

Legal & District Chamber of Commerce

AGENDA Tuesday, NOVEMBER 14, 2017 (9am) – KofC Room Citadel Center

1. **Open Meeting** – Please have everyone in attendance say their name into the recorder
 - 1.1 Approval of Agenda
 - 1.2 Approval of Minutes – Oct 10, 2017
 2. **Old Business**
 - 2.1 **Chamber Finances Account Balance as of October 31, 2017**
 - 2.2 **Chamber Members**
 - 2.2.1 **Welcome NEW Member**
 - 2.3 **Legal-Lerie**
 - 2.3.1 **Mail Box**
 - 2.3.2 **Distribution**
 - 2.3.3 **Location**
 - 2.4 **What's the Big Idea?**
 - 2.5 **Website**
 - 2.6 **2018 Craft N' Tradefair Update**
 - 2.6.1 **2017 Breakdown**
 - 2.6.2 **Advertising (2017)**
 - 2.6.3 **Concession**
 - 2.6.4 **Questionnaire**
 - 2.6.5 **Setup and Take Down Assistance**
 - 2.7 **Chamber Meeting Location**
 3. **New Business**
 - 3.1 **Membership Renewal Fees & Legal-Lerie Advertising Fees** (see attached)
 - 3.2 **Remembrance Day Wreath**
 - 3.3 **AGM**
 - 3.3.1 **Date**
 - 3.3.2 **Speaker/Theme**
 - 3.3.3 **Meal**
 4. **Correspondence**
 - 4.1 Intake Insurance Renewal (December 5, 2017- December 5, 2018) \$454.00
 - 4.2 Town of Legal – Hall Usage Approval Letter for December Craft N' Tradefair
 - 4.3 Town of Legal – Legal Council Committee Appointment
 - 4.4 Canada Post – Publication Distribution (filled in online request for publication number response will be made by November 17th)
 - 4.5
 5. **Report from Council (Liaison: Councillor, Fred Mallot, Alternate Liaison: Deputy Mayor, Trina Jones)**

Please have both included in email listing for minutes and agendas. (fmallot@legal.ca tjones@legal.ca)
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Legal Chamber of Commerce Minutes

DATE: Oct. 10, 2017

Executive Attendance: Ken Evans, Jenny Baril, Colleen Prefontaine

Chamber Member Attendance: Cathy Pellerin (L'ACFA), Stacy Danake (Chateau Sturgeon)

Meeting Opened by Ken Evans – 9:10 am

- 1.1 Approval of Agenda– **Moved by Jenny , Carried**
- 1.2 Approval of Feb. 1, 2017 Minutes – Jenny, **Carried.**
2. **Old Business**
 - 2.1 **Finances** – Account Balance as of Sept 30/17 **CHQ** \$14,710.50 **GIC13** \$2,538.75 **GIC 15** \$2,536.25 **GIC14** \$4,723.06
 - 2.2 **Chamber Members** – currently 76 members
 - 2.2.1 Welcome New Member: Keenan Construction
 - 2.3 **Legal-Lerie**
 - 2.3.1 **Mail Box Decals** – Designed by C.I. Printing. Fabricated and installed by Iron FX Designs (cost of \$73.50
Advanced Glass is currently installing Plexi-Glass on mailbox window – cost ?
 - 2.3.2 **Location** – An image of the Mailbox has been sent to Pat hills. Carol will be discussing the exact placement of the box on Pat's property (in Lions Park between Post office and SCU)
 - 2.3.3 **Canada post** – Carol has requested Legal's Post-Master to provide the Chamber with an official letter to place in our newsletter explaining the change regarding why the Legal-Lerie is no longer inserted in some of the mailbox's in Legal (the residents requesting no junk mail)
 - 2.4 **What's the Big Idea**

No Progress- there will be another meeting and the committee approach new council after the election.
Discussion- How do we educate people about the purpose of the Legal & District Chamber? Possibly put an article in Fress Press explaining the Chamber.
 - 2.5 **Website**

The new website is up and running, thanks to Jenny the new website operator. Ken will sign and mail a thank you card for Ray Tremblay for many years of managing the Chamber Website. Carol has purchased the card and a Canadian Tire Gift Card for Ray.
 - 2.6 **Craft N' Tradefair**
 - 2.6.1 **Advertising-** Jenny moved to continue with the advertising from last year, but would like to have a survey made up and attendees put their ticket into different cans with the advertisement paper they heard about the Craft N' Tradeshow. Carried
Also suggestion of a Sandwich Board on Highway #2 and #28. Jenny has two metal signs which could be re-purposed for advertising for the Chamber. We will discuss with Carol to get her opinion.
 - 2.6.2 **Entrance Fee** - Moved by Stacy to leave the entry fee as \$2.00 for 13 years and older and donate the money to a charity and advertise which charity the money is going to.
 - 2.6.3 **Registration** – still 19 tables left
 - 2.6.4 **Concession** – Carol is checking with schools and then will ask Leona Petherbridge with the Gibbons Sew & Sos
 - 2.7 **Chamber meeting Location** – Kathy (L'ACFA) will inform Carol after her meeting next week
3. **New Business**
 - 3.1 **2017 Candidates Forum**

