

# December 2025

## Meeting Minutes

### Tofield and District Chamber of Commerce

**Meeting date:** December 3, 2025

**Start time:** 12:00 pm

**Meeting location:** Beaverhill Lake Nature Centre & Museum, 5020 46 Ave, Tofield, AB

**Meeting purpose:** Monthly meeting

**In attendance:** Kari Janzen (Tofield Mercury), Greg Litwin (Phoenix Realty Group), Barbara Ferguson (Royal Canadian Legion Branch 91), Francis Gladue Jr. (Indigenous Advocate), Lorraine Lindberg (Indigenous Advocate), Sandy Brolly (Tofield food bank), Yvonne Brown (Busy B and Boyle Street Project), Brenda Chehade (Town of Tofield & Tofield and Area Welcome Initiative), Kevin Smook (Home-Time Realty and Beaver County), Serena Statler-Dorey (Dorey & Company).

1. Meeting called to order at 12:06 pm.
2. Welcome and Introduction
3. Spotlight – Serena Statler-Dorey – Creating in Canva – a beginner’s guide
  - a. Canva is an excellent tool and it's a free tool, though there is a pro version. Canva will become your best friend when you are ready to put your organization in front of the community, whether that's the international community, Tofield itself, or anything in between.
  - b. Today we're going to explore how to build a digital Christmas card, which I thought would be applicable to everyone. You can post it on social media, send it to friends and family, and it will provide you a foundation to start building your social media presence.
  - c. The key takeaways are how to access Canva and set up a free account, how to use templates, how to add images, texts and logos, and how to download and share your design.
  - d. As a business person, I firmly believe that businesses need to be in the forefront of the community. I do not support the mentality that you need to post 10 times a week or more but I do think that it's good practice to present your organization to the community, whatever that means to you.
4. Sandy Brolly moved the approval of agenda and Nov. 5, 2025 minutes as presented, Yvonne Brown seconded. Carried.
5. Chamber executive elections upcoming January 2026 – Greg Litwin
  - a. The current four members will allow their name to stand for another year (Greg Litwin – president, Chelsea Stoltz – vice president, Serena Statler-Dorey – treasurer, Kari Janzen – secretary). If anyone is interested in putting their name down for any of the positions, the elections will take place at the January meeting.
6. Updates – Greg Litwin
  - a. Winterfest – Saturday, Nov. 29, 2025 – Weather was a little chilly. Stuff the Bus was successful, though the numbers were down quite a bit this year. Not sure if it was the cold, or the economy, but we're thankful for anything we get. Kevin Smook said 212 plates were served at Breakfast with Santa at the Legion. It was estimated that about 300 kids went through the Tofield Arena for the Festival of Trees and kids activities, and the addition of public skating. Western Maker's Market was packed, as expected. The parade was excellent despite the cold, and it was estimated that there were about 12 vehicles and floats. Family

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dance was as wild as ever but very well attended. The Satellites game was very well attended too, about 80% full. All in all, a fantastic day.

- b. Christmas Hamper Program – Particular to Stuff the Bus, this year instead of ornaments we handed out shopping lists of what would go in a hamper. Families with younger kids would go through the store, fill the cart, and drop it off. It went over really well so we will likely redo again next year. Brenda Chehade, who created the lists, said that they didn't have to buy everything on the list, but she made sure there was a range of items of varying price to choose from. Items for the hampers were marked with fluorescent tags in the aisles, so people could see which items the program was looking for. Sandy Brolly said that the elementary students at C.W. Sears are collecting cereal again this year, and will be doing the cereal dominoes on Dec. 12. Greg Litwin said Ryley School is doing a pyramid of stovetop stuffing. The big date for your calendar is Mon. Dec. 22, when we start packing all the hampers at the community hall, at 9am. Tuesday will be distribution day. The angel tree is up in the post office and gifts need to be brought by the 15th. Last year we did 115 hampers and we're expecting more this year.
- 7. Upcoming events – listed on agenda. No discussion.
- 8. Round Table
  - a. Barbara Ferguson (Tofield Legion) – Next meat draw is Sat. Dec. 13.
  - b. Francis Gladue Jr. - (Indigenous Advocate) – I'd like to establish a group in Tofield and area with not just Indigenous peoples, but also with partners that are not Indigenous so that it will be a whole community collective. I have submitted a letter to Tofield Town Council and I want to speak to them to address the need of having a voice and finding a meeting place.
  - c. Sandy Brolly (Tofield food bank) – The food bank will be closed from mid-December until Jan. 6.
  - d. Brenda Chehade (Town of Tofield councillor/Welcome Basket) – I'm going to continue coming to meetings until Jenn is fully integrated into taking over for the Welcome Basket.
  - e. Kevin Smook (Home-Time Realty/Beaver County) – Home-Time was part of the sponsors for Breakfast with Santa. Tonight is the Tofield School Awards Night, and we sponsor the CALM award and Beaver County sponsors two awards. 4-H Turkey Bingo is on Friday and Home-Time, with The Sour Moose, sponsor a kids bingo with a candy-filled gift basket. Beaver County Economic Business Development Advisory Committee would like to liaison with the Chamber for Small Business Week in October. I'm also on the Beaver Hills Biosphere Region Association and I want to coordinate with Francis for the Indigenous component there.
  - f. Kari Janzen (Tofield Mercury) – The next thing for the Mercury is our big Christmas supplement. We ask all the local businesses to see if they want to do a blanket thank you to customers for their support throughout the year and wish them a Merry Christmas in our final edition for the year. The last paper will be distributed on Mon. Dec. 22, then we're closed until Jan. 5, and the first paper of 2026 will be distributed Jan. 7.
  - g. Greg Litwin (Phoenix Realty Group) - We are in discussions with Montorio Homes to do custom built homes on lots for sale in Tofield. It's something we've been working on for a long time, and we're hoping it'll blossom from there.

