

EXECUTIVE MINUTES



NOTICE OF MEETING

December 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: René van de Vendel, *Destiny Homes Inc.* - President;
Terry Roosen, *Scotiabank* – 1st VP;
Jack Van Rijn, *Van Rijn Electric LTD* – 2nd VP;
Leonard Fast, *Leonard D. Fast Law* – Corporate Secretary;
Graham Duke, *KPMG* – Treasurer;
Derek Connick, *Westland Insurance Group Ltd.* – Director;
Randy Van Seters, *Intercontinental Truck Body* – Director;
Daryl Tonin, *Stop N' Go* – Director;

Guest: Conrad Van Bostlen, *Graham's Garage* – Director
Jack Penner, *Napa Auto Parts* – Director
Colleen Van Raalte – Executive Assistant

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MOTION

MSC: T. Roosen/ J. Van Rijn

BIMT the Executive approves the agenda.

Carried

3. APPROVAL OF MINUTES Executive Meeting November 6, 2019. Board Meeting November 13, 2019

MOTION

MSC: J. Van Rijn/ T. Roosen

BIMT Executive approves the executive minutes of November 6, 2019

Carried

MOTION

MSC: T. Roosen/R. Van Seters

BIMT Executive approves the board minutes of November 13, 2019

Carried

3.1. ACTION ITEMS – Contact Jeff Forest has not yet been made. René will contact.

3.2. BOARD MEMEMBERSHIP STATUS

-Does not attend meetings: **Amanda Burton, Brian Stoutjesdyk, Todd Zobell**

-Comes to meetings but is not interested in sitting on a committee: **Conrad Van Bostlen, Ken Schmidt**

-Interested with participating in a committee: **Beverly Thomson, Bill Champman**

-Comes to meeting but don't know if they are interested in sitting on a committee: **Jack Penner, Jackie Pitstra, Katrina Sexton, Norbert Altvater.**

-Discussion was had on what is quorum of for this new board.

- Thought we didn't need to change the bylaw.
- Bylaw speaks to the difference between executive vs board.
- Since all the committee chairs are executive members, we will proceed with this meeting as executive meetings.
- More work will need to be done on this for the incumbent board in the Spring.
- Item has been tabled to next meeting.

3.3. APPOINTMENT OF CHAIRS

The Chamber President appoints the following as committee chairs.

- Membership Committee: Terry Roosen
- Local Advocacy Committee: Leonard Fast
- Political Advocacy Committee: Derek Connick
- Community Committee: Daryl Tonin
- Events Committee: Randy Van Seters
- Communications Committee: Jack Van Rijn

4. FISCAL REPORTING AND BILLS

- 4.1. Bank Statement (**Insert 4.1**)
- 4.2. A/R aging Summary report (**Insert 4.2**)
- 4.3. Balance Sheet (**Insert 4.3**)
- 4.4. Trial Balance Sheet (**Insert 4.4**)
- 4.5. Budget update

Political Forums Budget Line

- Political Forums **-\$192.64** over budget

Projector Screen total \$587.97

Executive Lunch Meetings Budget line

- Budgeted \$3,800
- Current expense balance for EX lunch meetings is \$1,914.55
- Collected \$150 from 9 member with one still outstanding \$150 x 9=\$1,350
- leaving a revenue balance of **-\$564.55**

MOTION

MSC: L. Fast / D. Connick

BIMT the Executive approve to pay for the cost of executive lunch for \$564.55 out of the general budget.

Carried

Moving forward, Colleen will keep a tab for all executive members, charging them \$15 per meeting to cover the cost of meals. Anyone interested in offsetting the \$564.55 cost can contact Colleen directly.

Board Lunch Meetings

- Current expense balance for board is 2,360.77
- Collected revenue \$2,565
- Leaving a revenue of \$204.23 for meals

- 4.6. Outgoing Payments (**Insert 4.5**)

-Telus October – 40.46 DW

-VRVA – \$1,541.04 CQ

*-Flowers \$52.50, Card \$5.24, Projector \$366.45, Projector Case \$36.99,
Projector Screen \$99.74, Projector Screen Case \$77.93, Cord \$6.86
Admin Services \$900*

-Coaldale Inn \$644.94 – CHQ

*-November 6 -106.00, November 13 - \$381.15, November 20 - \$95.17
November 27 – 62.62*

MOTION

MSC: J. Van Rijn/T. Roosen

BIMT Board approves the expenditures as presented.