-Ken reported there were about 30 people at the forum and he thought it went well.
 - 3.2 **Campground sign**

- Jenny suggested the Women's Prison to design one. Stacy suggested Jacque Martel be asked if he could design a campground sign. Colleen will check with R&M Promotions out of Fort Saskatchewan, (Colleen contacted Rob and he stated a pop up sign (3D type of style) is possible but is more money!
Jenny will write a letter to the Town regarding advertising campground in Travel Alberta and Google Map
- Question asked "Is the Town of Legal responsible for adding campground info to Travel Alberta?" Carol responded with email stating "Town already advertises in Alberta Campground Guide – link is albertacampgroundguide.ca/campgrounds/Legal-centennial-park/
- Ken suggested we talk to Kathy Hutton because she is very familiar with campgrounds across the province,
- Questions – Is there a sign by the dumping station sign stating where the campground is? Is the campground advertised on the blue sign on Highway #2 with the businesses?
- Stacy suggested the Chamber places an ad in a promotional magazine that is being created for the north area – Andy Shewchuk email address is: awshewchuk@gmail.com Stacy stated that Homeland Housing purchased a ¼ page ad in high gloss color for \$650.00 The Publication Company is call TNC Publications
5. **Report from Council**

- No council report – no Town Council Rep
(Due to change of date, liaison and alternate were unable to attend)

Adjournment – 10:07 by Stacy carried



LEGAL & DISTRICT CHAMBER OF COMMERCE

P.O. BOX 338, LEGAL, AB T0G 1L0
www.legalchamberofcommerce.ca

Legal & District Chamber of Commerce Member ~ Legal-Lerie Advertising Member discounted advertising in the Legal-Lerie.

NOTE: All submissions are required by the 20th of each prior month to publication.

To place an ad or announcement call Carol at 780-961-7634, or Email: legal-lerieads@hotmail.com

½ Business Card Size Ad:

Annual	12 ads	\$199.50
Quarterly	3 ads	\$ 52.50
Monthly	1 ad	\$ 21.00

Full Business Card Size Ad:

Annual	12 ads	\$393.75
Quarterly	3 ads	\$105.00
Monthly	1 ad	\$ 42.00

FRONT PAGE EXPOSURE!

Premium Full Business Card Size Ad:

Annual	12 ads	\$591.50
Quarterly	3 ads	\$157.50
Monthly	1 ad	\$ 63.00

Double Business Card Size Ad

Annual	12 ads	\$630.00
Quarterly	3 ads	\$174.00
Monthly	1 ad	\$ 68.25

½ Page Size Ads:

Annual	12 ads	\$ 800.00
Quarterly	3 ads	\$ 250.00
Monthly	1ad	\$ 84.00

Full Page Size Ads:

Annual	12 ads	\$1600.00
Quarterly	3 ads	\$ 450.00
Monthly	1ad	\$ 147.00

Non-Business Ads (i.e. Anniversary – Birthday)

Maximum of 30 words (No Photo)	FREE
Over 30 Words or with Photo (full business card size)	\$ 42.00

Chamber Business Directory: All members 'business name, phone numbers and websites are posted on the 2nd page in the monthly newsletter.

Business Profile: Front page coverage in the Legal-Lerie offered each month to a Chamber member. We have a talented business profiler, who does the interviews and write ups on our monthly business profiles. If you are interested in this benefit, please contact Carol to select the month that best suits your business. **NOTE: Profiles are on a first come first serve basis and go FAST.**

Non-Member – Advertising

Business Card Size Ads “Only”

½ Size Ad	1ad	\$ 36.75
Full Size Ad	1ad	\$ 57.75
Dbl Size Ad	1ad	\$ 84.00
½ Page Ad	1ad	\$115.50
Full Page Ad	1ad	\$189.00

Announcements (Non Profit–Not Ad)

Max 30 words	\$31.50*
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*(*If over 30 words or picture/logo included, will be charged as an ad for; \$57.75)*

Free Announcements

(Non-Profit ad i.e. new hours – Closure Dates)
Maximum of 30 words
(if more than 30 words, charges as an ad)

Free Employment Ads:

Maximum size – ½ business card size

Website Exposure: Business name and phone number as well as website links are listed on the Legal Chamber of Commerce website.

www.legalchamberofcommerce.ca

Membership Opportunities: Value-added programs currently available include group insurance, merchant discounts and more. Info packs can be mailed or emailed upon request or visit:

www.abchamber.ca/membership-benefits/value-added-programs/ or www.legalchamberofcommerce.ca



2018 Membership

Please fill in details below using name & number of business as you would like shown in our publications & directory.

