Council prefers to deal with this internally at the Council Table.
- It should be noted that the plebiscite was two years ago and has now expired.
- Braine followed up with the Chamber and was prepared to send something in writing.
- Braine also asked for more data such as if we have a result from other business members as to whether they support VLTs.
- Some members feel that the Town is asking the Chamber to run a plebiscite.
- Ken from the Coaldale inn does not want to push this if through the Chamber if this will cause a problem.
- Chamber feels we need to advocate for business and should be approachable.
- Historically, the Town sent out survey to the community. This survey revealed that 72% were in favor of VLTs in Coaldale. This is what prompted the plebiscite. The result of the plebiscite carried out at election time was NO to VLT's in Coaldale.
- Are any other businesses in town wanting VLTs; businesses such as the Golf Course or McLennan's?
- Ken has been pursuing this on his own with the Town.
- Does the article printed in the Sunny South News from John Voorhorst play a roll in our discussions?
- John Voorhorst is entitled to his opinion. We just need to carry on. We have to advocate for business when approached.
- The Coaldale Inn is struggling, and like any other business, we should support Ken with his request.
- ACTION: René, Terry, Jack will setup a meeting with Ken and Kalen.**
- If we wait until next month to meet, maybe some the regulations surround COVID-19 and gatherings might loosen little. It would be better to meet in person.

6.3. Update from Jack on status of communication (incl. website?)

- Jack has given the green light for Colleen to proceed with the website.
- The website be bill separately, outside of the current contract in place with Colleen.
- Some logo selections will be circulated to the board for feedback.
- Now is the time to give the Chamber a new and updated look.
- New website should hopefully be ready by the end of May.

6.4. A&A auto ticket refunds and cancel outstanding invoices.

- Colleen has two requests for cheque refunds for tickets but is wondering if the Chamber should refund ALL the tickets from the A&A Banquet. This amount would total \$4,080. The tickets are useless at this point and will need to be re-issue at the event reboot.

MOTION

MSC: J. Pollemans/D. Connick

BIMT Executive approves to refund all tickets issued for the postponed A&A Banquet.

Carried

6.5. Access to Chamber banking for Colleen.

- Colleen keeps on getting e-transfers and cannot currently accept them since she has no access to our banking account. Currently the only way to pay on-line is via a square account using credit card and we pay 3.46% per transaction.
- Limited access can be set up so that she can ONLY accept E-Transfers and download statements and NOT make any withdrawals.
- ACTION: Terry to set up the appropriate paperwork for this and get the necessary signatures from the board and Colleen.

MOTION

MSC: J. Van Rijn/J. Pollemans

BIMT Executive approves giving limited access to Colleen to the Chamber's on-line banking account.

Carried.

7. QUESTION PERIOD

- The Chamber should be utilizing our advertising board downtown more. Maybe we should create a sign with our contact info letting people know we are still active and can be approached.
- ACTION: Jack will investigate our glass cabinet and communicate with Colleen with what needs to be done.
- It should be noted that our Chamber sign from the Firehall has been removed and is being stored at the town shop.
- Word on the street is that the Town plan to put is an electronic sign up.
- ACTION: Derek is to find out more information from Brianne about an electronic sign and how the Chamber can get involved with this initiative.

8. UP COMING MEETINGS

- we should meet once a month. First Wednesday of the month works for everyone.
- Next meeting will take place on June 3rd. Location and method to be determined.

9. ADJOURNMENT

MOTION

MC: T. Roosen

BIMT Executive approves to adjourn the meeting.

Carried