Carried

4.7. New Expense Canada Post office box.

-Since we no longer have office space on main street, we need to start paying for a private PO box. Fees are \$169.00 + GST annually with a \$15.00 + GST first time cost for the key deposit.

MOTION

MSC: T. Roosen/R. Van Seters

BIMT Board approves the expenses associated the Chambers PO Box.

Carried

4.8. Admin Hours Report

Colleen worked a total of 48.5 hours for the month of September reducing banked hours down to a total of 5.

5. COMMITTEE REPORTS

5.1. Executive committee: René van de Vendel

-The idea is to do less committee work at the table. Please provide monthly reports.

-Request for a copy of the Chambers Terms of Reference was email from Lana Unger to Colleen.

-We do not have any official document to send at this time. Developing an official Terms of Reference Document can be a project for the Executive Committee

5.2. Membership Committee: Terry Roosen

5.2.1. Cancelled membership for the 2019 year

-Alberta Support income and Employment Services – will reassess in the future

-1419218 Alberta Ltd.- Membership fee arrears

-Wiebe's Delicatessen – Changed ownership and does not see the value

-Graphcom Printers - Membership fee arrears

-Impressions Embroidery & Engraving - Membership fee arrears

-Jack M. Neufeld Professional Corporation – Absorbed into KMPG who is a member.

-Elk Creek Dairy Farms Ltd

-Coaldale Granite

ACTION: Terry will review our current bylaws and will present a document that outlines the official process for removing members.

5.2.2. New Membership

-Mt. Hallow Farms Ltd – Morgan Otrhalek and Tammy Burdett. Joined for the health plan

-1 employee is \$99. What is the formula for prorated amount? Half price for the second half of the year.

MOTION

MSC: T. Roosen / L. Fast

BIMT the Board approves the membership application of Mt. Hallow Farms Ltd.

Carried

5.2.3. December 11:

-Victoria Chester from Hyw 3 Twinning

Action: Terry will contact Rob Horvath from Lethbridge County to speak about reporting at the meeting taking place on Dec 11.

January 15: (Note the date shift to the third Wednesday in lieu of holidays)

-Vacant

February 12

-TMH Business Coaching: Kelli Rae Tamaki

Action: Terry to speak with Derek about this initiative.

5.3. Local Advocacy Committee: Leonard Fast

-Nothing to report

5.4. Political Advocacy Committee: Derek Connick

-Nothing to report

5.5. Community Committee: Daryl Tonin

-Jack Penner is going to help out on the committee

-Will work on getting has a list of charities and volunteer boards from the Town office.

5.6. Events Committee: Randy Van Seters

5.6.1. A&A Banquet

-We had a meeting on November 27 for the A&A.

-Tasks were assigned. We have meeting next week. The plan is to finalize the budget at that meeting.

5.7. Communications Committee: Jack Van Rijn

-Colleen and I have been sharing more info on Facebook

5.8. Executive Assistant Report: Colleen Van Raalte

-Nothing to report

6. NEW BUSINESS

6.1. Conversation from unofficial meeting of November 20

-We have two people who are associate members who are interested in participating on these committees. Bill Chapman and Darleen van Schouwen. According to our Bylaws, these members have no voting rights.

-Bill Chapman currently sits on the Town of Coaldale Town Council and he would be interested with sitting on the Political Advocacy Committee. He can appreciate that his participation can blur the lines for some people.

-Bill has spoken with the Mayor and has accepted his request to get involved with the Chamber.

-At the Town of Coaldale Council level, a liaison, Councilor Briane Simpson has been selected, to communicate with the Chamber and this relationship will continue.

-Bill has a similar situation with the Lethbridge Chamber of Commerce as he was an associate member as well. At that time, Bill chaired the Government Affairs Committee. This committee focused on policy and handled forums for Lethbridge.

-The Chamber should consider changing the status of the Associate member and allow them to have voting rights. This would up to the Executive Committee to propose to the board.

7. UP COMING MEETINGS

-Speaker Series – December 11, 2019

-Event Committee Meeting – A&A – December 18, 2019

-Executive Meeting – January 8, 2020

-Speakers Lunch Meeting – January 15, 2020

8. IN CAMERA SESSION – with staff

9. IN CAMERA SESSION – without staff

10. ADJOURNMENT

MOTION

MC: R. Van Seters

BIMT Board approves to adjourn the meeting.

Carried