

EXECUTIVE MINUTES



NOTICE OF MEETING

March 4, 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;
Jack Van Rijn, *Van Rijn Electric LTD* – 2nd VP;
Leonard Fast, *Leonard D. Fast Law* – Corporate Secretary;
Graham Duke, *KPMG* – Treasurer;
Daryl Tonin, *Stop N’ Go* – Director-at-large;
John Pollemans, *Pollemans Homes & Rentals*, – Director-at-large;
Randy Van Seters, *Intercontinental Truck Body* – Director-at-large;
Everett Duerksen, *EDJ Machacek LLP* – Past President
- Absent:** Terry Roosen, *Scotiabank* – 1st VP;
Derek Connick, *Westland Insurance Group Ltd.* – Director-at-large;
Darlene Van Schouwen – Director-at-large;
- Guest:** Colleen Van Raalte – Executive Director
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1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MOTION

MSC: J. Pollemans/R. Van Seters

BIMT the Executive approves the agenda.

Carried

3. APPROVAL OF MINUTES

3.1. Executive Meeting – February 5, 2020

MOTION

MSC: J. Van Rijn/G. Duke

BIMT Executive approves the executive minutes of February 5, 2020

Carried

3.2. ACTION: Graham will make the appropriate changes to the budget for final presentation at the next meeting. (Complete)

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. Report: Chamber gave a pass on the event. (Complete)

4. FISCAL REPORTING AND BILLS

4.1. Bank Statement (Insert 4.1)

4.2. Investment Statement (Insert 4.2)

-Note that the investment matures on March 20, 2020.

4.3. Profit and Loss Comparison (Insert 4.3)

4.4. Chamber of Commerce Group Insurance Plan. \$688.69

4.5. Admin Hours Report

-Colleen worked a total of about 52 hours. Regular services 34.65 hrs. and A&A services 16.69 hrs.

4.6. Economical Insurance

-We switch over to Intact for business insurance. Amount of \$244.00 is due to cover the overlap between the old insurance and new insurance.

4.7. AP Reid Director's and Officers' Liability. Third instalment which covers a three-year term expiring June 1, 2021. \$525

4.8. Outgoing Payments

-Telus December – \$40.45 DW

-VRVA – \$1540.20 CQ

-Coaldale Inn \$ – 601.62 CQ

-Feb 3 – \$68.67, Feb 6 – \$119.25, Feb 12 – \$335.41, Feb 26 – \$78.29

-Economic Insurance - \$244 CQ

-AP Reid - \$525.00 – CQ

MOTION

MSC: L. Fast/J. Pollemans

BIMT the Executive approve the expenses as presented.

Carried

5. COMMITTEE REPORTS

5.1. Executive committee: René van de Vendel

-Nothing to report

5.2. Membership Committee: Terry Roosen

- N/A

5.3. Local Advocacy Committee: Leonard Fast

-Working on bylaw and policies

5.4. Political Advocacy Committee: Derek Connick

-I have proposed to Briane Simpson, that I meet with her to discuss the issues regarding the alienation between the town council and the Chamber. She was very receptive to same and we were to meet upon her return from vacation. To date, this meeting has not occurred

-I am continuing to seek members to serve on the committee.

5.5. Community Committee: Daryl Tonin

-Nothing to report

5.6. Events Committee: Randy Van Seters

-Meeting yesterday. Event is mostly under control.

-Set up Friday at 3:00pm. Saturday 10 am.

-René thanks Randy for his work in leading this event.

5.7. Communications Committee: Jack Van Rijn

(February)

-Colleen has developed an online ad for our upcoming A&A banquet along with a link for people to complete the nomination forms. It is important for members of the Chamber that have a social media presence to LIKE the Chamber FaceBook page and share the postings that come up.

-Beginning of April, we can begin discussions around how individual businesses can promote themselves on social media including Company Profiles and promotions.

5.8. Executive Assistant Report: Colleen Van Raalte

(March)

-Sent out Membership invoices out on February 6.

-Wrote a letter to Revenue Canada to get access to account. I need to have Graham or any Executive to call and follow up to make the official change.

-Working on the A&A banquet

(February)

-Need minutes from January signed.

-Created email and facebook campaign for A&A nominations. Sent email to schools as well for the nomination process. Got nominations Ad up on TV in Food Market.

-Created marketing materials for A&A. Posters, tickets.

- Graham and I went over the budget together. Colleen was tasked with getting actuals for 2019 from QB.
- Victim Service update. Because of the presentation, the Coaldale Family Fun Run is taking them on as this year's charity of choice and will help them to promote their organization. Colleen is a co-organizer to this event.
- Created email and facebook year campaign for Chamber Plan.
- Working on sending emails out prior to Membership fees being sent out.
- Working on a nomination email to go out prior to AGM
- Secured website domain name for 5 years.
- Jack gives kudos to Colleen for the work she has done for the Chamber.

