

Trochu Housing Corporation Meeting

Annual General Meeting

Monday, November 10th, 2025, 4:00 PM

Town of Trochu Administrative Office, Trochu, AB

Minutes

Directors Present: Richard Hoppins, Barry Kletke, Paula Kowalchuk, Chris Reeds, Carl Peterson, Ron Zook

Alternate Director Present: Carl Peterson, Laura Lee Machell-Cunningham

Management/Consultant Present: Jamie Collins, Sam Smalldon

Recording Secretary: Jamie Collins

Guests: Ken King, Past Director, Lyle Nelson, Trochu Seniors Housing Society Ginny Walker, St. Mary's Foundation, Scott Bareg, Covenant Health Sign in sheet for guests in the gallery is attached

Sam Smalldon Called the meeting to order at 4:03 pm

1. Approval of Agenda

Vice Chair Paula Kowalchuk the motion to approve the agenda.

CARRIED

2. Approval of AGM Minutes November 12th, 2024

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 2025/2026 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.

Director Chris Reeds nominated Barry Kletke for Chair of the Board.

- Barry Kletke accepted the nomination

- No Other Nominations

Director Ron Zook 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 Dave Nelson moved nominations to cease.

CARRIED

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

7. Appointment of Officers

- President
- Secretary
- Treasurer

Director Dave Nelson 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 are needed currently; as the year progresses, working groups will likely be established.

10. Add New Board Members

Chair Barry Kletke made the motion to add Ken King as a board member, filling the recently vacated community member seat with Carl Peterson's election to Trochu Council.

CARRIED

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 Ron Zook made the motion to make no changes to the signing authorities.

CARRIED

14. 2026 Meeting Schedule

4:00 PM Town of Trochu Office
January 12th, 2026
March 16th, 2026
May 11th, 2026
July 13th, 2026
September 14th, 2026
AGM November 10th, 2026

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

CARRIED

15. Adjournment

Meeting adjourned at 4:16 PM