

BOARD MEETING MINUTES | NOV 13, 2018 | 3-1yr

DATE & TIME:

Tuesday, Nov 13, 2018 at 8:00 am

LOCATION:

Owl's Nest Café

ATTENDING DIRECTORS:

Debbie Ward Barb Karla Brenda
 Chris Kara Lulu Amy Susan

EX-OFFICIO SEATS: Chemainus Theatre Shelley CVCAS Krystal

1) Meeting called to order 8:07 am

2) Consent Agenda

- Approval of Oct Minutes
- Payables (Cheques to be signed)
- Income & Expense Statement/Balance Sheet – note: Kim to revise formulas on budget
- In favour All, Motion to approve: Lulu , Kara

3) Items For Review

- Work In Progress Report (WIP) – Check with Amy at Museum re: Canadian Heritage Funding for Can. Day – her turn? Our turn?
 - Contractor Time and Expenses
- In favour all, Motion to approve: Barb , Karla

4) Financials

- Budget and YTD – note new documents Budget vs. YTD actuals, Cust Aged Summary to be incl. each Board Meeting
- Need to decide who will do Year End – MNP or Kim? – check with North Cowichan if something is written in the contract re: auditable.

Vote: Motion to approve to use Kim going forward with Year End if this meets the requirements of the contract between CBIA and Municipality of North Cowichan.

In favour all, Motion to approve: Debbie , Karla

5) Events + Discussion

- Halloween – re-cap
- 5k Family Fun Pumpkin Spice Run – re-cap and how much will we put towards event vs. donation – Shelley/Kim to finalize inocme/spendage -
- Moonlight Madness – Dec 7 /Holiday Passport Campaign – Simplified – Passport campaign will launch on Moonlight Madness event and run for 10 days – Shelley to send out Holiday Passport email right away - committee meeting on Fri, Nov 16.

In favour all, Motion to approve: Amy , Lulu

6) Misc.

- BIA Directional Signage – Barb to speak – muni has requested that we wait until after next summer to revisit-
- Town Banners / Banners up at HWY –

Shelley to update Mark at Muni re: spending/etc on Banners.

- 7) Open Floor
Dec board meeting? Include a breakfast – Chris asking around – Tues, Dec 11
We need more board members
Speak with Gunelle about special offers re: Wreaths/swags for Chemainus Businesses – send email out asap

- 8) Meeting called to close 8:55 am
In favour all, Motion to approve: Debbie , Karla