

## BOARD MEETING MINUTES | FEB 13, 2018 | 6-3yr

**DATE & TIME:**

Tuesday, Feb 13 at 8:00 am

**LOCATION:**

Best Western Chemainus Inn Board Room

**ATTENDING DIRECTORS:**

Angela     Debbie     Ward     Barb     Karla     Brenda  
 Chris     Kara     Lulu     Sandy     Amy     Krystal (ex-officio)

- 1) Meeting called to order 08:06 am
- 2) Consent Agenda - 2 minutes
  - Approval of January Minutes
  - Payables (Cheques to be signed)
  - Income & Expense Statement
 In favour all, Motion to approve: Barb , Amy
- 3) CBIA Taxation Renewal Year – 10 minutes
  - Discuss Term Seeking – 3 years confirmed by board, vote to be present when filing paperwork
- 4) CVCAS Grant in Aid Request – 5 minutes
  - Partial request confirmed with the remainder being offered as in-lieu to help with marketing and will be offered free of charge to CVCAS.
  - In favour all, Motion to approve: Sandy , Lulu
- 5) Progress Report Review – 10 minutes
  - Minor changes to be made, each person will read through completely at home and send additional comments so all changes can be made at once before printing, may require second round of review
- 6) Basket Report – 10 minutes
  - Review Reports leading to a final decision: Proceed with selecting Superior to supply the basket, adjust the timeframe of maintenance one month back in order to save on costs – approve with revision. Work with Ward to petition Muni for additional funds for baskets to cover full costs as estimated.
  - In favour all, Motion to approve: Angela, Ward
- 7) Small Board – Call for members – 2 minutes
  - Campaign & Events Committee: Chemainus Card, June Car Event: Lulu, Amy, Sandy
  - Co-op Committee: Billboard, Signage, Brochure: Angela, Karla, Michelle
- 8) Theatre Meeting Update – 5 minutes
  - Great meeting with theatre, looking to help see if we can increase parking by reviewing the parking fund and seeing if there is opportunity to make some of that available to the theatre upon the approval of the community/businesses.
- 9) Chamber Meeting Update provided by Barb and Debbie – 10 minutes
  - Meeting went well, it was agreed that both orgs lack support structure for one another, propose rep from each other board attend the meetings, all communication between boards to filter through small committee, meetings of communications committee will happen every six weeks until it is resolved, BIA member to sit in on Chamber meeting will be Barb who will also provide updates at meetings. All positive.
- 10) Misc. – 10 minutes
- 11) AGM quick overview – AGM went well, no major questions, bylaws passed.
- 12) Open Floor – 10 minutes
  - Krystal Suggest asking Mayor or CAO to come discuss Chemainus improvements as set out per the expiring revitalization plan, board agrees, Krystal suggest the communication committee provides this ask so that all organizations can feel equally supported. Krystal to email organization attendees to confirm they prefer this for their next meeting and has been met with a resounding yes to result in an invite for the end of March/First week of April dependent on their schedule.
- 13) Meeting called to close 9:20 am  
In favour all, Motion to approve: Sandy, Amy