Next meeting is on February 4, 2026 at the Beaverhill Museum and Nature Centre.



# **Creating in Canva – a beginner's guide**

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# Agenda

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- Introduction
- Key takeaways
- Getting started
- Editing your template
- Download and share



# Introduction

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My name is Serena Statler-Dorey and I am a business support specialist with Dorey & Company.

Today we'll explore how to use Canva's free version to design a digital Christmas card — something you can post on social media, email to clients, or print for your business.

Key takeaways include:

- How to access Canva and set up a free account
- How to use templates
- How to add images, text, and logos
- How to download or share your design



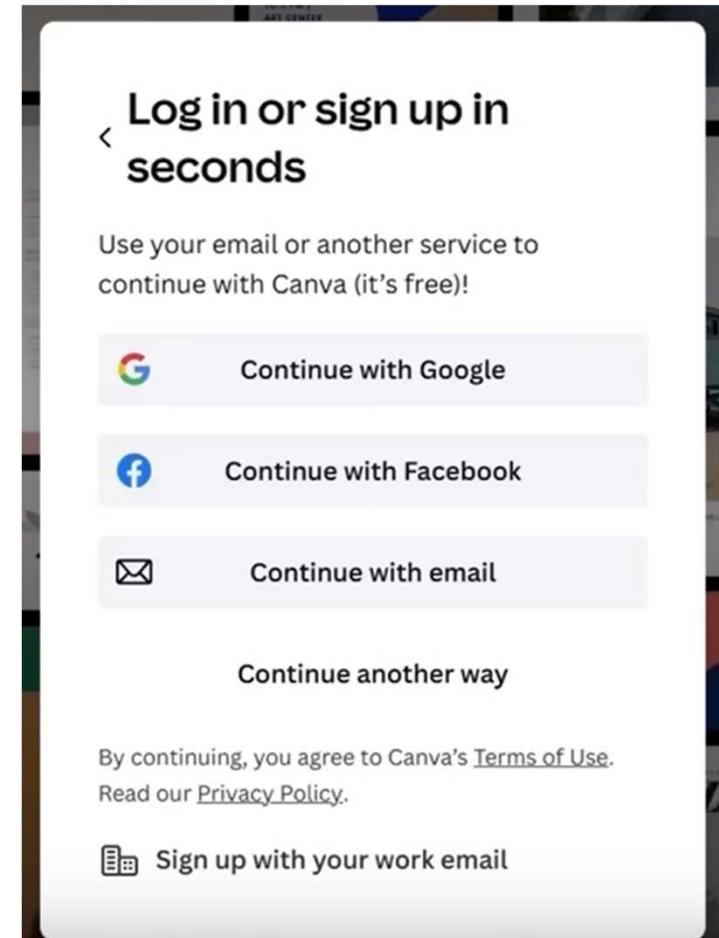
# Getting Started

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Go to Canva's Home Page: <https://www.canva.com>

## Sign Up or Log In

- Sign up / Log in (Google, Facebook or email)



# Step into a world of learning

[Your designs](#)[Templates](#)[Canva AI](#)[Sheet](#)[Doc](#)[Whiteboard](#)[Presentation](#)[Social media](#)[Photo editor](#)[Video](#)[Print](#)[Voice](#)[Customize](#)[Upload](#)[More](#)

## Recents

[Owner](#)[Designs](#)

Red Modern Bingo Night Instagram Post



Blue and White Modern Volunteers Needed Fac...



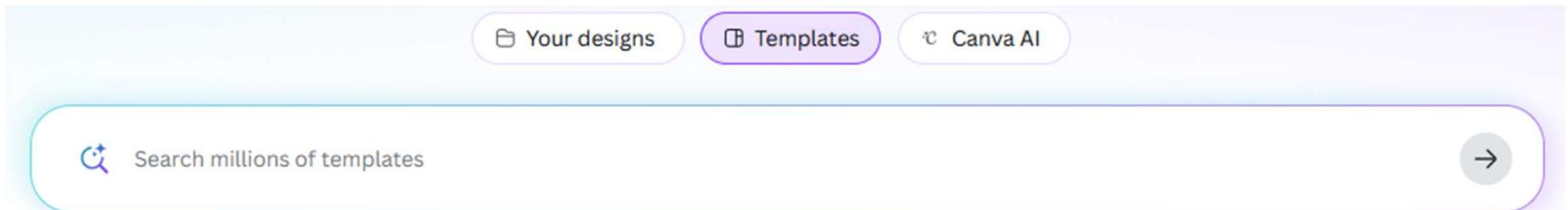
Green and White Modern Celebrating Local Ent...



