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The Coaldale and District Chamber of Commerce | Box 1117, Coaldale AB, T1M 1M9  
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**Attendance:** René van de Vendel, Destiny Homes Inc. - President  
Terry Roosen, Scotiabank – 1<sup>st</sup> VP  
Jack Van Rijn, 476380 Alberta Ltd. – 2<sup>nd</sup> VP  
Graham Duke, KPMG – Treasurer  
Derek Connick, Westland Insurance Group Ltd. – Director  
Jack Penner, NAPA Auto – Director  
Robert Woolf, Crop Innovations Inc - Director

**Regrets:** John Pollemans, Pollemans Homes & Rentals - Director  
Everett Duerksen, EDJ Machacek LLP – Past President  
Daryl Tonin, Stop N’ Go – Director  
Leonard Fast, Leonard D. Fast Law – Corporate Secretary

**Guest:** Colleen Van Raalte – Executive Director

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**1. CALL TO ORDER AND WELCOME**

-Thank you to Robert Woolf and Jack Penner for your willingness to contribute to the Coaldale Chamber at the board level.

**2. APPROVAL OF AGENDA**

2.1. Addition or Deletions

-5.7.6. Intact Insurance - \$500 (Cheque)

**MOTION**

**MSC: J. Van Rijn/T. Roosen**

**BIMT the Board approves the agenda.**

**Carried**

**3. APPROVAL OF MINUTES**

3.1. Executive Meeting – November 4, 2020

**MOTION**

**MSC: J. Van Rijn/D. Connick**

**BIMT Board approves the minutes of November 4, 2020.**

**Carried**

**4. ACTION ITEMS FROM NOVEMBER 4 MEETING**

4.1. N/A

**5. FISCAL REPORTING AND BILLS NOVEMBER**

5.1. Bank Statements November (Insert 5.1)

5.2. Bank Investment Statements (Insert 5.2)

5.3. Income from Chamber Plan \$734.09

5.4. Profit and Loss Comparison (Insert 5.4)

5.5. Aging Summary Report (Insert 5.5)

5.6. Intact Insurance is giving us \$100, a 20% off our annual premium, as part of their Small Business relief Program.

- 5.7. Outgoing Payments
  - 5.7.1. Telus December – **\$40.45 (Direct Withdrawal)**
  - 5.7.2. VRVA - **\$1,105.79 (Cheque)**
    - Envelope Receipt \$48.29 (Insert 5.7.2)
    - VRVA 35.25 Hr \$1,057.50
  - 5.7.3. Coaldale Inn - **\$300.62 (Cheque)**
  - 5.7.4. Trim Line Sep, Oct, Nov- **\$472.50 (Cheque)**
  - 5.7.5. University of Lethbridge – Printing services (Banner) **\$118.09 (Cheque)**
  - 5.7.6. Intact Insurance - **\$500 (Cheque)**

**MOTION**

**MSC: G. Duke/T. Roosen**

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

**Carried**

**-ACTION: Jack Van Rijn directs Colleen to secure quotes and order new banner for the sign downtown.**

**6. SUB COMMITTEE REPORTS**

- 6.1. Executive – René van de Vendel
  - 6.1.1. Delegations of Committee Chairs
    - Chambers has a new structure and newly approved set of bylaws that we are working from.
    - The General membership voted in only one position and that is the president
    - Treasure, secretary, first vice president and second vice president need to be elected here at the board level
    - Committee chairs are appointed by the President with board input.

**MOTION**

**MSC: R. Woolf/T. Roosen**

**BIMT that the President appoint Graham Duke as Treasurer, Leonard Fast as Secretary, Terry Roosen as First Vice President and Jack Van Rijn as Second Vice President.**

**Carried**

**Committee Chair Appointment**

- Executive Committee– President René van de Vendel
- Membership Committee – Terry Roosen
- Local Advocacy Committee – Leonard Fast
- Political Advocacy Committee – Derick Connick
- Community Committee – Daryl Tonin
- Events Committee – Robert Woolf
- Communications Committee – Jack Van Rijn

- 6.1.2. Committee Budget Items – Due for January 6 meeting.
  - Initiatives should be developed and reported on with budgets presented for the 2021 year.
  - Deadline is January board meeting.
  - Budgets should include expenses and profit margins.
  - Committee Chairs may still request funds to be reallocated as needs arise.

