



Valemount Industrial Park Limited
Regular Board Meeting

Minutes

Place: Valemount Industrial Park Office 3300
Highway 5 South, Valemount BC

Date: Monday, November 6, 2023

1. Call to Order: 3:01 pm

Present: Ainslie Jackman, Gerry Piper, Gordon Carson, Ray Mikolash, Pete Pearson, Jr Osadchuk Gerhard Oberauer, Brian Shawara, Andy Hubbell, mill manager, Brian Shawara, acting manager, and Darcie Kwasnycia, assistant administrator.

Regrets: N/A

Guests: N/A

2. Adoption of Consent Agenda and Minutes:

R225-11-06 Motion: To adopt November 6, 2023 Agenda and to adopt the minutes of the Regular Board of Directors meeting from October 16, 2023.

Moved By: Ray Mikolash

Seconded By: Gordon Carson

3. Financial Reports:

R226-11-06 Motion: To adopt September 2023 Financials.

Moved By: Pete Pearson

Seconded By: Gordon Carson

4. Regular Reporting:

a) VIP General Update:

Andy provided updates on lease agreements. Business as usual with the exception of Trans Mountain. Power has been shut off at site and lease has been extended to December. Trans Mountain has suggested they may leave lock blocks on site if the cost to haul them away is too great. Andy will follow up with Trans Mountain regarding how many lock blocks are involved and if they will be staying.

b) Mill Manager Update:

Capacitors required to clean up power factor at mill have arrived, Swift Current Electrical will be installing as soon as possible.

Dust Control - Concrete has been poured for the bag house

Marketing has begun for the sale of sawdust and hog

Sales:

Contract with Krueger had expired but has been re-implemented, same terms, to take away hog and purchase chips.

Local Farmers Institute is purchasing sawdust.

Discussions have begun with Spirit Wood Design regarding character and live edge wood.



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5. Correspondence:

a) N/A

6. Old Business:

- a) Sprinkler update – provider and installer have both been chosen, install to begin as soon as possible.
- b) Dust system update – Concrete is currently being poured for the bag house.

7. New Business:

- a) Andy will provide quarterly (March, June, Sept and December) updates on spreadsheets for the following 5 items: Sales, Orders, Inventory, Recovery and Production.
- b) Andy, Gordon, and Jr. will discuss creating a Mill Operations Committee and update us at next board meeting.
- c) **R229-11-06 Motion:** 2 used loaders and additional parts will be purchased from Gerry Plummer in the amount of \$60,000
Moved By: Gerry Piper
Seconded By: Gordon Carson
- d) **R230-11-06 Motion** Signing authority is granted to Andy Hubbell for both companies, VIP LP and VIP Co Ltd. Ainslie, Gordon and Andy will meet at the bank Friday at 2pm to add Andy to the VIP LP and VIP Co Ltd bank accounts. See attached
R235-11-15 Motion
Moved By: Ray Mikolash
Seconded By: Gerhard Oberauer
- e) **R231-11-06 Motion:** To purchase used Atco trailer w/ two rooms (kitchen and first aid room) in the amount of \$29,500 on a payment plan for 36 months (\$1311.50/mo) Delivery is \$4400 in addition to the above cost.
Moved By: Ray Mikolash
Seconded By: Gerhard Oberauer
- f) Andy will do some research to find the best place to situate the trailer.
- g) Andy will continue to work on quotes for a trailer with a washroom. He will be contacting Tom Ryan locally regarding his used trailer that is currently for sale.
- h) Robert's Rules:
 - Create committees to avoid long side conversations and more than one person speaking at a time
 - Raise hand to speak
 - Read minutes ahead of time
 - Use constructive criticism
 - Be concise when addressing the board
- i) **R232-11-06 Motion:** Quonset (old BDS Shop) to be used exclusively for VIP and VCF as a maintenance shop.
Moved By: Ray Mikolash
Seconded By: Jr. Osadchuk



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- j) Organizational Chart: To be completed by Darcie, demonstrating each company while detailing the board and staff members for each organization along with job descriptions for each position. Ongoing.
7. New Business Continued:
- k) Business Plan required for the Valemount Specialty Mill to assist with questions such as where is the mill going and who are the mill's clients?
- CBT offers 10 hours of free financial advice.
 - Community Futures can assist w/ business plan and also offers courses ranging from public speaking to finance courses (cost is \$80 each). A business plan template is also available that would be helpful for the mill.
- l) Website for Mill: Martin Gislimberti is available to update the mill's information tab on the VCF website. A meeting is in the works for Friday November 10th to have Andy and Martin discuss what is required on the VCF websites for the mill.
8. In Camera:
- To leave the Regular Board Meeting to go In Camera meeting.
- a) A part of a meeting of the Company's Board of Directors may be closed to the public if the subject matter being considered relates to one or more of the following:
- iii) Labour relations, employee or contract negotiations;
- R233-11-06 Motion:** To leave the Regular Board meeting to commence with *In Camera* meeting.
Moved By: Gerry Piper
Seconded By: Gordon Carson
9. Next Meeting:
Tuesday, December 5, 2023 at 3 pm.
10. Adjournment
Time: 4:36 pm
R234-11-06 Motion: To adjourn Regular Board Meeting.
Moved: Gordon Carson
Seconded By: Gerhard Oberauer