

EXECUTIVE MINUTES



NOTICE OF MEETING

February 5, 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;
Leonard Fast, *Leonard D. Fast Law* – Corporate Secretary;
Graham Duke, *KPMG* – Treasurer;
Derek Connick, *Westland Insurance Group Ltd.* – Director-at-large;
John Pollemans, *Pollemans Homes & Rentals*, – Director-at-large;
Daryl Tonin, *Stop N’ Go* – Director-at-large;
Randy Van Seters, *Intercontinental Truck Body* – Director-at-large;
- Absent:** Darlene Van Schouwen – Director-at-large;
Everett Duerksen, *EDJ Machacek LLP* – Past President
- Guest:** Colleen Van Raalte – Executive Assistant
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1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MOTION

MSC: D. Connick/T. Roosen

BIMT the Executive approves the agenda.

Carried.

3. APPROVAL OF MINUTES

3.1. Executive Meeting – January 8, 2020

MOTION

MSC: R. Van Seters/D. Tonin

BIMT Executive approves the executive minutes of January 8, 2020

Carried

3.2. ACTION ITEMS From January 8 meeting.

ACTION: René will send Everett a letter regarding the outstanding Lunch invoice. (Complete)

ACTION: Derek will make the changes with the insurance company. (Complete)

ACTION: Colleen will send Leonard a copy of Executive Assistant Job Description. (Complete)

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**)xxx

4.5. Admin Hours Report

Colleen worked a total of 43 hours for the month of January.

- 4.6. New quote from Intact Insurance for Business and Operation Insurance. Policy for one year.
\$500 **(Insert 4.6) + Full document attachment**

MOTION

MSC: J. Van Rijn/T. Roosen

BIMT Executive accepts the policy quote as presented.

Carried

- 4.7. Domain renewal with Network Solutions 5 years for 24.99 for a total of \$124.95 (Saved \$75).
Prices are in USD. The payment made on Colleen's personal credit card \$169.13

- 4.8. Outgoing Payments

-Telus December – 40.46 DW

-VRVA – \$1459.13 CQ

-Service \$1290 + Expenses \$169.13

-Coaldale Inn \$357.20 – CHQ

-January 8 \$98.02, January 15 \$259.18

-Intact Insurance - \$500 CHQ

MOTION

MSC: J. Pollemans/R. Van Seters

BIMT the Executive approve the expenses as presented.

Carried.

5. COMMITTEE REPORTS

Tabled to next meeting

6. NEW BUSINESS

6.1. Budget 2020 (Insert 6.1.1, 6.1.2, 6.1.3)

6.1.1. Old budget format with historical information including 2019 actuals

6.1.2. New Budget with 2019 actuals and proposed budget for 2020

6.1.3. Quarterly updates to help keep us on track. To be filled out by Colleen.

-Graham present a new budget format that reflected our new business structure with the addition of budget lines for each committee.

-A few questions came up for the Financial Statement regarding pre-paid expenses, gift cards, and deferred grants.

-Pre-Paid expenses are from our Board Liability Policy. The policy is in place as a three-year term. This includes three instalments of payment spread out over three years.

-Graham will suggest adjustments to reflect an accurate number.

-Gift cards were issued several years ago as part of a Chamber's Bucks initiative, encouraging people to buy local. In the year of 2019 no redemption of gift card was presented to the Chamber for reimbursement.

-Graham will clear the gift card account and move it into general revenue.

-There is a deferred grant for \$2700 from 2015 from the Coaldale Community Wellness Association (CCWA). This is from a sponsorship to help promote the CCWA. We had their logo on our website.

-We also received a grant from the CCWA for a development of a website for \$3000.

-Graham suggests that there is no need to keep track of deferred grants on the books, but rather it should be kept track of on our budget.

-Graham will clear out the deferred grant account and move it into general revenue.

-Gross salary for admin services is going up due to an increase in hours. The savings from not paying rent on office space will offset this cost.

-The Chamber also agrees to submitting a quarterly budget comparison on a regular basis.

-The Chamber is very pleased with this new budget and thank Graham and Colleen for their work on this.

-ACTION: Graham will make the appropriate changes to the budget for final presentation at the next meeting.

6.2. Sub-committee protocols and what chair should be doing.

- When you have committee meetings, know that you should pay for lunch at your own expense if you are eating at the Coaldale Inn.
- Committee chairs are responsible for calling their own meetings.

6.3. Tracy Acorn from ACC: Request for round table

- ACTION: Colleen will reach out to Tracy and see if we can change date so that is not in the summer and to reduce the duration of time required.

6.4. AGM outgoing info

- Who is letting their name stand for next year's Chamber Board? It should be noted that we are changing the policy to reflect a two-year term. For this year, the plan is to have half stay on for only for one year, thus giving the Chamber Board a stable rotation of Board members.
- Graham Duke, John Pollemans, Jack Van Rijn, Leonard Fast, Terry Roosen, Darryl Tonin all expressed their interest in staying on with Chamber Board.
- René van de Vendel is still considering for upcoming election.
- Randy Van Seters will not be able to come back next year.
- Jack Penner has indicated his desire to sit on the board.

MOTION

MSC: R. Van Seters/J. Pollemans

BIMT the Executive approve in principle the change in bylaws for the Executive Board members to reflect a two-year term.

Carried

6.5. Meeting with Council Next Monday.

- Media request came in from Lethbridge News Now and Sunny South News on issues pertaining new High School/Rec center site. Media is asking for copies of the motion and a copy of the letter the Chamber drafted to the Town.
- One opinion was a media release could be sent out.

MOTION

MSC: J. Van Rijn/L. Fast

BIMT the Executive approve a press release to be sent out with a statement pertaining to the letter sent to the Town of Coaldale in support of a plebiscite. President to sign off on final document.

5 in favor/1 against/2 abstained

Carried

- We should have spoken to the Town of Coaldale first before sending this letter. It's important to keep the lines of communication open and fluid between our two organizations.
- If media is requesting a copy of the motion, we can give it to them since we are a public organization.
- Any letters issued to the Town of Coaldale become a public record when sent to the Town of Coaldale, as per their procedure.
- Roast was anonymously given to the Coaldale Chamber in the Lethbridge Roast and Toast regarding this letter.
- The Town feels that they have already done due diligence to this project. They have gone through several processes to get this site approved including public consultations. It is the Town's interpretation that the Coaldale Chamber is working against them.
- Some members feel the Town is overreacting to this letter and feel that their judgment is misplaced. The Chamber is not questioning the decision. It just followed through on a request that was received as part of Chamber process.
- A question was raised as to if the public is using the Chamber to promote their agendas.
- It is important to have a meeting with Town as a collective Chamber group to protect the individuals who make up this group.
- Due to the unavailability of two Chamber members we ask the Town to provide a few alternate dates in the next month.

6.6. Business Directory-**Table to next meeting.**

7. UP COMING MEETINGS

-Speaker Series Lunch – February 12,2020

-Executive Meeting – March 4, 2020

-AGM March 11, 2020

8. IN CAMERA SESSION – with staff

9. IN CAMERA SESSION – without staff

10. ADJOURNMENT

MOTION

MC: T. Roosen

BIMT Executive approves to adjourn the meeting.