



## Annual General Meeting

12:00pm Tuesday, February 8, 2022  
'The Hub' Stettler Recreation Centre

1. Call to order
2. Welcome & Introductions- President Matt Dorsett
3. Approval of Minutes February 9, 2021

**MOTION**

4. Annual Financial Statements

- Note: The Stettler Regional Board of Trade & Community Development is deficit funded by the Town of Stettler and holds no assets. These records are all zero balances but must be completed and filed annually to follow the Society Act.

**MOTION**

5. Approval of Financial Review Directions

- Note: The articles of association for the Stettler Regional Board of Trade & Community Development state that a committee of 2 members be appointed annually to review and approve the annual financial records or an auditor can be appointed at the Board's discretion.

**MOTION**

6. 2020 Executive Director Summary- Stacey Benjamin

7. Correspondence

8. Review of Bylaws

9. Review of Business Dues

- Note: October 9, 2018 motion was made by Councillor Gord Lawlor to implement an out of town membership fee of \$150 per annum and a Not for Profit fee of \$75 per annum with memberships running the calendar year. Councillor Scott Pfeiffer seconded.

ALL IN FAVOR  
APPROVED

**MOTION**

## 10. Nominations for Executive Positions

*Please see Election of Officers Nomination Slate*

- Final Reading of Nominations
- Call for nominations
  - Note: Elected officers shall hold the same office for no more than two years in succession.
- Election: ballot if not by acclamation
- Questions: “Do you accept the position?” If yes: “Thank you. You will take the position of Executive at the close of the AGM.”

### **MOTION**

## 11. Oath of Officers

## 12. Welcome President & Executive

## 13. Approval of Signing Authority

- The Stettler Regional Board of Trade & Community Development’s bank account TD Canada Trust #5206646, will require the signatures of any two of the following:
  - 2021 President
  - 2021 Vice President
  - Executive Director
  - Town of Stettler Mayor
  - Town of Stettler Assistant CAO

### **MOTION**

## 14. Board of Trade Advisory Committees

- Each committee has 1 or 2 meetings per year or as seen fit. The Pheasant Festival Committee and Destination Stettler have committees for monthly meetings; representation from the BOT Executive is welcome.
  - Stettler Trade Show
  - Think Local, Shop Stettler
  - Annual Awards Gala
  - Membership Committee- all Executive are requested to promote membership
  - Destination Stettler
  - Taste of the Heartland
  - Economic Resilience & Recovery

## 15. Adjournment of Annual General Meeting

MINUTES OF  
THE STETTLER REGIONAL BOARD OF TRADE & COMMUNITY DEVELOPMENT  
ANNUAL GENERAL MEETING



HELD  
February 9, 2021  
AT The HUB AND VIA TEAMS MEETING APP

**Present:** Executive Director- Stacey Benjamin, Dave Goodwin, Matt Dorsett, Justin Tanner, Rebecca Walline, Councillor Scott Pfeiffer, Councillor Gord Lawlor, Mayor Sean Nolls, Kurt Baker, Terry Chesla, Joanne MacDonald, Member of Parliament- Damien Kurek, Kami Ritz, Donna Morris (Recording Secretary)

**Present via Teams:** Erin Wilkie, Ryan McNeil, Brandi Page, Tana Nixon, Patty Storey

**Regrets:** Kelly Hicks

1. **Call to Order**

President Dave Goodwin, called the meeting to order at 12:13pm

2. **Welcome & Introductions**

President Dave Goodwin welcomed everyone.

Member of Parliament Damien Kurek brought greetings.

3. **Review Minutes of February 11, 2020 Meeting**

a. Omissions and Deletions

**MOTION**

Moved by Kurt Baker to accept the minutes of the February 11, 2020 Annual General Meeting of the Stettler Regional Board of Trade and Community Development as circulated.

**ALL IN FAVOR**

**CARRIED**

4. **Annual Financial Statements**

Stacey Benjamin reported on the financial statements.

Note: The Stettler Regional Board of Trade & Community Development is deficit funded by the Town of Stettler and holds no assets. These records are all zero balances but must be completed and filed annually to confirm to the Society Act.

**MOTION**

Moved by Mayor Sean Nolls that the Stettler Regional Board of Trade & Community Development maintain its status as a non-profit and that the financial statements of December 31, 2020 be accepted as presented.

Seconded by Rebecca Walline

**ALL IN FAVOR**

**CARRIED**

5. **Approval of Financial Review Directions**

Stacey Benjamin reported on the directions for the financial review.

Note: The articles of association for the Stettler Regional Board of Trade & Community Development state that a committee of 2 members be appointed annually to review and approve the annual financial records or an auditor can be appointed at the Boards discretion.

**MOTION**

Moved by Joanne MacDonald to appoint Rebecca Walline and Terry Chesla, whom both volunteered, to review and approve the financial records of the Stettler Regional Board of Trade and Community Development.

Seconded by Justin Tanner.

**ALL IN FAVOR  
CARRIED**

**6. 2020 Executive Director Summary- Stacey Benjamin**

Executive Director Stacey Benjamin presented the 2020 Executive Directors report.

