

Trochu Housing Corporation Meeting
Annual General Meeting
Tuesday November 14th, 2023
Town of Trochu Administrative Office, Trochu, AB

Minutes

Directors Present: Ken King, Barry Kletke, Paula Kowalchuk, Chris Reeds,
Carl Peterson, Ron Zook

Alternate Director Present: Wade Christie, Jaime Martel

Management/Consultant Present: Jamie Collins, Sam Smalldon

Recording Secretary: Jamie Collins

Sam Smalldon Called the meeting to order at 4:00 pm

1. Approval of Agenda

Director Ron Zook made the motion to approve the agenda.

CARRIED

2. Approval of AGM Minutes November 14th, 2022

Vice Chair Paula Kowalchuk made the motion to approve the minutes.

CARRIED

3. Letters of Appointment

- a) Letters from Kneehill County and The Town of Trochu appointing Board Members for 2023/2024 are on file.

4. Conflict of Interest

- a) Conflict of Interest – circulated, signed, and returned to Jamie Collins

5. Election of Chair of the Board

- President Sam Smalldon ran elections -called for nominations.

Vice Chair Paula Kowalchuk nominated Barry Kletke for Chair of the Board.

- Barry Kletke accepted the nomination

- No Other Nominations

Director Ken King moved nominations to cease.

CARRIED

- Barry Kletke was elected Chair of the Board for a one-year term

6. Election of Vice Chair

- Chair Barry Kletke ran elections and called for nominations.

Director Ron Zook nominated Paula Kowalchuk for Vice Chair of the Board.

- Paula Kowalchuk accepted the nomination
- No Other Nominations

Director Ken King moved nominations to cease.

CARRIED

- Paula Kowalchuk elected Vice Chair for a one-year term

7. Appointment of Officers

- a. President
- b. Secretary
- c. Treasurer

Vice Chair Paula Kowalchuk made the motion that Sam Smalldon be appointed President and Jamie Collins be appointed Secretary/Treasurer.

CARRIED

8. Confirmation of Bylaws

Director Chris Reeds made the motion to confirm the Bylaws.

CARRIED

9. Committees

- None needed currently; as the year progresses, there is likely to be working groups established.

10. Add New Board Members

- Sam does not recommend the addition of any new Board Members – the Board agrees

11. Risk Management

- We have a basic E&O insurance policy in place. Sam recommends we continue with this. Jamie will check the value.

Director Ken King made the motion to check the insurance coverage and continue if adequate or increase if needed.

Vice Chair Paula Kowalchuk abstained from voting due to a conflict of interest.

CARRIED

12. Public Accountant/Auditor and Financial Year End

- Sam Smalldon recommended we continue with the relationship we currently have. The Town of Trochu provides accounting services, and the Town Auditor is available to provide assurances as required. The Board Agreed

13. Banking and Signing Authorities

- Currently, Chair Barry Kletke and Secretary/Treasurer Jamie Collins

Director Ken King made the motion to keep Chair Barry Kletke and Secretary/Treasurer Jamie Collins as signing authorities and to add Vice President Paula Kowalchuk.

CARRIED

14. 2024 Meeting Schedule

4:00 PM Town of Trochu Office
January 15th, 2024
March 11th, 2024
May 13th, 2024
July 8th, 2024
September 9th, 2024
AGM November 12th, 2024

Director Chris Reeds made the motion to accept the meeting schedule.

CARRIED

15. Adjournment

Meeting adjourned at 4:13 PM