20251001\_Monthly Meeting

# The Search Bar

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- The Search bar is where you can discover thousands of templates available to Canva users. The above image indicates that we are searching Templates.
- Canva is built around templates – you don't have to start from scratch. Even with a free account, you can access thousands of designs. However, if you are creative, and want to begin from scratch – you can do that too!

# Quick Create Buttons

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Sheet



Doc



Whiteboard



Presentation



Social media



Photo editor



Video



Print



Website



Custom size



Upload



More

- One of the first things you will notice is the quick create buttons. These items will allow you to jump right in and begin creating.

# Recent Designs

## Recents

Owner ▾ Designs ▾ ↑ ↓ ⋮



All Candidates Forum 2025.pdf  
• Edited 1 month ago • Uploads



Red Modern Bingo Night Instagram Post  
• Edited 12 days ago

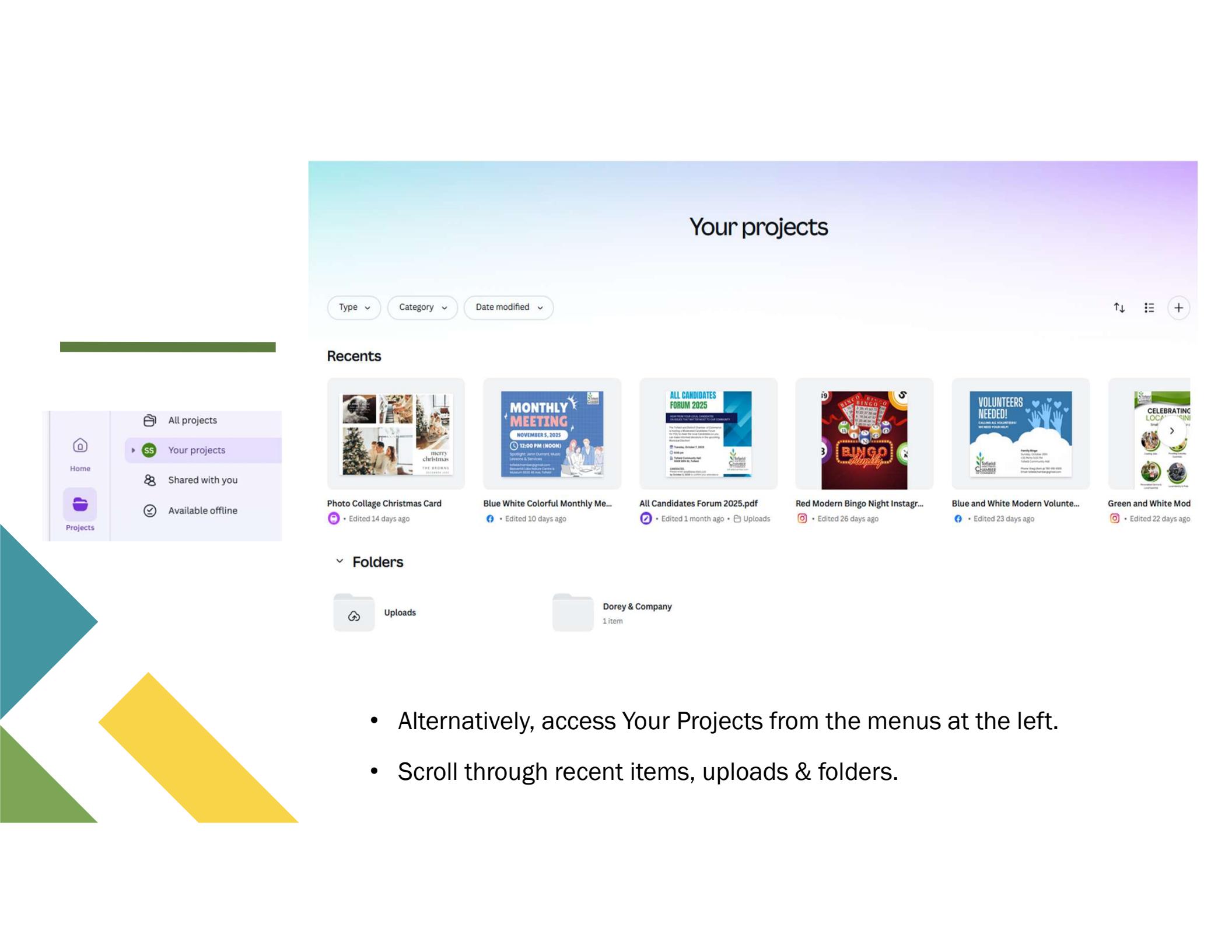


Blue and White Modern Volunteers Needed Facebook Post  
• Edited 8 days ago



Green and White Modern Celebrating Local Businesses Instagram Post  
• Edited 8 days ago

- Once you have some designs finished, or even started, you will see them in the area that showcases your recent items.



