

BOARD MEETING MINUTES | NOVEMBER 8, 2022

LOCATION: PUBLIC MARKET DATE + TIME: Tuesday, November 8, 8:00am TERM: Month 3 / Year 2

BOARD OF DIRECTORS (x means in attendance):

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

EX-OFFICIO: CCOC - Peter CVCAS – Steph. Theatre- Michelle Guest: Re/max

TEAM MEMBERS: Krystal (ED) MacKenna (CO)

1) Meeting called to order at 8:14

2) Agenda

- Review of Agenda
- Additions/Strike
- Approval of Agenda

Motion to approve agenda called by Heather, Nuria; In favour all
Motion passed, agenda will stand.

3) Consent Agenda – Strike to online vote/Next Meeting approval – Not available due to financial reports not being sent on time for email review, was brought to the meeting in hard copy.

- ~~Past Meeting Minutes: October 2022~~
- ~~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~~

Motion to strike this from the agenda called by Nuria, Heather; In favour, all
Motion passed, this will be removed.

2) Old Business – None

3) Admin Items

- Guests: Matt from Re/Max Chemainus coming to show support and see what this is about
- Director Resignation: Chris Istace due to being elected to MNC council – As per his letter

Motion to approve resignation called by Heather, Christina; In favour all
Motion approved, resignation of Chris Istace as Chair will stand.

- Call for Executive Positions board members which include signing authority on our Coastal Community Credit Union Accounts (Chair, Vice-Chair, Secretary, Treasurer)

Chair: Motion to elect Nuria Sanchez as Chair, called by Christina, Heather; In favour, all
Motion passed, Nuria Sanchez is now Chair.

Vice Chair: Motion to elect Julie Stevens as Vice-Chair, called by Nuria, Christina; In favour, all
Motion passed, Julie Stevens is now Vice-Chair.

Secretary: Motion to elect Heather Geddie as Secretary, called by Nuria, Patricia; In favour, all
Motion passed, Heather Geddie is now Secretary.

Treasurer: Motion to elect Patricia Berry for Treasurer, called by Christina, Heather; In favour, all
Motion passed, Patricia Berry is now Treasurer.

- Staffing: Mackenna + Student: Confirmed MacKenna will be looking to accept a project for after Christmas in her home town of Alberta. She is eager to get some permanent footings there now. We wish her the best and will keep her on for as long as she would like while she searches. Krystal will get her a gift of appreciation from the CBIA board and a letter. Krystal will also provider her with a letter of recommendation, and any reference cheques for the next 5 years that are required. The board was sad to see she will be leaving.

- Clarification of budget line item – staffing: The board had approved a raise for Krystal for 5% as discussed in March and it was placed in the budget for the entirety of the fiscal, however as the budget was approved but no clarification on if the raise would happen retroactively or from the fiscal beginning, however as the budget was for the entirety of the fiscal, it stood to reason it would be retroactive. .
 - At this meeting a motion was called to clarify that this should be retroactive to September 1st, as there was no August meeting and the September meeting had been delayed.
 - Julie had interjected and wanted to review this as she felt there was a larger adjustment that could be reviewed given the time with the organization, the workload, and the rise in cost of living that has taken place over the past 7 years of employment since the original contract was signed. Nuria and Patricia agreed.
 - A separate in-camera meeting will be held between the directors to review this in detail and discuss.
 - Future Meetings: December – hold as usual, January – Stay meeting
 - New Directors – Board members are to review thoughts on who would be a good director.
- 4) Financials
- Signers/Online approvals: This document, when signed by two current signers, will serve as the approval to have the newly appointed executive position board members added to the account (Chair, Vice-Chair, Secretary, Treasurer), to keep Alexandra (Lulu) Vegh to stay on as a backup signer (as agreed to now by the board and will be included in the overall motion), and to remove Chris Istace from the account as he is no longer with the organization.
- Motion to approve the above-mentioned signer changes, called by Nuria, Patricia; In favour, all Motion passed, this will be executed by Coastal Community Credit union when required
- 5) Beautification
- Swag Update: 3rd week of November being removed in January. The funding comes from the 3K grant from Muni for last year to make this happen.
- 6) Branding and Marketing
- Town Maps, Directionals, Banners, and Old Town Insert: We have gotten so many excuses from Mark on these, he has finally said he is finished yesterday.
Update: They continued to be an issue but were installed at the end of the month.
 - Holiday Passport & Advent Calendar: could use help with posters and passports in town next week/late this week. Ads going out, wrap again on November 24th. Lots of advertng for this. We aren't seeing the sales, or enthusiasm we have had in previous years and there was some debate about the date as there are many more competitors than we have seen in neighbouring communities. This program needs to be re-tooled for next year and made fresh again as the community and marketplace has changed since its inception, and the modification to remove event styled items last year (which was made by the board).
- 7) Events
- Current: Moonlight Madness – Full details: Get stamps like usual 4-8pm, if anyone spends over \$100 they will be entered to win a holiday basket or \$100 between stores.
- 8) Organization Affiliate Reports
- Chamber of Commerce Report – Peter not in attendance, away
 - CVCAS Report – Stephanie – Not in attendance, no communication
 - Theatre Report – Michelle – Not in attendance, unable to attend
- 9) Misc.
- We also need to plan for the AGM mid-February – Digital meeting only.
 - Krystal – Vacation December to use existing time in-lieu hours. January is planning and research month to work on ideas for the new year, some vacation may also be taken.
- 10) Open Floor – No discussion points at this time.
- 11) Closing
- Motion to close meeting called at 8:59am by Nuria, Heather; In favour, all Motion passed, meeting is now closed.



CHEMAINUS **BUSINESS**
IMPROVEMENT ASSOCIATION

9799 Waterwheel Cres, PO BOX 575
Chemainus, Vancouver Island | V0R 1K0