6. OLD BUSINESS

6.1. Budget 2020 (Insert 6.1)

- Place Executive above the committee and remove the word committee since it's not really a committee.
- Take out the extra funds disbursed among the committees and make a new budget line called contingency and place the extra funds in there. Funds can be draw for this budget line to cover cost for committee initiatives.

MOTION

MSC: G. Duke/J. Van Rijn

BIMT the Executive approve to approve the 2020 Chamber Budget as presented.

Carried

6.2. Business Directory

- Tabled. This topic is directed to the communications committee.

7. NEW BUSINESS

7.1. Letter to Revenue Canada (Insert 7.1)

- Someone from the Executive needs to call Revenue Canada to finalize the change.

7.2. Motion for the Highway 3 Twinning Development Association (Insert 7.2)

MOTION

MSC: E. Duerksen / J. Pollemans

BIMT the Executive approve to support the co-sponsoring of the Highway 3 Twinning as presented in a draft circulated via email February 18, 2020.

Carried

7.3. Letter from Brian Stoutjesdyk (Received Feb 7, 2020)

I want to voice my concerns about how private citizens are using the coaldale Chamber as an avenue to vent their concerns against the town council.
 The business of the chamber is to promote business growth in the town of coaldale and be a collective voice for the business community.
 The chamber is not the opposition party to the council and should not be used to that end.
 I fully respect private citizens right to question their leaders in a democracy but the right channels need to be used.
 Respectfully, Brian Stoutjesdyk

MOTION

MSC: J. Pollemans / L. Fast

BIMT the Executive received a email from Brian Stoutjesdyk and filed for information.

Carried

7.4. Letter from Coaldale Inn – Ken Schmidt (Insert 7.4)

- Letter was sent in 2016. A quote for the letters is "as a Chamber of Commerce, we stand behind you in principal to be allowed to include VLT's in your operations."
- Should we write a letter to the Town in show support?

- This letter was directed to the existing executive
- In 2016 we provided a letter, we should reference that letter, rather than making a new statement.
- The Town invites the opinion from the Chamber regarding VLT's.
- Is this discussion coming up from the Towns on their own volition or is it being prompted by the Coaldale Inn.
- Would like to support the Coaldale Inn as we would be advocating for a business member. But maybe we should not have a stance on the issue.

-ACTION ITEM: Rene to write a letter to council enclosing letter from Ken to the Chamber and our letter back to Ken from December 14, 2016. Included in the letter should be a request for response from the Town of Coaldale.

MOTION

MSC: J. Van Rijn/L. Fast

BIMT The Coaldale & District Chamber of Commerce supports the idea of revisiting VLTs as referenced in a letter submitted to Ken Schmidt of the Coaldale Inn dated December 14, 2016.

Carried

7.5. Article in Sunny South News Feb 25, 2020 (Insert 7.5)

- Newspaper article has been received and viewed.

7.6. AGM Nominating Committee

- We need to circulate at AGM and then pass it in a subsequent board meeting.
- Quorum for general meeting is 10
- Indicated a new change in the bylaws where Citizen Members can vote. If they pay their fees and attend should they be able to vote.
- Associated membership now changed to Citizen membership.
- A Citizen member cannot participate on the Chamber Executive or Board.
- Would like to change to 2 year teams.
- Nominations names should be released. Everyone one to stay on board to the exception of R. Van Seters. Jack Penner has indicated his interest in letting his name stand.
- President and board members are voted in. Positions are determined after the vote.
- Colleen will formulate an email to circulate to the members. Included will be a list of nominations with a call to invite more members to participate on the board, the budget, and proposed bylaw changes.

7.7. Chamber sign at Firehall

- Coaldale Chamber sign is coming down.
- We can store it at the town yard.
- Jack Penner from NAPA Auto Pro had indicated that perhaps the sign could be installed in his property.

ACTION ITEM: Jack and René will look after the sign removal and storage.

7.8. Vimmy Dinner

- Hon. Lt Col Rick Casson reached out via phone to invite us to this event.
- 11th Annual Vimy Dinner: Commemorating the 75th Anniversary of the Liberation of Holland and VE day, Saturday, April 18, 2020 6pm. Vimy Ridge Armoury,
- Tickets \$100 Each.
- Jack Van Rijn has indicated was planning on attending the event and will represent the Chamber.

7.9. FCSS Request

- Taealynn Craig, president of the Coaldale Seniors' Advisory Committee (FCSS), is seeking sponsorship for a pancake breakfast taking place June 1.
- Chamber indicates this is not part of its mandate.

8. UP COMING MEETINGS

- Speaker Series Lunch/AGM – March 11, 2020
- A&A Banquet March 21, 2020

9. IN CAMERA SESSION – with staff

10. IN CAMERA SESSION – without staff

11. ADJOURNMENT

MOTION

MC: J. Van Rijn

BIMT Executive approves to adjourn the meeting.

Carried