## Your projects

Type ▾ Category ▾ Date modified ▾

↑ ▾ +

### Recents



Photo Collage Christmas Card  
Edited 14 days ago



Blue White Colorful Monthly Me...  
Edited 10 days ago



All Candidates Forum 2025.pdf  
Edited 1 month ago



Red Modern Bingo Night Instagr...  
Edited 26 days ago



Blue and White Modern Volunte...  
Edited 23 days ago



Green and White Mod  
Edited 22 days ago

### Folders



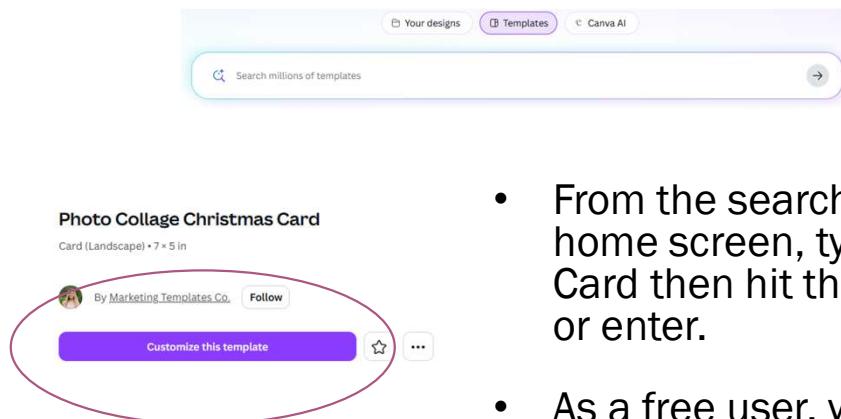
Uploads



Dorey & Company  
1 item

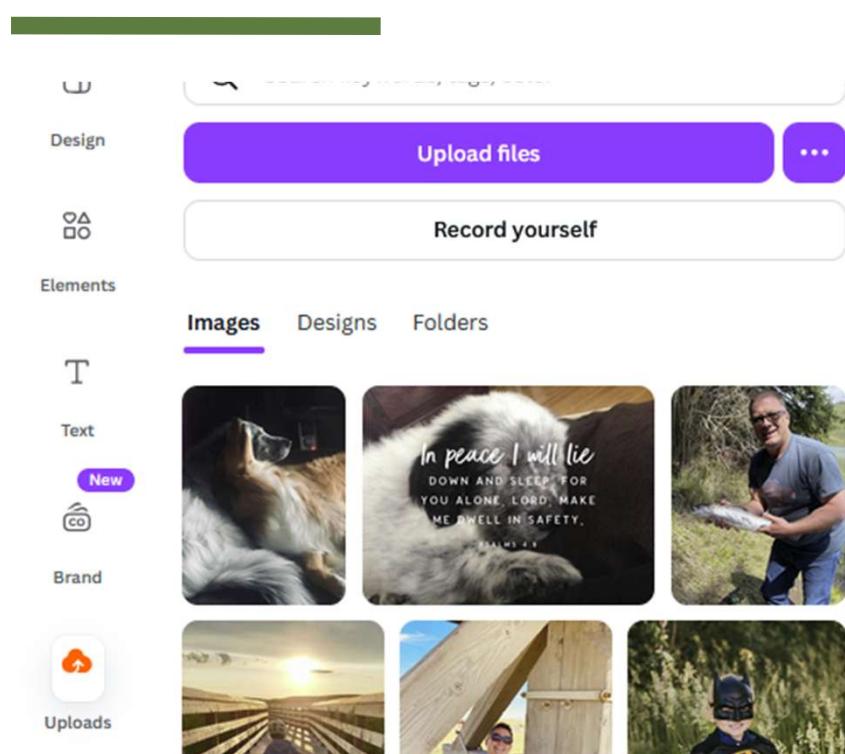
- Alternatively, access Your Projects from the menus at the left.
- Scroll through recent items, uploads & folders.

# Let's Get Started



- From the search bar on the home screen, type in Christmas Card then hit the search arrow or enter.
- As a free user, you will need to limit your choices to items that do not have the pro symbol in the corner. However, if you have chosen the \$19.00 per month pro user version, the sky is the limit! Either way, make your card choice and **Customize this Template**.