- 6.2. Membership – Terry Roosen
  - 6.2.1. Speaker Series, Staff Sargent Henry and Town of Coaldale Reps – Update
    - COVID has lock us down once again. Not sure if going virtual is viable or not.
    - Zoom meetings can host up to 100. It's a good way to keep connected.
    - How will we know unless we try?
    - Maybe we should consider a minimum threshold for hosting the meeting.
    - Presenters need to be comfortable with virtual presentation.
    - ACTION: René will reach out to Town Members and Brienne Simpson to discuss their willingness to present virtually at next speaker lunch taking place December 9.**
    - ACTION: Terry to reach out to Staff Sargent Henry to review comfort level of presenting virtually.**
    - ACTION: Robert to give Colleen a zoom link**
    - Another idea to fill time at the lunch meetings would be to promote or feature a business, thus encourage engagement and attendance.
  - 6.2.2. Membership Growth
    - Membership growth is something that we are working towards.
    - Having a pamphlet as a tool to engage new members at a recruitment meeting would be a nice thing to have. A budget for this initiative is forthcoming.
    - ACTION: Terry and Colleen to come up with a budget and proof of concept for the next meeting.**
- 6.3. Local Advocacy – Leonard Fast
- 6.4. Political Advocacy – Derek Connick
- 6.5. Community – Daryl Tonin
  - 6.5.1. Winter Light Festival Participation update
    - Most of this event has been modified to accommodate new COVID restrictions.
    - Cindy Hoffman has sent an email thanking the Chamber for their consideration with helping out. Chamber does not need to take any action at this time.
- 6.6. Events – N/A
- 6.7. Communications – Jack Van Rijn
  - 6.7.1. Westland Insurance vs Chamber Discount Services
    - Question was raised as to why the Chamber is actively promoting national insurances when we have local business that can provide similar services.
    - If there is a local business willing to present an offer, they are free to reach out.
    - Discount services are available to all members through the Canadian and Alberta Chamber. Services usually offer a discount to members while providing some form of monetary value to the Chamber for promotional services rendered.
    - Local alternatives should be encouraged.
    - ACTION: Jack and Derek, representative of Westland Insurance, will meet to develop and offer to present to the Chamber.**
- 6.8. Executive Director – Colleen Van Raalte
  - 6.8.1. Notice from the Town of Coaldale advising that Councillor Briane Simpson is our liaison with Councillor Roger Hohm listed as alternate.
  - 6.8.2. Called Revenue Canada to report nil on our employer account.
  - 6.8.3. Alberta Society and Canada Corporation documents have been filed.

- 6.8.4. [Info@coaldalechamber.com](mailto:Info@coaldalechamber.com) should change to a Gmail based account.
- Cost about \$7.80 per month or approximately \$100 yearly.
  - Looks like payment can be made with a debit card.
  - Concern over lack of tools available through the generic email provided by the webhost. These emails platform offer barebone services, with hardly any encryption, spam or phishing filters.
  - Email account will still have coaldalechamber.com reference.

**MOTION**

**MSC: J. Penner/J. Van Rijn**

**BIMT the Board approve the purchase of a Gmail based service for the Chamber email at approximately \$100 annually.**

**Carried**

- 6.8.5. QuickBooks subscriptions.
- Subscription is currently set as the Essentials Plan for \$375.
  - Plus Plan is \$540. (\$165 increase).
  - Cleaner deliverables would be nice to try for the budget so that we do not have to go back and forth using spreadsheets.
  - If would be nice if we could try the Plus Plan for a year. We can always revert to the spreadsheets if its not useful.

**MOTION**

**MSC: G. Duke/R. Woolf**

**BIMT the Board approve the upgrade the Chamber's QuickBooks subscription to Plus Plan.**

**Carried**

- 6.8.6. AGM Minuets.
- Should draft AGM 2020 minutes be posted to the website.
  - Ensure that "draft" is prominent on the copy for the website.

**7. NEW BUSINESS - N/A**

**8. UP COMING MEETINGS**

December 11, 2020 @ Noon – Speaker Series - Virtual Meeting  
 January 6, 2020 @ Noon – Board Meeting – Method TBA


**9. ADJOURNMENT**

**MOTION**

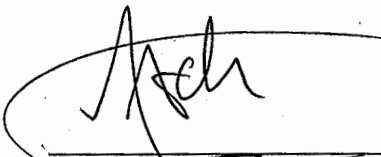
**MC: J. Penner**

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

**Carried**

  
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 Rene van de Vandel  
 First Vice President

Jan. 6 2021  
 Date

  
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 Leonard Fast  
 Corporate Secretary

*Jack Van Rijn 2nd VP*

JAN 6, 2021  
 Date