

**Trochu Housing Corporation Meeting**

**Annual General Meeting**

**Tuesday November 12<sup>th</sup>, 2024**

**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

**Guests:** Sign in sheet attached

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

**1. Approval of Agenda**

*Vice Chair Paula Kowalchuk the motion to approve the agenda.*

**CARRIED**

**2. Approval of AGM Minutes November 14<sup>th</sup>, 2023**

*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 2024/2025 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 the election and 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 the remaining 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 was elected Vice Chair for a one-year term

## **7. Appointment of Officers**

- President
- Secretary
- Treasurer

*Director Chris Reeds made the motion that Sam Smalldon be appointed President and Jamie Collins be appointed Secretary/Treasurer.*

**CARRIED**

## **8. Confirmation of Bylaws**

*Vice Chair Paula Kowalchuk made the motion to confirm the Bylaws.*

**CARRIED**

## **9. Committees**

- None are needed currently; as the year progresses, working groups will likely be established.

## **10. Add New Board Members**

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

## **11. Risk Management**

- We are in the process of increasing insurance coverage now that the project build has begun. This increase will be reflected in the upcoming budget.

## **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, Secretary/Treasurer Jamie Collins and Vice Chair Paula Kowalchuk

*Director Chris Reed made the motion to make no changes to the signing authorities.*

**CARRIED**

#### **14. 2025 Meeting Schedule**

4:00 PM Town of Trochu Office

January 13<sup>th</sup>, 2025

March 17<sup>th</sup>, 2025

May 12<sup>th</sup>, 2025

July 14<sup>th</sup>, 2025

September 15<sup>th</sup>, 2025

AGM November 10<sup>th</sup>, 2025

*Director Ken King made the motion to accept the meeting schedule.*

**CARRIED**

#### **15. Adjournment**

*Meeting adjourned at 4:09 PM*