

BOARD MINUTES



NOTICE OF MEETING

January 8, 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;
Daryl Tonin, *Stop N’ Go* – Director-at-large;
- Absent:** John Pollemans, *Pollemans Homes & Rentals*, – Director-at-large;
Randy Van Seters, *Intercontinental Truck Body* – Director-at-large;
Darlene Van Schouwen – Director-at-large;
Everett Duerksen, *EDJ Machacek LLP* – Past President
- Guest:** Colleen Van Raalte – Executive Assistant
-

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MOTION

MSC: J. Van Rijn / D. Connick

BIMT the Executive approves the agenda.

Carried.

3. APPROVAL OF MINUTES

3.1. Executive Meeting – December 4, 2019

MOTION

MSC: L. Fast / T. Roosen

BIMT Executive approves the executive minutes of December 4, 2019

Carried

3.2. ACTION ITEMS From December 4 meeting.

ACTION: Terry will review our current bylaws and will present a document that outlines the official process for removing members. **(Not Completed)**

-Leonard will address at the next meeting.

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

-Lorraine indicated that their would be a full report from the Lethbridge County.

-Chamber would like to know what’s going on in the County.

Action: Terry to speak with Derek to approve the TMH Business Coaching: Kelli Rae Tamaki speaker for February. **(Completed)**

4. FISCAL REPORTING AND BILLS

4.1. Bank Statement **(Insert 4.1)**

4.2. A/R aging Summary report **(Insert 4.2)**

-Colleen would like to clean up accounts in arrears for the 2019 year.

-ACTION: Rene will send Everett a letter regarding the outstanding lunch invoice.

MOTION

MSC: T. Roosen/L. Fast

BIMT Executive approves to cancel the invoices for Coaldale Granite, Elk Creek Dairy Farms and EDJM.

Carried

4.3. Balance Sheet **(Insert 4.3)**

4.4. Trial Balance Sheet **(Insert 4.4)**

4.5. Admin Hours Report

Colleen worked a total of 36.5 hours for the month of December. The last 5 banked hours have been used up.

4.6. EJDm Services and Quick book Subscriptions *(Graham)*

-Not-for profit annual return – due 6 months after year end date. What is the long-term plan for annual returns? Do we do them in house or pay a third party to provide this service.

-NTR – Does the board want an NTR done? If they do, Colleen can provide one using quickbooks.

-Quick books online. Should the chamber pay for the fees and set up their own account. Right now we use EJDm.

-Quick book subscriptions “Essentials” plan which has Multiple user availability, is \$35 per month x 12=\$420 annually. (I can't tell if that includes GST or not, I'm guessing not).

-Currently we owe EDJM \$294 for a quickbook subscription services from June – Dec 2019.

MOTION

MSC: L. Fast / T. Roosen

BIMT the Executive approve transfer the Quickbook subscription payments from EJDm to the Coaldale Chamber starting 2020.

Carried

4.7. Alberta Chambers of Commerce membership Renewal.

-\$13.10 x 104 members = \$1,362.40

4.8. Economical Insurance invoice \$1313.00 *(Derek)*

-Economical insurance went down only \$162 from last year, since the removal of our official office space. The description on the invoice is listed as Commercial Property Renewal Premium.

-Derek was going into getting a new quote.

-Intact Insurance has provided a new quote of \$500 to insure the Coaldale Chamber of Commerce business.

-Economic should be cancelled but there could be a penalty charge.

-ACTION: Derek will make the changes with the insurance companies.

MOTION

MSC: D. Connick / L. Fast

BIMT the Executive approve the change in insurance carrier from Economic Insurance to Intact Insurance and pay any associated penalty fees.

Carried.

4.9. Scotiabank fees are going up. Bank statements where \$4.00, now they will be \$5.00.

4.10. Outgoing Payments

-Telus December – 40.46 DW

-VRVA – \$945.00 CQ

-Coaldale Inn \$460.44 – CHQ

-December 4 \$132.50, December 11 \$234.94, December 18 \$84.00

-EJDM - \$294.00 – CHQ

-Alberta Chamber - \$1,430.52 – CHQ

MOTION

MSC: T. Roosen/D. Connick

BIMT the Executive approve the expenses as presented.

Carried.

5. COMMITTEE REPORTS

5.1. Executive committee: René van de Vendel

The exec. talked about Colleen; her position and the cost of her.

-Colleen provides accurate time sheets with adequate information about where she spends her time.

-We will make sure we have money in the budget for next year to cover Colleen's expense.

