

BOARD MEETING MINUTES | MAY 8, 2018 | 9-3yr

DATE & TIME:

Tuesday, May 8 at 8:00 am

LOCATION:

Best Western Chemainus Inn Board Room

ATTENDING DIRECTORS:

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

EX-OFFICIO SEATS:

Chemainus Theatre CVCAS

- 1) Meeting called to order 8:07 am
- 2) Consent Agenda
 - Approval of April Minutes
 - Payables (Cheques to be signed)
 - Income & Expense Statement
 In favour all, Motion to approve: Lulu, Angela
- 3) CBIA Taxation Renewal Year Update – we have been approved for another 3 years
- ~~4) Signage Discussion~~
 - ~~• Billboard (Best Western, Chemainus Theatre, Co-op Initiative), Muni, Highway sign and banners~~
- 5) Staff and Processes
 - Digital file storage process – proceed to using Google storage or the equivalent giving the exec board access to the files
 - Krystal Adams - Contract renewal title adjustment to Executive Director
In favour all, Motion to approve: Lulu, Amy
 - Welcome Shelley - start date, timesheets in consent agenda and expense approvals if needed outside of board meetings will be handled by Krystal or Karla in her place
- 6) Municipal Letters
 - Pedestrian Crossings on Chemainus Road + Overflow/redefinition of bus parking for Old Town in progress as per the discussion with the Mayor
 - We can also complete a letter in support of green initiative biking for Karla and Lori should they need it
- 7) Chamber Discussion (in-camera 3 minutes)
 - Sit down with new president – Karla to arrange a meeting for late May
 - Chamber of Commerce Clean out volunteers for Friday May 11
- 8) Events Recap + Discussion
 - Business to business tour + local FAM tour Wednesdays would work best, Barb is happy to introduce and lead this so long as it is set up in advance
 - June 10 Car Show and weekend – moving forward
 - Canada Day + Heritage Grant – grant received from Heritage Canada, other organizations to invite include: Fire hall (museum typically invites them), North Cowichan, Trail stewards, SAR, Police, bike guy (Chris' contact), ask Riot if they would like to have a beer garden

9) Misc.

- Bags update – ordered and simply waiting
- Riot Update – note of congrats
- Video + TCS = moving forward
- Baskets – proceeding as usual

10) Open Floor

- Let's explore a float for the Festival of Lights for Chemainus that can maybe also be used in the summer parade the following year
- Possibly set up a cut out of faces for people to take their Christmas card photo, or a frame etc.

11) Meeting called to close 9:36 am

In favour all, Motion to approve: Amy, Sandy