



Ford City Business Improvement Association
Board of Directors Meeting Minutes

When: Monday, June 17, 2024 at 5:00pm

Location: CO: Workshare (1000 Drouillard Rd. Upper)

Called to Attendance:

Kaitlyn Karns, Executive Director of the Ford City BIA

Appointed Board of Directors as of April 25, 2023:

Shane Potvin, Nicole Baillargeon, Dana Horwitz, Lauren Potvin & Ward 5 Councillor, Ed Sleiman

Ex Officio Members: **Kate Gibb**

Delegates/ Guests:

Topics of Discussion

1. **Approval of the June 17, 2024 Board Meeting Agenda**
 - a. **First-** Lauren
 - b. **Second-** Dana
 - c. **All in Favour-** Yes

2. **Approval of the May 6, 2024 Board Meeting Minutes**

First

 - a. **First-** Nicole
 - b. **Second-** Lauren
 - c. **All in Favour-** Yes

3. **Financial Report & Updates from the Executive Director and Treasurer**
 - a. FC FLEA was a success on all fronts. Very low cost to the BIA and created maximum gains for our local businesses.
 - b. Insurance payment will come out in June and Dropped on Drouillard spending will continue throughout the months of June, July and August. Anything outside of the approved \$7,000 out of the BIA bank account, will be voted on by e-vote for approval.
 - c. **Levy & Budget**
 - i. Looking to increase the levy from \$400 annually to \$500. The board is going to think about this and vote on this in September. Kaitlyn to send out some information to the board to review before the September board meeting.

4. **Hour tracking by Chair and ED**
 - a. Between the Chair and the ED, 120 hours were worked in the month of May 2024. The ED is approved for 10 hours a week and the Chair is a volunteer

position. This all goes back on finding ways to improve the BIA's funding and the longevity of this amount of work. The motions below are temporary solutions for the 2024 calendar year. However, the FCBIA will need to look at alternatives as reserve funds are used.

- b. **Shane Motions to have the ED charge an additional \$1,000 for the months of June, July and August for the purposes for organizing Dropped on Drouillard 2024 (total of \$3,000). This money will be shown in the Dropped on Drouillard festival budget.**
 - i. **First:** Dana
 - ii. **Second:** Lauren
 - iii. **All in Favour:** Yes
- c. **Shane's Second Motion: The ED's June invoice will include an additional 20 hours for both May and June 2024, not including the Dropped on Drouillard organizing fee.**
 - i. **Second:** Dana
 - ii. **All in Favour:** Yes
- d. **Shane's Third motion: As of July 1, 2024 the ED is pre-approved for 15 working hours a week versus 10 hours.**
 - i. **Second:** Lauren
 - ii. **All in Favour:** Yes

5. **BIA Audit**

6. **New FCBIA Board Member: Thad from City Cyclery & Anna from Cookie Bar**

- a. **Shane motions to bring on both Thad and Anna onto the board.**
 - i. **Second:** Lauren
 - ii. **All in Favour:** Yes
- b. Kaitlyn to onboard / ask Thad and Anna.

7. **2024 Dropped on Drouillard Updates & Planning**

- a. Kaitlyn to schedule a DOD game plan meeting with full board before the event. Shane, Kaitlyn and Lauren have been getting logistics into place in the meantime.
- b. We have raised \$11,000 in sponsorship and additional funds in vendor fees. All spending is routine and if there is anything outside of the usual festival funding, the ED and Chair will seek board approval.
- c. **Additional Event**
 - i. In the 2024 budget, \$5,000 was pre-approved to spend on two additional events aside from Dropped on Drouillard (1. FC FLEA).
 - ii. "shft" a spin-off of Jazz on Drouillard, but isn't the exact same format.
 - iii. Kaitlyn to send a proposal/ budget by mid-July and send to the board for approval before planning the event.

8. Additional Comments/ New Business

- a. Kaitlyn is away the first week of July.

Next meeting: September 9, 2024 at 5:30PM