

BOARD MEETING MINUTES | SEPT 23, 2019 | 1-2yr

DATE & TIME:
Monday, Sept 23, 2019 at 8:00 am

LOCATION:
Best Western Board Room

ATTENDING DIRECTORS:

Debbie Ward Barb Karla
 Chris Kara Lulu

EX-OFFICIO SEATS: Chemainus Theatre Shelley CVCAS Krystal Laurie

- 1) Meeting called to order 8:07 am

- 2) Consent Agenda
 - Approval of May Minutes
 - Payables (Cheques to be signed)
 - Income & Expense Statement/Balance Sheet
 - In favour All, Motion to approve: Debbie , Barb

- 3) Items for Review
 - Work In Progress Report (WIP)
 - Contractor Time and Expenses
 In favour all, Motion to approve: Lulu , Barb

- 4) Financials
 - Budget and YTD
 - Grants (North Cowichan – Digital Signage request, \$4,000 additional funds for baskets, Lighting for Fuller lake billboard, DBC, sports, Heritage Canada, etc.) – Krystal will apply for North Cowichan grants, Shelley will apply to Heritage Can.
 - CBIA Payments after November 1 - Krystal
 In favour all, Motion to approve: Lulu , Barb
 Motion to approve \$1,000 for Krystal to put on her pre-paid VISA: Lulu, Barb
 In favour, All.

- 5) Year End Financials and AGM
 - AGM – November 27.
 - Year End Financials – Shelley to arrange with accountant
 - Draft budget for 2019-2020 (year 2 of 3) – Krystal presented draft budget.
 In favour all, Motion to approve: Barb , Karla

Motion to approve writing off accounts receivable from businesses that have closed, including: Scuttlebutts, Impulse Pizza, Afsari, Celebrations: Debbie, Lulu. In favour, All

- 6) Events + Discussion
 - Halloween – Saturday, October 26
 - Pumpkin Spice Run – Saturday, Nov 9
 - Christmas Campaign - Krystal
 - Moonlight Madness - Krystal
 In favour _____, Motion to approve: _____, _____

7) Misc.

- Banners at HWY – Krystal talking to Antique store after meeting
- Billboard update – research local orgs to continue with production
- Handoff and start date – Krystal starting full time on Nov 4
- New board members – Krystal talking to people.
- Chemainus Rd Corridor Plan- Shelley to inquire with Muni about plans.
- Advocate for a Chemainus Welcome Sign
- See if someone from Tourism Cowichan will present at next meeting.
- BW's Eat, Sleep Play Campaign – will include any business on a 10% off card given to guests at the Hotel. Contact Karla if interested.
- Come up with a plan to address Accounts Receivable.

Motion to approve the two HWY Billboards, and the co-op banner below Fuller Lk billboard rotate every three months – all on the same schedule – Sept-Nov, Dec-Feb, Mar-May, Jun-Aug: Barb, Debbie
In favour all.

8) Open Floor

- 9) Meeting called to close 9:58 am
In favour all, Motion to approve: Barb , Debbie