

## BOARD MEETING MINUTES | APRIL 12, 2022

LOCATION: Public Market    DATE + TIME: Tuesday, April 12, 8:00am    TERM: Month 08/Year 01

### BOARD OF DIRECTORS:

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

EX-OFFICIO:  CCOC     CVCAS     Theatre- Michelle     Guest

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

1) Meeting called to order 8:09 am

2) Agenda

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

Motion to adopt agenda: Ward, Nuria, all in favour. Motion passed.

3) Consent Agenda

- Meeting Minutes: March
- Payables, Income & Expense Statement, Balance Sheet
- Executive Directors Summary Report & Staff Timesheets

Motion to adopt consent agenda: Heather, Nuria, all in favour. Motion passed.

2) Old Business

- No old business to revisit, review action items from last set of meeting notes. No further action required or outstanding outside of follow ups.

Motion to dismiss old business: Chris, Nuria, all in favour. Motion passed.

3) Admin Items

- Chamber of Commerce and CVCAS/Rainforest Arts Ex-Officio Member Request – The afore mentioned groups have recently designated different members to attend the meeting. Peter will be representing CCOC, and Stephanie will be representing CVCAS.

Motion to accept new members: Chris, Heather, all in favour. Motion passed.

- Letters to Municipality – We have been writing to the Municipality about the following items, getting some lights on all trees with electrical boxes through Willow (VIRL has been asked and agreed to lighting theirs as well), the ev charger issues and replacement, as well as requesting a meeting to cover everything from parking to revitalization.
- AGM Review – Nothing surprising or changes to the AGM. It was well attended and no comments were made with any changes requested. Everything was passed.
- Revised Agenda Format – the agenda format has been revised to be more inline with the governance board reporting structure. The section to review and approve agenda and old business were added from previous agenda versions.

4) Financials

- Phone Stipend Request – Mackenna has requested a stipend of \$20 per month to offset the use of her phone and data charges. ED suggest we make this retroactive to January. Motion to approve a \$20 monthly stipend to Mackenna during her employment making it retroactive to January of 2022: Chris, Janet, all in favour.

- Salary Discussions for ED – Salary has not seen an increase in seven years, it is badly behind inflation and no longer competitive with other positions that are similar within the Cowichan Valley, for Example Duncan ED is being hired at \$64,000+ per annum. Chris has brought a request of a 5% raise to be offset by the existing surplus and funds ported over for coordination from the Beerfest. A secondary request has been made to re-examine this again in September to adjust/assign an additional 5%+ percent working this into the budget for the next fiscal as there is opportunity to further bring this up to today's standards if our taxation is increasing due to property values. Motion to adopt approve the ed position for a 5% raise for the remainder of this fiscal: Heather, Nuria, all in favour. Motion passed.
  - Grants – Currently we have applied for grants ranging from a parasol installation, to student summer funding, to event funding, and many others. We will craft items as we receive the grants to fulfil based on proposal set forth.
- 5) Beautification
- Fertilization Update, we are continuing to source fertilization contractors. Ward to discuss with the group.
- 6) Branding and Marketing
- Website – on hold until we get Michelle up and running for the Beerfest, and there is time to roll into this. Sooner than later is key.
  - Banners & Directional signage – We are still awaiting Mark to remove the existing and bring us a sample of what this could look like moving forward.
  - Campaign – to coincide with the website, which will likely be in May.
- 7) Events
- Cowichan Craft Beer and Food Fest – The Beerfest is moving forward, we have hired Michelle. We will be looking into two locations, the ball field and the golf course. It has too many challenges to hold this downtown or in the streets of any kind.
  - Old Car – Look into continuing this for June, loop in Public Market and McBrides
- 8) Misc.
- 9) Open Floor
- Heather has some concerns around town and has asked the CBIA to speak to the Muni to see if we could designate a garbage ambassador to pick up said garbage. There is also a request to see if they have clean-up crews doing this. Krystal to look into this.
  - Chris would like us to query the Muni during our meeting re: high speed chargers. There is ability to have these at Kin Beach Park and other locations around town.
  - Request to see if Muni will install a street sweeping sign the evening before or morning of regarding street sweeping.
  - Suggest electric bike charger potential location at Sawmill during Muni meeting.
  - Send street parking bylaw to Ward for review.
- 10) Close Meeting
- Motion to close meeting: Ward, Patricia, all in favour. Motion passed. Meeting called to close at 9:04 am.

## MEETING ACTION ITEMS | APRIL 12, 2022

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TO DO	DATE	STATUS
Admin: Notify Peter and Stephanie their ex-officio seat is approved	For Next meeting	<input checked="" type="checkbox"/>
Financials: Notify Kim + Mackenna of \$20 phone stipend + back date	For Next Pay	<input type="checkbox"/>
Financials: Notify Kim of 5% salary increase for ED	For Next pay	<input type="checkbox"/>
Beautification: Follow up on finding supplier	Before June 1 <sup>st</sup> install	<input type="checkbox"/>
Branding: Follow up with Mark on banner stand and remove banners	ASAP	<input type="checkbox"/>
Contact: Muni re: Garbage pick-up request	April 2022	<input type="checkbox"/>
Send: Street Parking Bylaw to Ward	April 2022	<input type="checkbox"/>
Contact McBrides and CPM re old car fest	April 15, 2022	<input type="checkbox"/>
		<input type="checkbox"/>

### SKETCH PAD

- Ward to speak to Krystal re: fertilizer
- Add highspeed chargers and bike charging topics to Muni meeting agenda for discussion

### NOTED

- Best Western - No communication re: attendance, management has changed hands
- CCOC (Chamber of Commerce) - no designate approved
- Theatre – No communication re: attendance
- CVCAS (Chemainus Valley Cultural Arts Society) - no designate approved
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