

BOARD MEETING MINUTES | OCT 9, 2018 | 2-1yr

DATE & TIME:
Tuesday, Oct 9, 2018 at 8:00 am

LOCATION:
Best Western Chemainus Inn Board Room

ATTENDING DIRECTORS:

<input checked="" type="checkbox"/> Debbie	<input type="checkbox"/> Ward	<input type="checkbox"/> Barb	<input checked="" type="checkbox"/> Karla	<input type="checkbox"/> Brenda	<input type="checkbox"/> Susan
<input checked="" type="checkbox"/> Chris	<input type="checkbox"/> Kara	<input checked="" type="checkbox"/> Lulu	<input checked="" type="checkbox"/> Amy	<input checked="" type="checkbox"/> Shelley (ex-officio)	

EX-OFFICIO SEATS: Chemainus Theatre CVCAS Krystal

quorum not in attendance

1) Meeting called to order 8:15am

2) Consent Agenda

- Approval of Sept Minutes
- Payables (Cheques to be signed)
- Income & Expense Statement/Balance Sheet

In favour _____, Motion to approve: _____, _____

3) Items For Review

- Work In Progress Report (WIP)
- Contractor Time and Expenses

In favour _____, Motion to approve: _____, _____

4) Financials

- Draft Budget – discuss removing funds for Certified Folder distribution (\$6,200) and use towards something else, Tourism Cowichan, Tourism Vancouver Island and ads in Downtown Duncan/Victoria/Nanaimo guides – Shelley to research. Also, break events down further for more details.

Kim has a copy of the budget and will keep an ongoing actuals/budgets file going - vote on FB -

- New processes for invoicing and accounts receivable – set up with Shelley, Kim, Chris
- All contra deals will be invoiced as well.
- Setting up e-transfer option – Shelley to look into
- Krystal's expense cheque moved into this fiscal year (Sept 1)
- Clear all Accounts Receivable from 2015-2016 off the books as bad dept – vote on FB

In favour _____, Motion to approve: _____, _____

5) Events + Discussion

- Halloween
- Taste of Chemainus - move this to Feb/March – shelley to speak with past participants to see if they like yhis idea.
- Moonlight Madness – still need to choose a date.
- 5k Family Fun Pumpkin Spice Run – budget approval (attached)

In favour _____, Motion to approve: _____, _____

6) Misc.

- Tear-away map project with Chamber – everyone in agreement to move forward. Now we are waiting to confirm Chamber board wants to.
- BIA Directional Signage – Muni says we must wait until after another tourist Season to see how the new(current) signage is working.
- Co-op Billboard update – artwork has

been sent to Pattison to replace the 3 face banner. They are measuring spots for BW logo and for Debbie Simmonds art.

- Town Banners – in production
- New pro photos -
Chris is organizing some photos.

7) Open Floor

8) Meeting called to close ___:___ am

In favour _____, Motion to approve: _____, _____