

BOARD MEETING MINUTES | FEBRUARY 13, 2024

LOCATION: Chamber Board Room

DATE + TIME: Tuesday, February 13, 8:00am

BOARD OF DIRECTORS:

<input checked="" type="checkbox"/> Nuria - Chair.	<input checked="" type="checkbox"/> Julie- Vice.	<input checked="" type="checkbox"/> Heather – Sec.	<input checked="" type="checkbox"/> Lulu (MAL)	<input type="checkbox"/> Christina
<input type="checkbox"/> Ward (away)	<input type="checkbox"/> Zach (bus	<input type="checkbox"/> Open Seat (Treas.)	<input checked="" type="checkbox"/> Annette	<input checked="" type="checkbox"/> Barb

EX-OFFICIO:

<input checked="" type="checkbox"/> CCOC	<input type="checkbox"/> CVCAS – Steph.	<input type="checkbox"/> Theatre- Michelle
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TEAM MEMBERS:

<input checked="" type="checkbox"/> Krystal (ED)	<input type="checkbox"/> Cara (STUDENT)
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1) CALLED TO ORDER 08:09 am

2) AGENDA

- Review of Agenda
- Additions/Strike – none.
- Approval of Agenda
Call for Approval Nuria, Heather , all in favour. Agenda adopted.

3) CONSENT AGENDA

- Past Meeting Minutes: No quorum – no notes
- Payables, Income/Expense Statement, Balance Sheet – reviewed no questions
- Executive Directors Summary Report – *In meeting, not reviewed in consent agenda*
Call for Approval Nuria, Heather, all in favour. Consent agenda adopted.

4) OLD BUSINESS

- Request For Petition: One-way street Willow in 2025 – request for proposal required to be laid out by Muni before petition for support – *waiting for muni input before making any decisions. Moving this down into miscellaneous for next meeting.*
- Reminder: Director Documents – Roles + Responsibilities, Confidentiality, Code of Conduct – Signatures to take place when all attend.

5) ADMIN ITEMS

- Executive Directors Summary Report to Quarterly Workflow Report – Workflow is more useful as a general overview to see what the major projects are, what the timelines are, and what is upcoming. This can be moved into the consent agenda.
- Municipality Meeting – *Full list of what was discussed at the meeting and topics submitted for review which will continue to be updated.*
- Board Additions: Barb and Annette
Call for Approval of Barb: Lulu, Heather, all in favour. Motion passed to adopt Barb as director on the board of directors.
Call for Approval Annette: Heather, Nuria, all in favour. Motion passed to adopt Annette as director on the board of directors.

- Taxation Renewals, Muni update – *to be passed by the Muni on Feb 21st reading – Currently 2.7% (6 votes), all votes now closed therefore there was not enough votes to vote the bylaw down.*
- Term Overview Document & Renewal Document – *Changing this to be past and future focusing forward and to include a strategic plan from all of the discussions and planning in the past.*
- Executive Director Request for Days off: *Mar 12 full day -13 half day – approved*

6) FINANCIALS

- CRA Request for Calendar Year End Change: *Approved, which means 2 AGM's during one meeting – no change in time, all has been delayed until we have received this notification, now we can close of the years accurately.*
- Financials 2023 close out: *Working on to submit to accountants, held back past fiscal so we can roll up 2023 at once as mentioned above.*
- Grant: Festivals and Fairs – \$28,430 – *This is for CBFF and will be announced if we have received it as of April, currently working on other grants.*

7) BEAUTIFICATION

- Update – Re/Max Flood – *This was handed over to our insurance company as there was no other discussions that we could have to determine cause.*
- Baskets Vote to proceed required, verbal received in January, now need official formal vote. *Sticking with suppliers as other estimates were not as good, and or major changes needed to be seen to make others work. We did add multiple fertilizing as we believe this will benefit the plants more.*
Call for Approval Nuria, Annette, all in favour. Motion to proceed with the purchase and ordering of baskets passed.

8) BRANDING, MARKETING, CAMPAIGNS, ETC.

- Directors Summary Report to Workflow – Extended: *Does the format work for everyone? Yes. It seems to be quite helpful. You can see in each section that there is a full gnat chart detailing timeline and tasks, these may change but they are the general timeline planning of what needs to happen when, and it allows us to pick and choose what the focus is.*
- Review work flow for Q1 – *Go over items in detail as per the chart – all look good, some items in Jan-March are planning for next year.*
- Review remaining thoughts for 2024 – *Discuss items detailed out in quadrants will be reviewed and commented on in the next 4 days if any changes, comments or questions arise. – UPDATE: no comments/questions/changes were noted, we will proceed as indicated.*

9) EVENTS & CAMPAIGNS

- Event – Business Summit: *Working on Select Date in March/April as it will depend when we can get the speakers.*
- Event – CBFF *Based on the plan there is no ability to take this on, that being said should we be able to get the grant we will be able to hire someone. Currently we have an 8K grant from Tourism Cowichan.*

10) ORGANIZATION AFFILIATE REPORTS

- Chamber of Commerce Report – *Not much new is happening, but they are looking at doing a Car Boot sale and also the Corvette weekend is coming up.*
- CVCAS Report – Stephanie – *not able to attend*
- Theatre Report – Michelle – *Not able to attend*

11) MISC.

- Museum grant for \$200 - *Approved via email for their annual fundraiser for 75 people, this will be paid out via e-transfer.*
- Insurance for events: *Insurance group has been saying we need insurance, despite some of those events being covered in our general liability plan – the insurance company although admitting its possible this was the case will not reimburse us for any of these issues, however they will “examine” our current policies going forward. When asked why we were not advised of this sooner, they said they did not go to our liability each time but will need to do that in the future. They are accepting no fault and have been selling us policies that are not needed. We will be reporting them to the Insurance Bureau of Canada as they have a complaints and conflict resolution position.*

12) OPEN FLOOR – No comments.

13) CALLED TO CLOSE 09:12 am

Call for Approval Annette, Julie all in favour. Meeting is now adjourned.