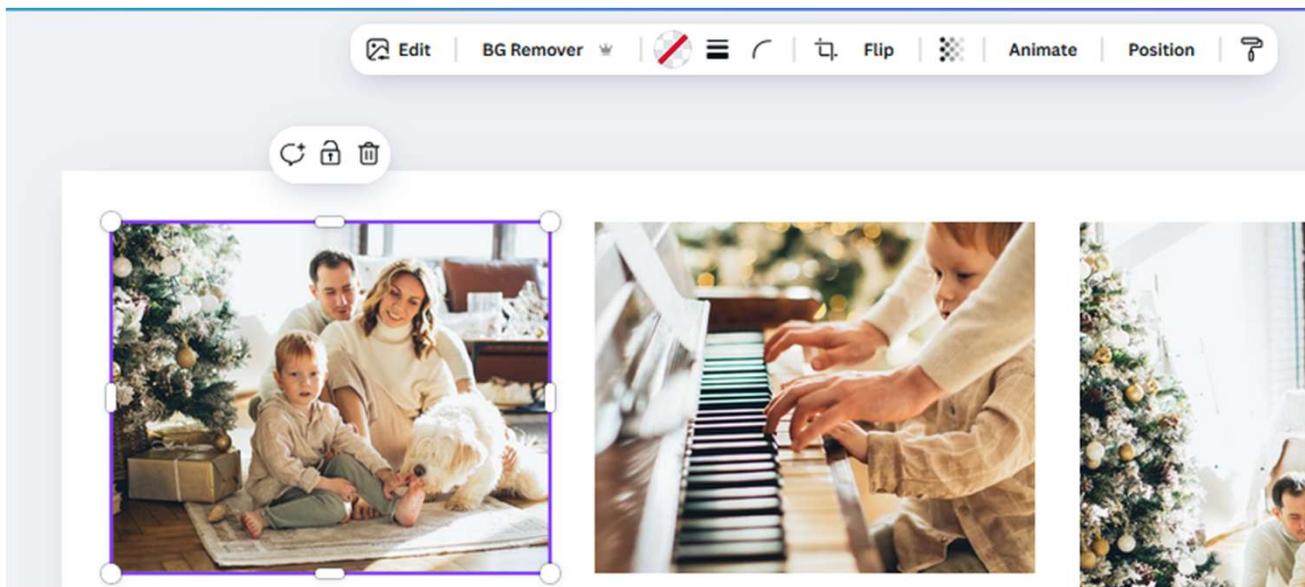
# Upload Images



- Once you have opened your template, we can upload images.
- To upload images, select **Uploads** on the far-left menu. Then just below the image search bar, select upload files.
- This will open your file explorer. Choose the applicable images by holding ctrl button down and select your five images.
- Open.

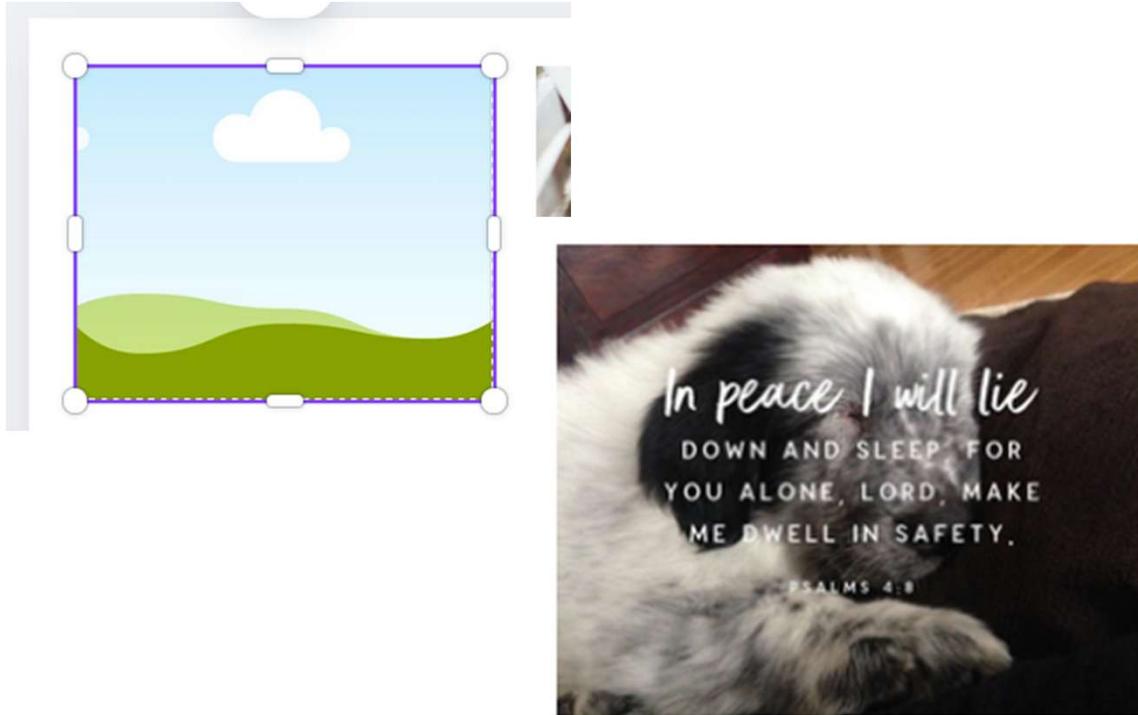
# Selecting Images

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- To replace images in a template, hover your mouse over any of the images and you will see it select showing a bold border.
- When you select it with your mouse (left click) the edit bar appears above your card.
- If there is an edit bar showing, it will apply to the item you have selected.

