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The Coaldale and District Chamber of Commerce | Box 1117, Coaldale AB, T1M 1M9  
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- Attendance:** Jack Van Rijn, *Van Rijn Electric LTD* – 2<sup>nd</sup> VP;  
Leonard Fast, *Leonard D. Fast Law* – Corporate Secretary;  
Graham Duke, *KPMG* – Treasurer;  
John Pollemans, *Pollemans Homes & Rentals*, – Director-at-large;  
Derek Connick, *Westland Insurance Group Ltd.* – Director-at-large;  
Daryl Tonin, *Stop N’ Go* – Director-at-large;
- Regrets:** René van de Vendel, *Destiny Homes Inc.* - President;  
Terry Roosen, *Scotiabank* – 1st VP  
Darlene Van Schouwen – Director-at-large;  
Everett Duerksen, *EDJ Machacek LLP* – Past President
- Guest:** Colleen Van Raalte – Executive Director
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**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

Addition or Deletions

**MOTION**

**MSC: J. Pollemans/D. Connick**

**BIMT the Board approves the agenda.**

**Carried**

**3. APPROVAL OF MINUTES**

Executive Meeting – October 7, 2020

**MOTION**

**MSC: D. Tonin/J. Pollemans**

**BIMT Board approves the minutes of October 7, 2020.**

**Carried**

**4. ACTION ITEMS FROM OCTOBER 7 MEETING**

- 4.1. Action: Terry is tasked to set up a new GIC. (Complete)
- 4.2. Action: Colleen is tasked with sending a letter to Randy. (Complete)
- 4.3. Action: René to reach out to Darlene asking for an official response as to her involvement with the Chamber on the board level.
- 4.4. Action: Jack will make arrangements to change the message on the sign and have the signed moved to the new location. (Complete)
  - the campaign is now finished.
  - NEW ACTION: Colleen to make a new generic sign (4’x8’) for downtown Chamber Board.**

- 4.5. **Action: Colleen to book the Community Hall for AGM event**  
(Gem of the West was booked: Complete)
- 4.6. **Action: Executive to take care of the other particulars for the event to take place, include the provision of Alberta Health COVID signage, hand sanitizer and masks as well as the possibility of serving a muffin or donut with a beverage. (Ongoing)**
- 4.7. **Action: René will check with Spencer or other town reps regarding a presentation**  
(Complete)
- 4.8. **Action: Terry will reach out to Staff Sargent Henry for an opportunity to speak.**  
(Complete: Terry has confirmed he will be able to present in December)

## 5. FISCAL REPORTING AND BILLS OCTOBER

- 5.1. Bank Statements September (Insert 5.1)
- 5.2. Bank Statements October (Insert 5.2)
- 5.3. Income from Chamber Plan \$784.21
- 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 December – **\$40.45 (Direct Withdrawal)**
  - 5.6.2. VRVA (38 hr) – **\$1,140 (Cheque)**
  - 5.6.3. Coaldale Inn - **\$310.12 (Cheque)**
  - 5.6.4. Sunny South - **\$292.95 (Cheque)**

### **MOTION**

**MSC: D. Connick/G. Duke**

**BIMT the Board approve the expenses as presented.**

**Carried**

## 6. SUB COMMITTEE REPORTS

- 6.1. Executive – Jack Van Rijn
  - 6.1.1. AGM Event
    - Leonard to run elections
    - All current board members agree to stay on the Chamber board.
    - Jack Penner is wanting to come on the board as a Director-at-large
    - ACTION: Daryl will reach out to Jack Penner regarding his involvement**
    - Notices need to be sent out to the members and include, agenda, income statements, budget for the 2019 2020 year, new budget.
    - Included in this notice should be a promo to participate with the Chamber
    - Included in this notice should be an RSVP with deadline of November 13
    - The primary location for this event to take place will be the Coaldale Inn with the secondary location at the GEM of the West, should the number exceed 22.
    - It was noted that the side room could also be used should numbers exceed beyond 22.
    - Quorum for the AGM is 10.
    - Should the GEM be needed, Daryl, Jack and Colleen will be available for set-up with the Coaldale Inn tasked with bringing in soup, sandwiches and bottle water.
    - Event location will be confirmed on November 13 based on RSVPs.
    - ACTION: Graham to prepare a financial statement and current budget for circulation. Deadline for this is Friday November 6 by noon.**
    - Colleen to make hard copies for the meeting. Pen and paper should also be available for voting as needed.

-There will not be a significant amount of time for speakers. The consensus is to not invite speakers for our AGM.

**-ACTION: Colleen to confirm with Briane and Kalen/Spencer about their presence.**

6.2. Membership – Terry Roosen

-N/A

6.3. Local Advocacy – Leonard Fast

-N/A

6.4. Political Advocacy – Derek Connick

-Hyw 3 twinning is having a board meeting zoom call on Friday, November 6. With the information in the news about the idea of adding tolls, it could be an interesting meeting. Derek will be in attendance.

-Alberta Chamber is calling a meeting on November 18 in the evening with the minister of advanced education speaking. Derek will be in attendance.

6.5. Community – Daryl Tonin

-Downtown reopening was postponed due to increase in COVID cases in the Town. Inclement weather forecast for event date was also a factor.

-There was no loss in expenses from the Chamber other than the cost of printing a banner. The banner is generic and can be used in any other medium.

-The Town of Coaldale has cancelled the Parade of Lights but is hosting a modified event call Winter Festival. This will encourage businesses and residents to decorate, with judging and such. They have also put up some lights at the Kin Shelters. Maybe the Chamber can participate in one of their nights by hosting something like a hot dog roast with hot chocolate.

**-ACTION: Daryl to find out more about participating at the KIN Shelter event.**

6.6. Events – N/A

6.7. Communications – Jack Van Rijn

-Banner printing - \$96.25 Estimate

6.8. Executive Director – Colleen Van Raalte

- Accounting Update – Chamber can start their account from scratch by downloading the data into excel file and starting with a new start date. Colleen and Graham will speak more about this and present action for the future.

-Rob Horvath from the Lethbridge County is designated as the representative to the Coaldale Chamber.

-René asked Colleen to collaborate with the Briane Simpson for a news interview regarding Town Councils' decision to not have a mask by-law. Chamber was involved due to a survey that was sent out to its members.

-With the new Chamber logo, all of our current stationary is outdated; letters and envelopes. Colleen requests to purchase generic dule window envelops that does not require printing.

## 7. NEW BUSINESS

7.1. Speaker Series – Everything should be in place for December.

7.2. Darlene Van Schouwen resignation

- Darlene submits her official resignation to the board effective immediately.
- She has enjoyed my time with the Board and would like to be considered for a position in the future, after she retire from full time work.

**MOTION**

**MCC: J. Pollemans/L. Fast**

**BIMT Board accepts Darlene Van Schouwen's resignation to the Board.**

**Carried**

**8. UP COMING MEETINGS**

- November 4, 2020 @ Noon – Board Meeting
- November 18, 2020 @ Noon – AGM held at the GEM Museum
- December 2, 2020 @ Noon – Board Meeting
- December 11, 2020 @ Noon – Speaker Series Lunch Meeting


**9. ADJOURNMENT**

**MOTION**

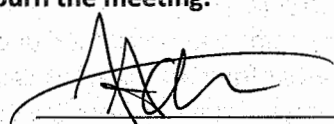
**MC: D. Connick**

**BIMT Board approves to adjourn the meeting.**

**Carried**

  
 \_\_\_\_\_  
 René van de Vandel  
 President

Dec. 2 2020  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 J. Van Rijn  
 Second Vice President

Dec 2nd, 2020  
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 Date