-We will have a meeting with Colleen in the next while to connect regarding the working relationship.

AGM

-We will ask for interested parties at next board meeting

-We will find out who is interested in continuing (existing board members)

-We may need to do some "cold calling"

Bylaws

-Len is in the process of tweaking some bylaws to be accepted by the board

-We would like to look at a board term of 2 years instead of 1; and stagger half the board each year. This also requires a constitutional change

-We would like to present these at the Feb. meeting so that we can circulate properly prior to the AGM.

Action: Colleen to send Leonard a copy of Executive Assistant Job Description. (Colleen can not find one)

5.2. Membership Committee: Terry Roosen

-Working on securing a speaker for January.

-We have secured Allan Friesen to present on behalf of the Victim Services Unit.

5.3. Local Advocacy Committee: Leonard Fast

5.4. Political Advocacy Committee: Derek Connick

5.5. Community Committee: Daryl Tonin

5.6. Events Committee: Randy Van Seters

-Last meeting was on December 18

-Last delegations where issued

-Deposit cheque sent out to LA Chefs

-Nominations for A&A are now open and being promoted.

-Everyone should now have access to the sponsorship letters that have been emailed out.

-Anyone who secures a sponsorship needs to let Randy and Colleen know.

-Budget has been attached.

5.7. Communications Committee: Jack Van Rijn

5.8. Executive Assistant Report: Colleen Van Raalte

-Would like to mention that the Chamber of Commerce Group insurance plan is making us about \$700 every month.

-Picture Butte invites the Coaldale Chamber to an A&A type event combined with their AGM. January 31, 2020. Tickets \$40 each.

6. NEW BUSINESS

6.1. Revenue Canada Coaldale & District Chamber of Commerce access.

- A directors list with the addition of Colleen at the Executive Director needs to be to be approved in minutes and sent to Revenue Canada. This needs to be done yearly.
- Current person on file is Peggy Stuckless.
- When Colleen can gain access, Rev Can recommends sending in a request to suspend this account. Any future submission from this organization while automatically open this account as necessary. Otherwise Colleen must call in to report a nil value for employment files every month.
- Confirmed with EDJM to find out that a nil report was filed for 2019.

MOTION

MSC: L. Fast/ T. Roosen

BIMT the Executive approves the following list of officers and directors. Furthermore, the Executive authorizes Colleen Van Raalte, Executive Director to the Coaldale & District Chamber of Commerce, access to its account with Canada Revenue Agency.

Carried

OFFICERS & DIRECTORS

April 2019 - March 2020

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>	<u>CONTACT INFORMATION</u>	
<u>EXECUTIVE</u>				
Rene van de Vendel Destiny Homes Inc.,	President	Box 928 Coaldale AB T1M 1A0	Bus.	403-345-4430
			Email	destinyhomes@telus.net
Terry Roosen Scotiabank	1st VP	Box 1450 Coaldale AB T1M 1N2	Bus.	403-345-0129 Ext.4300
			Email	terry.roosen@scotiabank.com
Jack Van Rijn Van Rijn Electric Ltd.	2nd VP	Box 819 Coaldale AB T1M 1M7	Bus.	403-345-5820
			Email	jack@vanrijnelectric.com
Leonard Fast Barrister & Solicitor	Corporate Secretary	Box 1360 Coaldale AB T1M 1N2	Bus.	403-345-4415
			Email	lfastlaw@telusplanet.net
Graham Duke KPMG	Treasurer	500, 400-4th Avenue South Lethbridge, Alberta T1J 4E1	Bus.	403-380-5749
			Email	grahambuke@kpmg.ca
Daryl Tonin Stop N Go	Director-at-Large	1220 20 Ave Coaldale AB T1M 1A4	Bus.	403-345-4300
			Email	stopngo1@telus.net
John Pollemans Pollemans Homes & Rentals	Director-at-Large	1817 20 Ave Coaldale AB T1M 1M7	Bus.	403-332-1952
			Email	john@johnpollemans.ca
Derek Connick Westland Insurance Group Ltd.	Director-at-Large	Box 1206 Coaldale AB T1M 1N1	Bus	403-345-4466
			Email	dconnick@westlandinsurance.ca
Randy Van Seters Intercontinental Truck Body	Director-at-Large	Box 1300 Coaldale AB T1M 1N1	Bus	403-345-4427
			Email	randy@ITB.ca
Everett Duerksen EJD Machacek LLP	Past President	Box 711 Coaldale AB T1M 1M6	Bus.	403-405-0034
			Email	everett@ejdworks.ca
Colleen Van Raalte	Executive Director	2114 9 Street Coaldale AB T1M 1B5	Bus.	403-330-4757
			Email	colleenvrva@gmail.com

