

EXECUTIVE MINUTES



NOTICE OF MEETING

January 16, 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: *EJD Machacek LLP, Everett Duerksen* – President; *Scotiabank, Terry Roosen* - First VP; *Van Rijn Electric, Jack Van Rijn* - Second VP; *Jake Klassen Plumbing, Lacey Klassen* – Treasurer; *Barrister Solicitor, Leonard Fast* – Corporate Secretary; *Stop N Go, Daryl Tonin* – Director-at-Large; *Destiny Homes, Rene van de Vendel* - Director-at-Large.

Absent: *Sunny South News, Darlene van Schouwen* Director-at-Large; *Pollemans Homes Rentals, John Pollemans* - Past President

Guests:

1. **CALL TO ORDER**– *Everett Duerksen*

2. **APPROVAL OF AGENDA**– *Everett Duerksen*

3. **APPROVAL OF MINUTES**– *Leonard Fast*

- Approval of minutes from December 5, 2018 has been tabled to next meeting

4. **MEMBERSHIP**

- Membership registration form needs more info for social media
- Is membership form sent out every year? Some think that only an invoice goes out but how many members are in the correct category.
- Annual membership invoices need to go out. Would be good to seek update on size of business to ensure we have them categorized properly
- Membership fees likely to stay flat since we are not really providing new services. Once Colleen is on board and we have a better social presence maybe look at increase.

MSC: J. Van Rijn/R. van de Vendel

BIMT the Executive agree that the Coaldale Chamber of Commerce fees should remain status quo.

Carried

5. **ADMIN SUPPORT**

- Everett has spoken to Colleen Van Raalte to gauge interest in doing contact work. She has provided a template for what the fee would be based upon hours worked.
- Dixie had deleted all email for unknown reasons. Likely we could have this fixed if needed.
- Dixie said the cell phone was the Chambers but contract was in Bill's name. Not sure what kind of phone. Jack phones Dixie and at a meeting, she claims the phone is hers.
- Everett will arrange a meeting for Executive with Colleen at the Coaldale in next Wednesday. Jack to book it.

- Debate on whether office space is needed. Dixie has said no one ever stop in. Colleen really doesn't want to work at Chamber office and would rather work from her home office. Rene thinks an office is very important. It is mixed opinion.

6. FACILITATOR

- There had been a suggestion to have a facilitator to discuss our planning and strategy at the last meeting.

7. AWARDS AND APPRECIATION BANQUET

- Event is scheduled for March 2019. Fear is we have no office person yet and meeting this time is tight. Might need to have in the fall again. If possible, seek to join up with the Town to have a joint function. Everett had chatted with Town in the past.
- We would need to check availability for fall date.

MSC: R. van de Vendel/L. Fast

BIMT the executive move the Awards and Appreciation banquet to the fall of 2019.

Carried

8. AGM

- Date for the next AGM is March 13 (Bylaw 9.2)
- Leonard and Terry to look at getting a slate of nominations.

MSC: J. Van Rijn/L. Klassen

BIMT the Executive appoint Leonard and Terry as nomination Committee.

Carried

9. MEETING SCHEDULE FOR 2019

- Will we have time for Speaker Series and AGM in March?
- Colleen can seek feedback on speaker's series to pics in door knocking.

10. NEXT MEETING

February 6, 2019

11. ADJOURNMENT