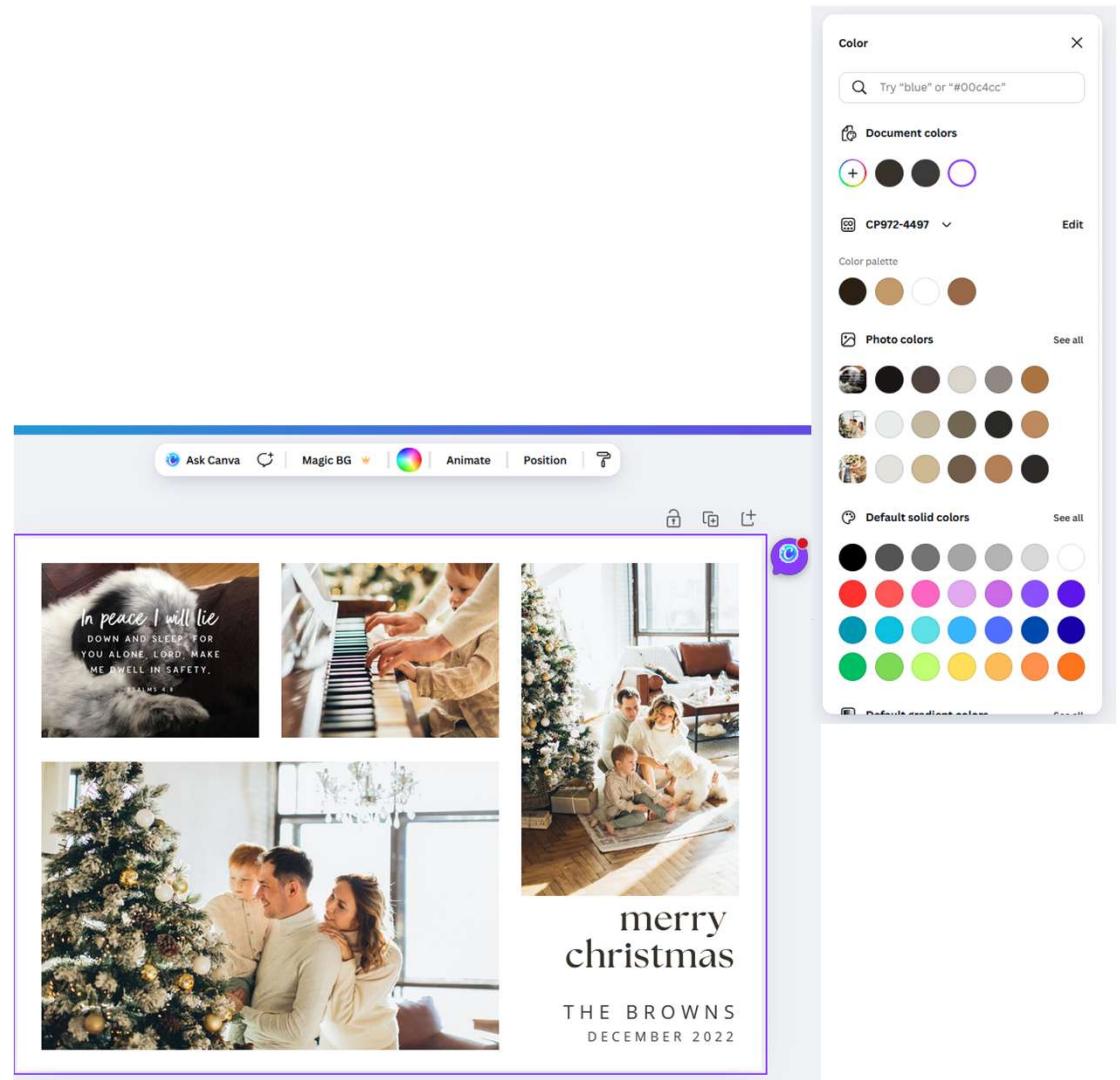
# Replacing Images



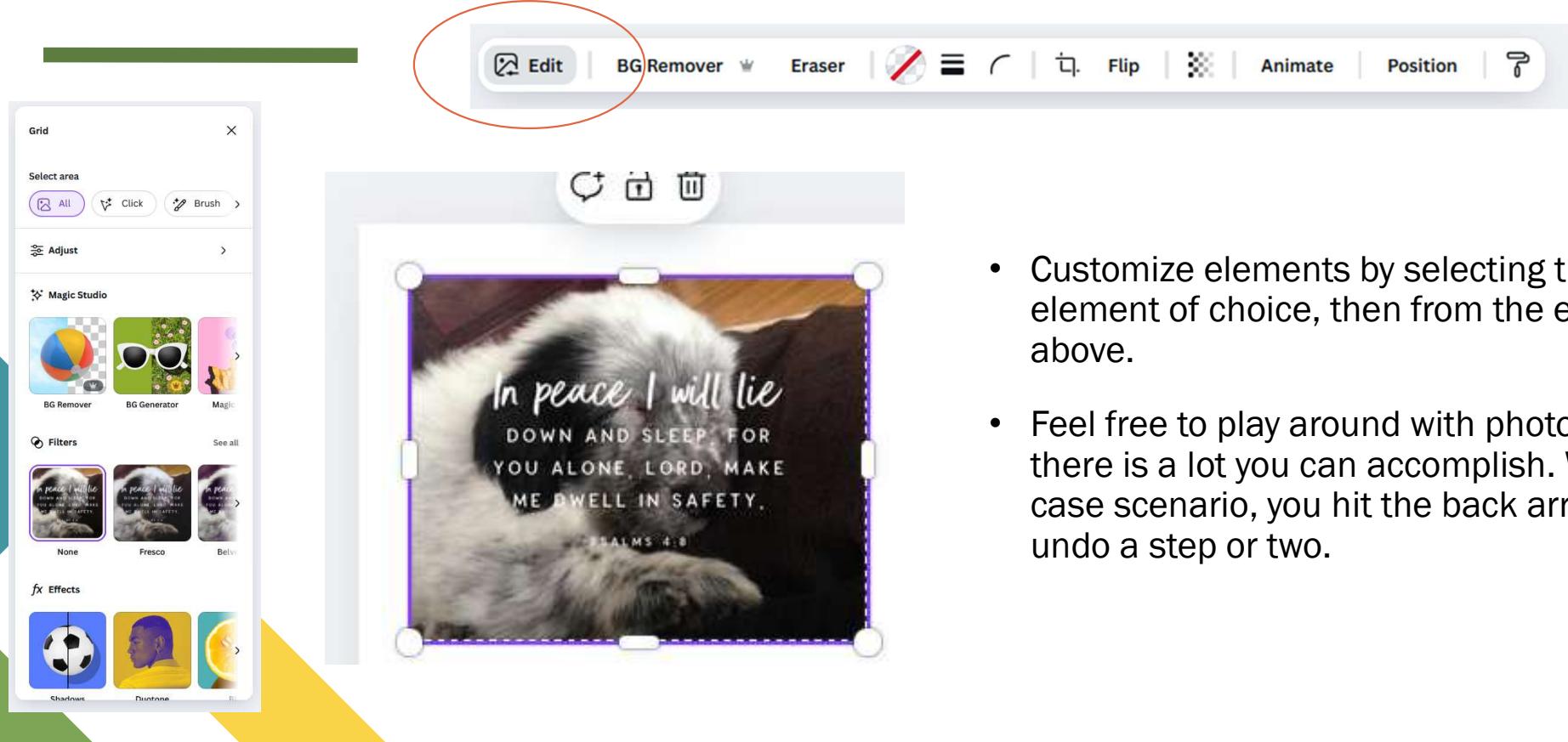
- With our shape selected, hit delete from your keyboard or the trashcan from the image edit bar.
- Then drag your image of choice to the element. Once you see the image snap into place, you can let go of your mouse.
- If you find that the image just showed up in the middle of your card, hit the back arrow to undo then try dragging it again.

# Customize Colors

- Change background color by selecting the outer edge. Choose the color wheel from the edit bar.
- Choose from the colors to the left that shows up or leave the background white.