DIRECTORS

Beverly Thomson North & Company LLP	Director	Box 1329 Coaldale AB T1M 1N1	Bus. 403-345-3922 Email bthomson@north-co.com
Bill Chapman	Director	934 20A Ave Coaldale AB T1M 1B3	Res. 403-345-3469 Email bill.chapman@shaw.ca
Conrad Van Bostlen Graham's Garage	Director	1412 20 Ave Coaldale AB T1M 1A3	Bus. 403-345-3082 Email con-mech@hotmail.com
Jack Penner NAPA Auto Parts	Director	1408 20 Ave Coaldale AB T1M 1A3	Bus. 403-345-4700 Email jpenner@napacanada.com
Jackie Pitstra Coaldale Dental Centre	Director	Box 1180 Coaldale AB T1M 1M9	Bus. 403-345-3131 Email cdldent@shawcable.com
Katrina Sexton McCain Foods (Canada)	Director	Box 1479 Coaldale AB T1M 1N3	Bus. 403-345-7533 Email katrina.sexton@mccain.ca
Norbert Altvater Altvarter Law	Director	2210 Cedar Cres Coaldale AB T1M 0A5	Bus. 403-391-9044 Email n.altvater@altvaterlaw.com
Ken Schmidt Coaldale Inn	Director	913-819 A Avenue Coaldale, AB T1M 1A4	Bus. 403-345-5410 Email kenschmidt43@gmail.com
Coaldale & District Chamber of Commerce		Box 1117 Coaldale AB T1M 1M9 Street address: 1401 20 Ave	Bus. 403-345-2358 Email info@coaldalechamber.com

6.2. Business Directory

-Are we pursuing this initiative. Workman Roofing, a non-member is inquiring.
(Tabled to next meeting)

6.3. Membership

6.3.1. -What are the membership rates for 2020. Currently they are...

Non-profit & Associate-\$55, 1 Employee-\$99, 2-5 Employees-\$175,
6-10 Employees-\$250, 11+ Employees \$350

MOTION

MSC: L. Fast/ D. Tonin

BIMT the Executive approves the membership fees to remain status quo for the 2020 year.

Carried

6.3.2. Expulsion members from 2019

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

-419218 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- Membership fee arrears

-Coaldale Granite- Membership fee arrears

-According to the Bylaws says there are automatically expelled due to membership fees arrears past three months.

- 6.3.3. New membership request for Crop Innovations. (Robert and Mary Woolf)
-Cheque has been received.

MOTION

MSC: J. Van Rijn/L. Fast

BIMT the Executive approve Crop Innovations as new members to the Coaldale Chamber.

Carried

- 6.4. Letter received from Liz Allen.

- Ms. Allen has requested the Town of Coaldale to have a plebiscite regarding location of the new High School/Rec Centre. She has a concern over the site location and the negative implication it brings to the Town of Coaldale. She is requesting the Coaldale Chamber to send a letter to the Town of Coaldale to support the concept of plebiscite.
- Is the Chamber being used by individuals to push a personal agenda: a person who is not a business nor a member?
- Is it the chamber's job to help facilitate consultation?

MOTION

MSC: T. Roosen/J. Van Rijn

BIMT the Executive moves in Camera.

Carried

MOTION

MSC: T. Roosen/J. Van Rijn

BIMT the Executive moves out of Camera.

Carried

MOTION

MSC: L. Fast / D. Connick

BIMT the Executive directs the President to write a letter to the Town of Coaldale in support of hosting of a plebiscite surrounding the issues concerning proposed site location of a new high school/rec centre, as per discussion. It should be noted that the Coaldale Chamber does hold an official position pertaining to this issue.

4 in favor/2 against/0 abstain

- 6.5. Budget 2020

- Graham and Colleen are meeting next week to develop a budget and will have a proposal next meeting.

7. UP COMING MEETINGS

- Speaker Series Lunch – January 15, 2020
- Executive Meeting – February 5, 2020

8. IN CAMERA SESSION – with staff

9. IN CAMERA SESSION – without staff

10. ADJOURNMENT

MOTION

MC:

BIMT Executive approves to adjourn the meeting.

Carried

X

René van de Vendel
President

X

Leonard Fast
Corporate Secretary