

## BOARD MEETING MINUTES | OCTOBER 18, 2022

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

BOARD OF DIRECTORS (x indicates directors present):

Chris                       Ward                       Nuria                       Julie (Phone)                       Heather  
 Christina                       Patricia (Away)                       Annette                       Lulu (MAL)

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

TEAM MEMBERS:     Krystal (ED)     MacKenna (CO)

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- 1) Meeting called to order
  - 2) Agenda
    - Review of Agenda
    - Additions/Strike
    - Approval of Agenda
  - 3) Consent Agenda
    - Past Meeting Minutes: July 2022 (August meeting was stayed, September meeting was without quorum)
    - Payables, Income & Expense Statement, Balance Sheet
    - ~~Executive Directors Summary Report & Staff Timesheets~~ to be presented at a later date issues with Monday.com not able to generate reports or enter new data on-going due to not-for-profit status re-approval
  - 2) Old Business
  - 3) Admin Items
    - Call for Directors Induction: Anette from The Kitchen
    - Guests: Kristi-Anne and/or Sterling from By The Bay Lavender
    - Staffing: Mackenna
  - 4) Financials
    - Budget Discussion
  - 5) Beautification
    - Baskets Update
  - 6) Branding and Marketing
    - Town Maps, Directionals, Banners, and Old Town Insert
    - Imagery - Photos
    - Website - Live
    - Holiday Passport, Advent Calendar
  - 7) Events
    - Current: Trick-or-treat + Fun Run    |    Future: Moonlight Madness
  - 8) Organization Affiliate Reports
    - Chamber of Commerce Report – Peter
    - CVCAS Report - Stephanie
    - Theatre Report - Michelle
  - 9) Misc.
  - 10) Open Floor
  - 11) Meeting called to close