

ADMIN BOARD MEETING MINUTES | APRIL 18, 2023

LOCATION: PUBLIC MARKET DATE + TIME: Tuesday, April 18, 8:00am TERM: Month 8 / Year 2

BOARD OF DIRECTORS:

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

EX-OFFICIO: CCOC CVCAS – Steph. Theatre- Michelle Guest:

TEAM MEMBERS: Krystal (ED) Cara (CO)

1) Meeting called to order 8:12 am

2) Agenda

- Review of Agenda
- Additions/Strike
- Approval of Agenda
- Quorum not met, all discussions paraphrased for notes, but nothing can be passed

3) Consent Agenda March – Not reviewed due to not meeting quorum, move to next meeting

2) Cowichan Craft Beer and Food Festival

- Discuss:
 - o Survey – The businesses find benefit in the event and how this helps to build opportunity for the future. However, many do not experience direct financial benefit. The majority were split and believe the event should be cancelled for one year or the members and board should help substantially. When asked for volunteers there were only the few that are already volunteering therefore the second option is not viable.
 - o Viability – We did not have the funding, volunteers, or staff able to manage this this year.
 - o Work Load – We looked at what we had last year which was 3 people. Michelle was on from March – August at 30 hours a week. Mackenna and Krystal were helping where needed but turned their hours to full time come June, therefore we had 3 people full time working on this event. This means we had from June – August 110 hours a week working on this event. This year as MacKenna was unable to work on the event and Cara was a new student on restricted hours. Our team would only be able to proceed with 60 hours (as opposed to 110) during that time and the CBIA work would have to cease immediately and switch to CBFF items. After going through each individual task with the multiple implications of required work and timing it was discussed in detail if this was able to be completed by the team we have and the volunteers.
 - o Recommendation – As this discussion also included the effect that would be had on all CBIA items, financial challenges, and the Fun Run and Fall Fest, there was a massive consideration to be had. The recommendation was that we flip flop bi-annual events because we do not want to lose either of them, and start planning and generating funding for the Beerfest before December to negate the challenges we are facing this year.
 - o The group agreed, and we discussed sending this for proper voting which was held via an online vote from the board members.

3) Meeting close 9:23am

Motion to close meeting Lulu, Nuria all approved
Meeting has now been closed.