

EXECUTIVE MEETING



NOTICE OF MEETING

June 3, 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;
Daryl Tonin, *Stop N’ Go* – Director-at-large;
John Pollemans, *Pollemans Homes & Rentals*, – Director-at-large;
Derek Connick, *Westland Insurance Group Ltd.* – Director-at-large;

Absent: Graham Duke, *KPMG* – Treasurer;
Leonard Fast, *Leonard D. Fast Law* – Corporate Secretary;
Darlene Van Schouwen – Director-at-large;
Randy Van Seters, *Intercontinental Truck Body* – Director-at-large;
Everett Duerksen, *EDJ Machacek LLP* – Past President

Guest: Colleen Van Raalte – Executive Director

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1. Addition or Deletions

MOTION

MSC: J. Van Rijn/J. Pollemans

BIMT the Executive approves the agenda.

Carried

3. APPROVAL OF MINUTES

3.1. Executive Meeting – April 29, 2020

MOTION

MSC: T. Roosen/J. Van Rijn

BIMT Executive approves the executive minutes of April 29, 2020.

Carried

4. ACTION ITEMS FROM APRIL 29TH MEETING

ACTION: Graham will work on presenting a summary of the first quarter. (Postpone)

ACTION: Graham to reach out to Revenue Canada (Postpone)

ACTION: Jack will investigate costs to produce a sign for Shop Local Campaign and secure permits for it.
-To rent a magnetic sign cost \$165/per month to rent. Any changes in art work design would cost and additional \$35 per total change. The Town of Coaldale is willing to waive the permits.

-The size of the sign is about 5x8.

-Location is not easy to change as we need a new permit for each location.

-Signs are not allowed in the “Welcome to Coaldale” green space.

-Sign locations could be the green space behind fast gas, green space across for Stop n’ Go and perhaps 7-11.

ACTION: Jack to investigate further into sign location. Jack and Colleen will work on the Message for the sign and email to board for further input.

MOTION

MSC: J. Van Rijn/T. Roosen

BIMT the Chamber approves \$225 per month for three months to rent a magnetic sign for a shop local campaign.

Carried

ACTION: Derek to speak with Briane to find out what the Town is doing to promote business and what we can do to help.

-Derek reached out to Briane who was going to discuss with Kalen.

-Currently waiting for a response back.

ACTION: René, Terry, Jack will set up a meeting with Ken and Kalen regarding VLT's

Update on Chambers involvement on VLT issues.

-We are in the process of putting some discussion points together for a presentation to council.

-The membership committee has not yet reached out to the membership to find out how they feel about it.

-Maybe we can send out a Google Survey or Survey Monkey to the membership or we can send out a regular email with yes or no answers.

-We need to ensure that business names are attached to survey are not anonymous.

-Using a survey platform would be preferable as it would contain credible data that is easy to ascertain.

ACTION: René and Colleen will work on a survey to send to the membership.

ACTION: René will also be investigating what the official bylaw is with the town.

ACTION: Terry to set up the appropriate paperwork for this and get the necessary signatures from the board, allowing Colleen access to online banking. (Complete)

ACTION: Jack will investigate our glass cabinet and communicate with Colleen what needs to be done.

-Is the glass cabinet useful during the town's revitalization project?

-There is enough foot traffic to warrant the change. Plus, the revitalization project at that specific location on main street should only take about one month.

-It is Important that we promote Chamber, that people can see that we exist and that we are active.

ACTION: Derek is to find out more information from Brienne about an electronic sign and how the Chamber can get involved with this initiative.

-Briane was going to check with Kalan and get back to us.

5. FISCAL REPORTING AND BILLS JUNE

5.1. Bank Statements March (Insert 5.1)

5.2. Investment Statements January – March (Insert 5.2)

5.3. Income from Chamber Plan \$673.85

5.4. Profit and Loss Comparison (Insert 5.4)

5.5. Aging Summary Report (Insert 5.5)

5.6. Outgoing Payments

5.6.1. Telus May – **\$40.45 (Direct Withdrawal)**

5.6.2. VRVA – **\$1,079.43 (Cheque)**

Admin Services- **\$900**

Webhosting for 2020 Recurring annual fee - **\$179.43 (Insert 5.6)**

ACTION: Terry is going to review our Investments as one of the certificates appears to have expired.

MOTION

MSC: J. Pollemans/J. Van Rijn

BIMT the Executive approve the expenses as presented.

Carried

6. REPORTS

Sub Committee Reports. Have any of the committees done anything on recruitment and their committees operating guidelines?

6.1. Membership

Membership Cancellations.

- Pixelboom Media Cancellation. Will re-evaluate next year.
- Head to Heart – Maureen Gaetz-Faubert. No given reason.
- Quintus Financial – Kim Craig - After much consideration I have made the difficult decision to cease my membership in the Chamber. I did not take this decision lightly and I wish the Chamber much success in the future.
ACTION: Terry is going to reach out to Kim Craig.
- Altwater.ca – Norbert Altwater – Retiring from Law.
- Total membership is 101
- Some businesses have been affected by COVID and may we be watching their pennies.
- We need to promote ourselves letting people know of benefits.

6.2. Local Advocacy – Nothing to report

6.3. Political Advocacy – Nothing to report

6.4. Community – Nothing to report

6.5. Events

- A&A Banquet – What should be done about our event that was cancelled due to COVID?
- We can postpone until next spring as there is no point holding an event in the Fall and then again in the Spring.
 - We should carry forward the award winners for 2019 and have the spring awards for both the 2019 and 2020 year. This will give the winners of this year's event (2019 awards) the honor that they deserve.

ACTION: Colleen to draft a letter, get it approved by John, and sent out this year's award recipients, letting them know what the plan is.

MOTION

MSC: J. Pollemans/D. Connick

BIMT the Executive carry over the awards banquet to take place in the spring of 2021.

Carried

6.6. Communications – Logo and Website

- This website is about 95% complete. To say that I am impress with this website is an understatement. The 20 pages flows nicely into the others. Very user friendly.
- Will be sharing a link soon to give to Chamber Board to get their input
- Colleen has invest a substantial number of hours into the building of this website and will only be billing \$3000.
- In order for the website to work the way it is intended, we need promote on social media. These tools have expenses associated with it.
- On going expenses to run all the technology associated with a website should cost a total of about \$750 annually.
- The cost for social media management and content have already been taken into consideration with the new budget by adding an extra an extra 10 hour per month to admin hours.

MOTION

MSC: J. Van Rijn/T. Roosen

BIMT the Executive approves to set a new website budget of \$750 to cover the technology cost to operate its website.

Carried

7. NEW BUSINESS

7.1. AGM Postment due to COVID

- We can considering host our AGM virtually.
- We could also book the Coaldale Inn. Since we may not have that many people in attendance, social distancing should not be a major issue.
- We should look at other organizations so see what they have done.

ACTION: René will research what the other Chamber are doing for this situation.

7.2. Society Annual Return

- Need to report our current list of officers but we have not had our AGM and Elections for 2020.
- We also need to provide a financial statement which QuickBooks can generate and secure the appropriate signatures.

8. UP COMING MEETINGS

Noon, Wednesday, July 8 at the Coaldale Inn.

9. ADJOURNMENT

MOTION

MC: J. Pollemans

BIMT Executive approves to adjourn the meeting.

Carried