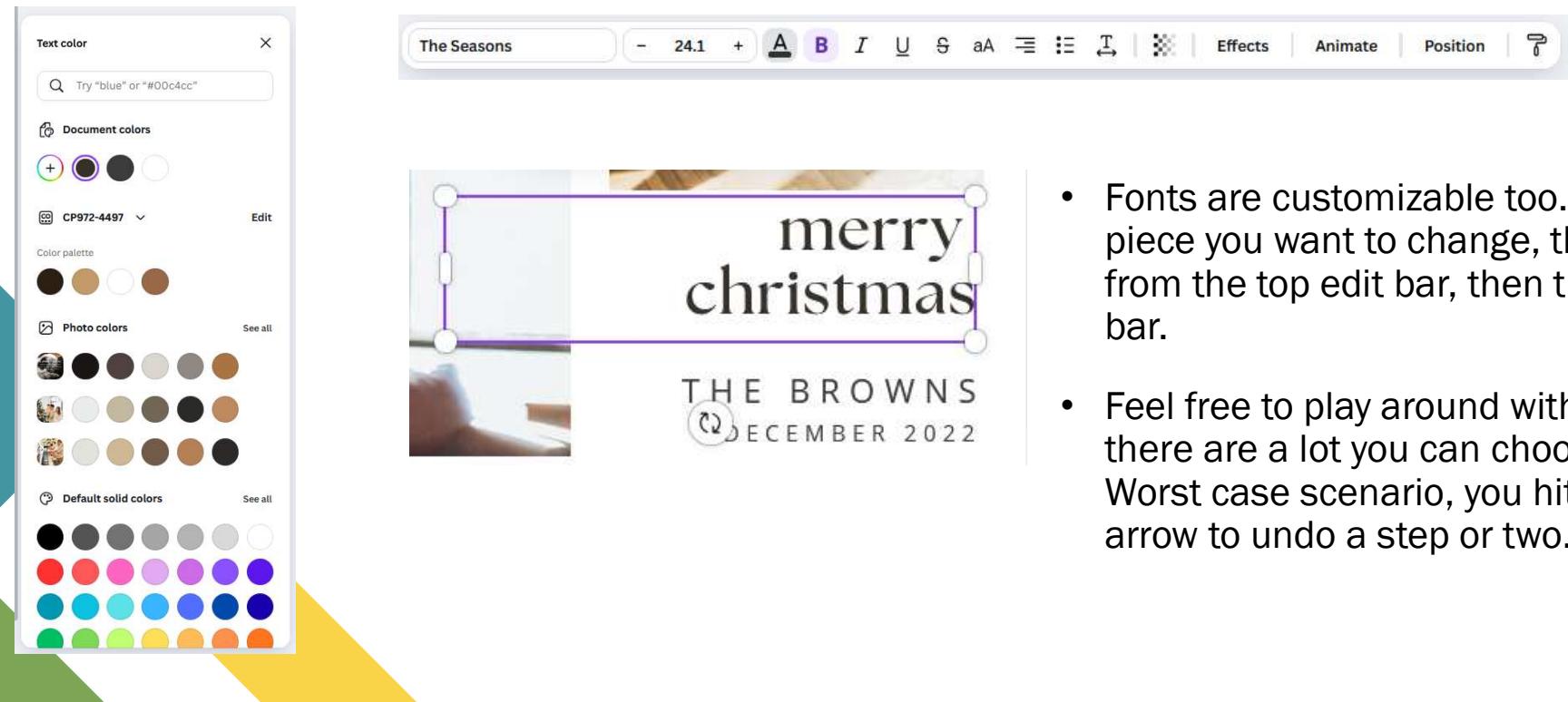


# Customize Elements



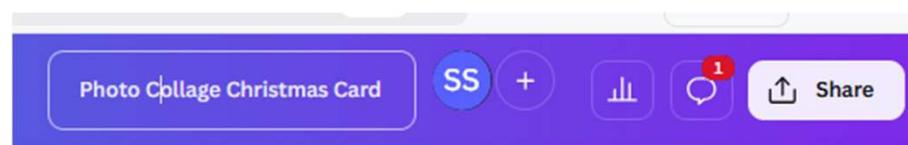
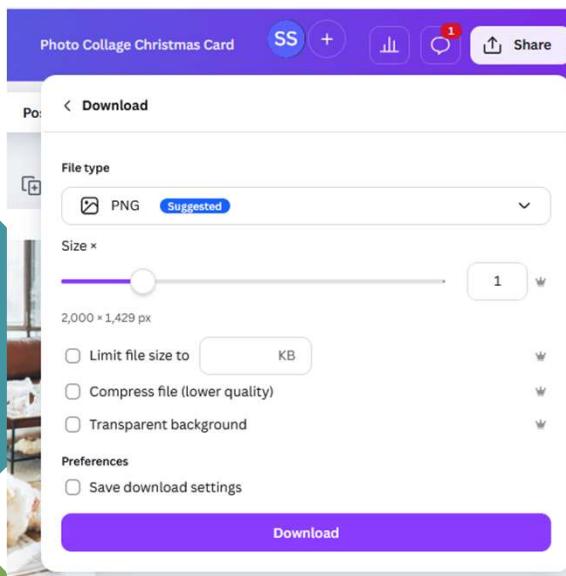
- Customize elements by selecting the element of choice, then from the edit bar above.
- Feel free to play around with photos as there is a lot you can accomplish. Worst case scenario, you hit the back arrow to undo a step or two.

# Customize Fonts



- Fonts are customizable too. Select the piece you want to change, then work from the top edit bar, then the side menu bar.
- Feel free to play around with fonts as there are a lot you can choose from. Worst case scenario, you hit the back arrow to undo a step or two.

# Download and Share



- Once you have your e-card just the way you want, **rename it to something meaningful**.
- Top-right corner → Share → Download → PNG or JPG. Download.
- For social media, I suggest you save the image to your files. Then upload accordingly. Same as when emailing out.
- The free version is plenty for our project – resizing is a Pro feature for another tutorial.

# Optional Resources

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- Canva Learn: <https://www.canva.com/learn/>
- Look for Design School on the top of home page or left-hand menu. Canva essentials will give you all the tools you need to build your own graphics.
- Feel free to reach out to Serena through the email provided on the last page.

# Thank you

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