

BOARD MEETING MINUTES | JUNE 13, 2023

LOCATION: PUBLIC MARKET DATE + TIME: Tuesday, June 13, 8:00am TERM: Month 10 / Year 2

BOARD OF DIRECTORS:

Nuria Ward Lulu (MAL) Julie (Ph) Heather
 Christina(Ph) Patricia

EX-OFFICIO: CCOC CVCAS – Steph. Theatre- Michelle G: Zach - BW
TEAM MEMBERS: Krystal (ED) Cara (STUDENT)

- 1) Meeting called to order at 8:11 am
- 2) Agenda
 - Review of Agenda
 - Additions/Strike
 - Motion to approve agenda Heather, Lulu, all approved. Motion to adopt agenda carried.
- 3) Consent Agenda
 - Past Meeting Minutes: May 2023
 - Payables, Income & Expense Statement, Balance Sheet
 - Executive Directors Summary Report & Timesheets
 - Motion to approve consent agenda: Lulu, Heather. All approved. Motion carried, June consent agenda passed.
- 2) Old/Outstanding Business
 - Request For Petition: Counsellor Istage request support be sought for the one-way street in 2025 – hold for July
 - Reminder: Director Documents – Roles + Responsibilities, Confidentiality, Code of Conduct – Signatures – hold until all present
- 3) Admin Items
 - AGM – Discussion of Presentation & Packet: Review packet including who will be speaking in what order and identify who will be able to attend from the board.
 - Member Applications:
 - o Zach from Best Western – Application submitted.
 - o Motion to approve Zach as a board member: Lulu, Nuria. All approved. Motion carried, Zach is now a board member.
 - o Barb's Request from Silvermine – Barb had asked that a designate be names and placed on the board in her stead. The discussion was that he does not fit the requirements as outlined by the bylaws where as they have to be a property owner, or the person owning/managing a business who would be filing the taxes. The board will consider this change in bylaws to allow for designates when we review at the next set of bylaw changes. Barb or Ian are welcome to become board members as property owners and business owners who are in-charge of filing taxation.
- 4) Financials
 - Financial Statements 2022 – Financials discussed, noting they look expanded and lopsided due to the Craft Beer and food Festival. This is makes the income generated look inflated over years before, however you can see that is balanced out by paying the vendors from the event.
 - Earmarked Funds – Ashley Marston will be doing the photography this year, earmarked from previous funds rom 2022.
 - Earmarked Funds – Chemainus Banner will also be identified as an earmarked item from 2022 funding.
- 5) Beautification
 - Update – Baskets are thriving and doing very well. We have nly had a few challenges with water, and very few removed year over year.
 - Discussion of trackers – currently we have one lone tracker in one basket. If they are to continue to be stolen above what we have lost, more will be invested upon, with the boards approval and implemented.
- 6) Branding, Marketing, Campaigns, etc.
 - Branding: Banners, and Old Town Insert + Muni review of signs – Much of this is still at the printer waiting to be printed.

- Billboard: Best Western + Theatre + Henry Road – Out of Market billboard will begin running in June, we will be working on getting the others done as needed, and Best Western will let us know if they will be proceeding. The theatre is under way.
 - Website: Updates – continuing updating as required. This month we have updated many business content with their approval and feeding in, including their image. We will be working on a directory shortly.
 - Tourism Branding: Visitor Guide (digital) is underway, Walking Map is completed.
- 7) Events
- Planning: Canada Day Updates – We are working on this, but hitting some roadblocks with businesses/organizations participating again. We are sourcing funding from the community to support costs.
 - Discussion: Muni 150 is happening as planned
 - Discussion: Fall Festival, general in planning discussions.
- 8) Organization Affiliate Reports
- Chamber of Commerce Report – Melody: Working hard on the Giant Street fair and Wednesday markets which is taking a lot of time to do. Celebrating the highest member numbers in 10 years. Cindy is working managing the visitor center, and they are expecting students in late June.
 - CVCAS Report – Stephanie: reported on CVCAS and their plans for the summer.
 - Theatre Report – Michelle: Unable to attend.
- 9) Misc.
- Long Fence Banner – We have no volunteers to hang the banner however we will see if we can get it cut down to access through the brush.
 - Meeting Date – Should this be move to first Tuesday to help with any issues to get more members to attend. Source if this should be done based on responses from the sitting board as a whole.
- 10) Open Floor - No comments.
- 11) Meeting close 9:06 am
Motion to close meeting Nuria, Lulu all approved.
The meeting is now closed