

AGM MEETING MINUTES

Wednesday, February 5, 2020 | 5:30 pm | Maple Lane Café

Attendees: Studio 77 Christina, Silvermine Barb and Ian, Vintiquity Nuria, Chemainus Theatre Randy (+2 proxy BWP votes) and Michelle, Chemainus Health Food Lulu, Beyond the Usual Judy and Chris (proxy vote Chemainus Laundry and Maple Lane Café), Owl's Nest Kara, Cinder and Sea Nick, Hansel and Gretel's Ward (proxy vote Chemainus Christmas), Best Western Plus Karla, Simmonds Lifestyle Team Debbie, Krystal Adams CBIA ED (non-voting) = 16 total votes including proxy.

- 1) Welcome - Chris
 - Call meeting to order at:5:36 pm
- 2) Motion to receive Agenda - Chris
 - Put motion forward to receive and proceed with the agenda as listed. First motion Barb, Lulu, all in favour.
 - Agenda is received and we will now proceed.
- 3) Review of Previous AGM minutes - Chris
 - Please review the minutes from the last AGM's meeting.
 - Does anyone have any questions, comments or challenges? None.
 - Put motion forward to receive the previous AGM minutes. First motion Ian, Lulu, all in favour.
- 4) Board Members & Executive Team - Chris
 - Existing Board are introduces by first name and business, including the first introduction of the newest board member Cinder and Sea.
 - We have a full board with a diverse range of businesses, we would love to see more from Old Town, and we currently have the capacity to fill three board vacancies
 - o Are there any nominations for new Board members or if anyone who would like to be a board member please raise hand. None.
 - The president addresses the meeting wanting to discuss stepping down for the fact of diversifying the board in accordance to our bylaws as of March 1, 2020. Chris wishes to stay on as an executive board member however.
 - o Are there any nominations for new president or if anyone who would like to be a board member please raise hand? None
 - Should no one take up the position of president, we will have to temporarily appoint the Vice-president, Debbie Simmonds, to the position until the presidents vacancy can be filled or unless she desires to move into that roll. No president is put forth at this time. Debbie will be appointed as president for the time being as stated.
- 5) President's Report - Chris
 - Review of the calendar year beginning and end to reflect straddling finances due to tax levels. Barb and Chris are on the communication board regarding the road construction to be the voice and representation for businesses. Beacon is very receptive to filling communication void.
 - Discussed snow storm last year and preparedness which included letters from CBIA. Also included emergency preparedness.
 - Membership advantages include billboards which are changing and revising, we need to keep those consistent and easy because we have been grandfathers in. The CBIA had a meeting the week before to set president and structure to the co-op portion of these billboards.
 - We support the CVCAS and spice run which gives funs to the Neighbourhood House and others. This year \$1,500 was given to the Rotary Club.
 - The benefit of the BIA is to bring people in.

- Car show filled Maple Lane and through old town as we always have a difficulty feeding people through the old town area.
- Coordinator position changed, there was quite a few months that the coordinator went from 40 hours a week to 15 hours a week which allowed for savings along with the online initiative which did not get fully instated.
- We supported the Visitor Centre with extra hours around Christmas, and we will do so again next year.
- Mayor meeting requested regarding lighting issues about re-lighting waterwheel park.
- Chris is on the committee for North Cowichan addressing art in public places.
- Lots of board members put in lots of volunteer hours like stuffing all the valentines packages, location for meetings etc.
- New significant business owner of 49th parallel.
- Market intention was to open Feb 29th.
- Let's reach out to the library to see if we can get more involvement.

6) Financial Overview - Debbie

- Year End Financials
 - Presentation of statements as they can be seen in the financial statements for 2018-2019.
 - Are there any questions or comments? Clarification about grants and what has been received to date was raised and answered to satisfaction.
 - Who wishes to put the motion forward to receive these financial statements Ward, Karla. All in favour, motion to receive the 2018-2019 financial statements into the organization.

7) 2019 – Looking Ahead into – Krystal

- Budget 2019-2020
 - Review of the existing budget section by section, denoting any changes we have see this year such as the baskets being more expensive and how an additional grant from the municipality will offset this. Nothing major shifting we anticipate office costs, personnel and general operating costs to stay as is, putting more money into the billboards and other exterior signage and re-assessing tourism efforts as things have changed. Nothing as of surprise or of concern noted when called for questions. We do not anticipate a large revenue neutral events expenditures coming in or out this year due to our refinements.
 - Put motion forward to receive and proceed with the budget listed. First motion Barb, Lulu, all in favour.

8) Other Business

- Does anyone have other business they wish to bring to the board at this time or questions?
 - Question about seeing if we can get the library involved further. Question and discussion about community security and how we as a community can get involved. Potential of two board members.

9) Adjourn meeting.

- We wish to call this Annual General Meeting to a close. Who wishes to put the motion to adjourn the meeting forward? Nick firsts, Ward seconds, all in favour.
- Meeting now adjourned.