“Although 2020 brought forth a series of challenges and curve balls to individuals and businesses, there were opportunities presented to manoeuvre, learn and showcase our entrepreneurial spirit.”

**7. Correspondence**

No correspondence

**8. Review of Bylaws**

President Dave Goodwin directed the Executive to review the Bylaws. No changes were made.

**9. Review of Business Dues**

Note: October 9, 2018 motion was made by Councillor Gord Lawlor to implement an out-of-town membership fee of \$150 per annum and a Not-for-Profit fee of \$75 per annum with memberships running the calendar year.

Councillor Scott Pfeiffer seconded.

**ALL IN FAVOR  
APPROVED**

**MOTION**

Councillor Scott Pfeiffer motioned to continue with the per annum rates of \$150 for out-of-town memberships and \$75 per annum for Not-for-Profit organizations with the memberships running the calendar year.

Seconded by Kurt Baker.

**ALL IN FAVOR  
CARRIED**

**10. Nominations of Executive Positions**

The following names have agreed to let their names stand for nomination to the Board of Directors of the Stettler Regional Board of Trade and Community Development for the 2021 year.

Matthew Dorsett, Peavey Mart  
Rebecca Walline, ATB Financial

President  
Vice President

Directors:

Kurt Baker, WISH Kitchen & Gift  
Brandi Page, Canalta Hotel  
Ryan McNeil, ATB & Jude’s Liquor Store  
Kelly Hicks, Stettler Dodge  
Erin Wilkie, Stettler Adult Learning

Justin Tanner, Gitzel & Company  
Terry Chesla, Re/Max 1<sup>st</sup> Choice Realty  
Joanne MacDonald, Jomac Travel  
Shannon Lukens, Scotiabank  
Dave Goodwin, Phoenix House Bed &  
Breakfast and Stettler Woodworks

Ex Officio: Town of Stettler Mayor Sean Nolls, Town of Stettler Councillor Gord Lawlor, Town of Stettler Councillor Scott Pfeiffer, Alternate Town of Stettler Councillor Wayne Smith

Dave Goodwin opened the floor for nominations for directors.  
Dave Goodwin called for second round of nominations.  
Dave Goodwin called for final round of nominations.  
Dave Goodwin closed nominations.  
Dave Goodwin declared all executive positions filled by acclamation.

A reminder that Directors are to miss no more than 3 consecutive meetings to remain in good standing.

**MOTION**

Moved by Councillor Scott Pfeiffer to accept the slate of officers as presented.  
Seconded by Councillor Gord Lawlor

**ALL IN FAVOR  
CARRIED**

**11. Oath of Officers**

Town of Stettler Mayor Sean Nolls swore in the 2021 Stettler Regional Board of Trade and Community Development officers.

**12. Welcome President & Executive**

President Matthew Dorsett welcomed the 2021 Stettler Regional Board of Trade and Community Development President and Executive.

**13. Approval of Signing Authority**

**Banking Resolution**

President Matthew Dorsett reported that the signing authority for the Stettler Regional Board of Trade and Community Development's bank account TD Canada Trust #5206646 will require the signatures of any two of the following:

- 2021 President
- 2021 Vice President
- Executive Director
- Town of Stettler Mayor
- Town of Stettler Assistance CAO

**MOTION**

Moved by Dave Goodwin to approve signing authority for the Stettler Regional Board of Trade and Community Development's bank account.  
Seconded by Kurt Baker.

**ALL IN FAVOR  
CARRIED**

**14. Board of Trade Committees**

Executive Director Stacey Benjamin discussed sub committees for the Stettler Regional Board of Trade and Community Development for the 2021 year and asked for volunteers for each committee.

- Each committee has 1 or 2 meetings per year or as seen fit. The Pheasant Festival Committee and Destination Stettler have committees for monthly meetings; representation from the BOT Executive is welcome.

Stettler Trade Show- Councillor Gord Lawlor, Joanne MacDonald, Justin Tanner, Terry Chesla

Shop Stettler- Kurt Baker, Terry Chesla

Awards Gala- Councillor Gord Lawlor, Councillor Scott Pfeiffer, President Matthew Dorsett, Vice President Rebecca Walline, Tana Nixon, Patty Storey

Membership Committee- All Directors

Pheasant Festival Committee- No Members

Destination Stettler- Dave Goodwin, Joanne MacDonald, Terry Chesla

Taste of the Heartland- Dave Goodwin, Justin Tanner, Rebecca Walline

Economic Resilience and Recovery- Councillor Gord Lawlor, Ryan McNeil, Mayor Sean Nolls, Joanne MacDonald

**15. Adjournment of the Annual General Meeting**

Dave Goodwin adjourned the 2021 Stettler Regional Board of Trade and Community Development Annual General Meeting at 12:48pm.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

**STETTLER REGIONAL BOARD OF TRADE  
AND COMMUNITY DEVELOPMENT**

**STATEMENT OF CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

	2021	2020
	\$	\$
NET ASSETS- BEGINNING OF YEAR		
Assets and liabilities assumed by Stettler and Region Marketing Corporation	-	-
	-	-
Excess (deficit) of revenues over expenses for the year	-	-
	_____	_____
NET ASSETS- END OF YEAR-	-	-
	_____	_____

