

BOARD MEETING MINUTES | MAY 10, 2022

LOCATION: Public Market DATE + TIME: Tuesday, May 10, 8:00am TERM: Month 09/Year 01

BOARD OF DIRECTORS:

Chris Ward (sick) Nuria Julie (Phone) Heather
 Best Western Christina Patricia Janet (Injured) Lulu (MAL)

EX-OFFICIO: CCOC. CVCAS Theatre- Michelle Guest

TEAM MEMBERS: Krystal (ED) MacKenna (CO) Michelle (Events CO)

- 1) Meeting called to order
- 2) Agenda
 - Review of Agenda
 - Additions/Strike
 - Approval of Agenda
 - Motion to adopt agenda: Heather, Nuria, all in favour. Motion passed
- 3) Consent Agenda
 - Past Meeting Minutes: April 2022
 - Payables, Income & Expense Statement, Balance Sheet
 - Executive Directors Summary Report & Staff Timesheets
 - Motion to adopt consent agenda: Nuria, Patricia, all in favour. Motion passed
- 2) Old Business - Review of April To Do List
- 3) Admin Items
 - Welcome Peter, past president of the CCOC some while ago who has come back into Chemainus CCOC to aid in relationship building. Peter will hence forth attend on behalf of the CCOC.
 - Welcome Stephanie who is the manager of Rainforest Arts and works closely involved in the CVCAS programs. Stephanie will hence forth attend on behalf of CVCAS.
 - Confidentiality/Code of Conduct for Board Members – To be crafted and presented for signatures before the end of the term.
 - Municipality Meeting Update – A meeting was requested CCOC will attend and we will be discussing the attached agenda. With this agenda we will hopefully be using thing to identify next steps as opposed to simply going into details about each topic.
- 4) Financials
 - Query response: Property value increase as it relates to taxation – we have followed up with the Municipality. They are unable to identify the final value as many went up however some also went down so they believe it will balance out at the end of the day. They will let us know in early June.
- 5) Beautification
 - Fertilization quote and install date as per estimates attached.
 - Motion to approved the contract to On The Island Landscape for no more than \$2,900: Nuria, Chris, all in favour. Motion passed
- 6) Branding and Marketing
 - Town Maps, Directionals, Billboards, etc. – Spoke to Stephanie a few weeks about about her willingness to partner on the big town map by waterwheel as per discussions with Emily previously. She agreed and would like to see a copy of what we proposed. We are working on this and will be completed shortly, we are making modifications to accommodate their businesses and map wayfinding guides. We will apply all businesses and map to all signage iterations so that there is consistency. For the large map there are cost considerations, we will have a cost of at least \$600-\$700 for repairing their sign as the fascia is failing sue to rain, plus post sealing, and printing the actual map. All will be expensive and we will need to approve costs once fully estimated by sign mapper. It is great we can undertake this together. Peter asks to be in the loop should we need anything.

- Banners Poles – We are working on a quote for this and identifying the needs structurally to get these replaces with failing fascia.
- 7) Events
- Cowichan Craft Beer and Food Fest – We are proceeding and will be pre-launching tickets, the location is the ball fields, and we have half of the breweries we wanted signed up already.
 - Old Car Show – we will not do this this year, but rather we will help push and emphasize the Chemainus Public Market car shows. We can leverage what they are doing already and invite specific groups and make it a running event through the summer should it start soon.
 - Canada Day – We are moving forward, ponies and petting zoo have gone under as a result of COVID. We will continue to proceed and hope it can be consistent with what we have done in the past.
- 8) Organization Affiliate Reports
- Chamber of Commerce Report – Peter, they have been retooling staff and the organization since Emily's departure. They will be hoping to be open 7 days a week, however they will get back to us on that. Their shop local was a success with the website and black bag/boxes given out. They have an over run available for those needing them.
 - CVCAS Report
 - Theatre Reports
- 9) Misc.
- Memberships: CCOC, CVCAS which we now hold so that we can be better informed and a part of those organizations to leverage their wins.
- 10) Open Floor
- Heather: Which days are garbage pick up the bins seem to be overflowing and picked over by Crows. Please identify this to the Muni's waste department
 - Stephanie: Note Indigenous day is Tuesday June 21st at Waterwheel and Kids Day will be July 24th
- 11) Meeting called to close