Business Name: _____
 Contact: _____ Position: _____
 Mailing Address: _____
 Business #: _____ Cell#: _____ Home#: _____
Which number would you like advertised: BUSINESS ☐ CELL ☐ HOME ☐
 E-Mail: _____ Facebook: _____
 Website: _____
 Number of Employee's: _____
 (Full-Time Equivalents)

Membership Rates: Please check one option below.

Non Profit, Associate or	<input type="checkbox"/>	\$50.00
Individual or below 2 Employees	<input type="checkbox"/>	\$50.00
3 or more Employees	<input type="checkbox"/>	\$75.00

Please indicate if you require a receipt for your membership fee: ☐ YES ☐ NO

Are you interested in someone speaking to you about the Chamber of Commerce Group Insurance Plan? ☐ YES ☐ NO

Visit www.chamberplan.ca or www.legalchamberofcommerce.ca for package information.

PAYMENT OPTIONS Electronic Money Transfer, Cash or Cheque ONLY	ELECTRONIC MONEY TRANSFER (EMT):
	Please use email address: legal-lerieads@hotmail.com
	MAIL TO:
	Legal Chamber of Commerce, Box 338, Legal AB, T0G 1L0
	HAND DELIVER CASH OR CHQ (IN SEALED ENVELOPE MARKED "CHAMBER"):
	Town of Legal Office located at, 5021 50 Street, Legal AB

If you require additional information please e-mail: legal-lerieads@hotmail.com

For Office Use Only:

Date Received: _____ Payment Method: _____



Legal & District Chamber of Commerce
c/o Ken Evans, President
Box 338
Legal, AB
T0G 1L0

October 31, 2017

Dear Ken,

The Town of Legal, at its regular council meeting of October 30th, 2017, approved the request to use the ACFA Regional Centralta on Friday, December 1st, 2017 and Saturday, December 2nd, 2017, for the Legal & District Chamber of Commerce's 22nd Annual Craft N' Tradefair, as outlined in your letter dated October 19th, 2017.

Should you have any further questions, please do not hesitate to contact us.

Sincerely,

Robert Proulx
Chief Administrative Officer
Town of Legal



Legal & District Chamber of Commerce
c/o Ken Evans, President
Box 338
Legal, AB
T0G 1L0

October 24, 2017

RE: Town of Legal Council Committee Appointments

Dear Ken,

As a result of the Town of Legal Council Organizational Meeting that was held on October 23, 2017, please be advised that Councillor Fred Malott has been appointed to the Legal & District Chamber of Commerce, and Deputy Mayor Trina Jones as the alternate. Councillor Malott can be reached at fmalott@legal.ca, and Deputy Mayor Jones at tjones@legal.ca.

Should you have any questions, please contact the Town Office at 780-961-3773.

Sincerely,

Robert Proulx
Chief Administrative Officer
Town of Legal

Hi Carol,
 The Legallerie
 has to have
 a publication
 Number to
 be considered
 for full coverage.
 To do this
 go to C.P. website
 Support
 contact us -
 Business, Shipping &
 Marketing
 Mail piece approv.
 Mag, Newspaperist
 Newsletters - contact us
 Thank-you Rachelle



Thank You, your service ticket was successfully created.

What to expect next

- We will review and respond by email by Nov 17, 2017 . Please attach your sample to the email.

Ticket details

- **Type:** Does my mailpiece qualify as Publications Mail
- **Ticket Number:** 123675813
- **Submitted:** Nov 13, 2017
- **Resolution Date:** Fri Nov 17 00:00:00 EST 2017

Mailing Information

- **Title of Publication:** Legal-Lerie
- **Contents:** Newsletter
- **Anticipated Mailing Date:** Nov 27, 2017
- **Frequency of Mailing:** MONTHLY
- **Number of pieces being mailed:** 1200
- **Length:** 27.94cm
- **Width:** 21.56cm
- **Thickness:** 2.0cm
- **Weight:** 28.0g

Your Contact Information

Business Legal Name: Legal & District Chamber of Commerce

Operating Name:

Name: Carol Tremblay

Email: legal-lerieads@hotmail.com

Phone number: 780-701-5234

Language Preference: English

Additional Information

A free monthly newsletter showcasing local town events, news and businesses in the area.