Reviewed By: \_\_\_\_\_

Director of the Stettler Regional Board of Trade  
& Community Development

\_\_\_\_\_  
Director of the Stettler Regional Board of Trade  
& Community Development

**STETTLER REGIONAL BOARD OF TRADE  
AND COMMUNITY DEVELOPMENT**

**BALANCE SHEET  
AS AT December 31, 2021**

ASSETS		
	2021	2020
	\$	\$
CURRENT ASSETS		
Cash	-	-
Accounts receivable	-	-
Prepaid expenses	-	-
	<hr/>	<hr/>
LIABILITIES		
	2021	2020
	\$	\$
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	-	-
Deferred Revenue	-	-
GST payable	-	-
	<hr/>	<hr/>
NET ASSETS		
	2021	2020
	\$	\$
OPERATING SURPLUS (DEFICIT)	-	-
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Reviewed By: \_\_\_\_\_

Director of the Stettler Regional Board of Trade  
& Community Development

\_\_\_\_\_  
Director of the Stettler Regional Board of Trade  
& Community Development



**STETTLER REGIONAL BOARD OF TRADE  
AND COMMUNITY DEVELOPMENT**

**STATEMENT OF OPERATING ACTIVITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

	2021 \$	2020 \$
REVENUE		
Projects:	-	-
	<hr/>	<hr/>
General Revenue:		
Grants- County of Stettler	-	-
Town of Stettler	-	-
STEP/SEED	-	-
Membership Fees	-	-
Recoveries- Stettler and Region Marketing Corporation	-	-
	<hr/>	<hr/>
EXPENDITURES		
Administrative- per schedule	-	-
	<hr/>	<hr/>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES FOR THE YEAR	-	-
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Reviewed By: \_\_\_\_\_  
Director of the Stettler Regional Board of Trade  
& Community Development

\_\_\_\_\_  
Director of the Stettler Regional Board of Trade

**STETTLER REGIONAL BOARD OF TRADE  
AND COMMUNITY DEVELOPMENT**

**SCHEDULE OF ADMINISTRATIVE EXPENSES**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

	2021	2020
	\$	\$
Advertising	-	-
Bad Debts	-	-
Insurance	-	-
Interest and Bank Charges	-	-
Meetings and workshops	-	-
Membership Drive	-	-
Membership Fees	-	-
Office furniture and equipment (Note 5)	-	-
Office Supplies	-	-
Postage	-	-
Rent	-	-
Repairs and Maintenance	-	-
Salaries and Benefits	-	-
Telephone	-	-
Utilities	-	-
	<hr/>	<hr/>
	-	-
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Reviewed By: \_\_\_\_\_

Director of the Stettler Regional Board of Trade  
& Community Development

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Director of the Stettler Regional Board of Trade  
& Community Development

**STETTLER REGIONAL BOARD OF TRADE  
AND COMMUNITY DEVELOPMENT**

**STATEMENT OF CASH FLOW**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

	2021 \$	2020 \$
OPERATING ACTIVITIES		
Excess (deficit) of revenues over expenses for the year	-	-
	_____	_____
Changes in non-cash current assets and liabilities		
Accounts receivable	-	-
Accounts payable and accrued liabilities	-	-
Prepaid expenses	-	-
Deferred revenue	-	-
	_____	_____
	-	-
Cash turned over to Stettler Region Marketing Corporation	-	-
	_____	_____
NET CASH INCREASE (DECREASE) DURING THE YEAR	-	-
CASH- BEGINNING OF YEAR	-	-
	_____	_____
CASH- END OF YEAR	-	-
	_____	_____

Reviewed By: \_\_\_\_\_

Director of the Stettler Regional Board of Trade  
& Community Development

\_\_\_\_\_  
Director of the Stettler Regional Board of Trade  
& Community Development



## **Election of Officers**

### **2022 Nomination Slate**

#### *President*

1. Matthew Dorsett, Peavey Mart

#### *Vice President*

2. Brandi Page, Scotiabank

#### *Directors*

3. Joanne McDonald, Jomac Travel
4. Kelly Hicks, Stettler Dodge
5. Shannon Lukens, Scotiabank
6. Justin Tanner, Gitzel and Company
7. Ryan McNeil, ATB & Jude's Liquor Store
8. Erin Wilkie, Stettler Learning Centre
9. Dave Goodwin, Phoenix House Bed & Breakfast
10. Terry Chesla, Re/Max 1<sup>st</sup> Choice Realty
11. Joanne Lombard, Ramada Stettler
12. Gord Lawlor, Lawlor Jewelry
13. Paddy Storey, TD Bank

#### *Ex-officio*

##### Town of Stettler

Mayor Sean Nolls  
Councillor Scott Pfeiffer  
Councillor Kurt Baker  
Councillor Wayne Smith- Alternate

##### County of Stettler

Councillor James Nibourg