

## BOARD MEETING AGENDA | NOV 12, 2019 | 3m / 2 yr

DATE & TIME: Tuesday, October 12, 2019 at 8:00 am | LOCATION: Owl's Nest Bakery & Bistro

### ATTENDING DIRECTORS:

<input checked="" type="checkbox"/> Debbie	<input type="checkbox"/> Ward – unable	<input type="checkbox"/> Barb	<input type="checkbox"/> Karla - away
<input checked="" type="checkbox"/> Chris	<input checked="" type="checkbox"/> Kara	<input checked="" type="checkbox"/> Lulu	<input checked="" type="checkbox"/> Krystal (ED)

EX-OFFICIO SEATS:  Chemainus Theatre  CVCAS  GUEST: N/A

Meeting called to order 8:12 am

### 1) Consent Agenda

- Approval of September Minutes
- Payables (cheques to be signed)
- Income & Expense Statement/Balance Sheet

Motion to approve consent agenda: Debbie , Lulu; In favour all

### 2) Items For Review

- Executive Directors Summary Report  
Motion to move summary report into consent agenda: Debbie , Kara; In favour all
- Meeting Dates & Times (going forward), keep as is every 2<sup>nd</sup> Tuesday of every month
- Potential Board Members (Kelly, Nick) – invite for board
- Beautification RFP Discussion – no discussion, clarification about who is paying what and what businesses may be paying this year.

Motion to send RFP for tender: Kara , Lulu; In favour all

### 3) Financial

- A/R Summary & Strategy identify that we can etransfer into account, Kim to see if we can auto accept
- Visitor Centre Greeter Financing – Explore Holiday financing (Chris to follow up)
- Surplus Spending – 10” trial tablet for us to get a feel for to see if it will be useful

Motion to spend surplus as noted: Chris , Lulu; In favour all

- Year End Financial Statements – no changes, present to adopt at AGM meeting

Motion to receive 2018-2019 financial statements: Debbie, Lulu; In favour all

### 4) Signage

- Billboard (Best Western, Chemainus Theatre, Co-op Initiative), Highway sign and banners, look at dates of renewal, Shelley to identify when the contract is complete, Shelly to give update
- Highway Banners Location & Art Discussion – meet with Antique barn as issue, present a plan to the board at next meeting
- Business Signage Directionals – work on in January

### 5) Events + Campaign Overview

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| <ul style="list-style-type: none"> <li>• Pumpkin Spice Run – Chris to take cheque to the rotary, this event is essentially revenue neutral, \$1,500 to Rot, \$200 CVCAS, press release for added press</li> </ul> | <ul style="list-style-type: none"> <li>• Christmas Campaign &amp; Moonlight Madness - proceed as usual, Tom to come and do the sound, good update.</li> </ul> |
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6) Misc.

- Handoff (Completion Date) – Nov 15
- CBIA Christmas Cards for Members - Sign
- Annual Report – to be completed for AGM
- AGM – Date Jan 23 5:30-6:30 maybe at Willow Street again? To be confirmed.

7) Open Floor

- Banner contractor look into as banners are falling, must have workers comp
- CVCAS – Kathy requestion us to support rainbow crosswalk
- Look at how we can get the park lit for 2020
- Ask about construction pause for Moonlight
- Highlight accessibility for wheelchairs next year

Meeting called to close 9:13 am

Motion to close meeting: Lulu, Kara; In favour all