



Ford City Business Improvement Association
Board of Directors Meeting Minutes

When: Monday, September 9, 2024 at 5:30pm

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

Called to Attendance:

Kaitlyn Karns, Executive Director of the Ford City BIA

In Attendance:

Shane Potvin, Nicole Baillargeon, Dana Horwitz, Lauren Potvin, Thad Renaud, Anna Eschuck

Topics of Discussion

1. **Approval of the September 9, 2024 Board Meeting Agenda**
 - a. **First:** Lauren
 - b. **Second:** Dana
 - c. **All in Favour:** Yes

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

3. **Welcome Anna & Thad**
 - a. Since two board members have stepped down, the FCBIA is happy to have Thad Renaud from City Cyclery and Anna Eschuck from the Cookie Bar as our two new board members.

4. **Financial Report & Updates from the Executive Director and Treasurer**
 - a. **General:** July and August were big spend months with Dropped on Drouillard. All DOD finances have been wrapped up. We will receive the next 45% of our levy in the coming weeks. The current bank account amount as of Sept 1st, 2024 is: \$25,147.18

 - b. **Levy Increase / Process**
 - i. As you all know, we are at a standstill. We are looking to increase the levy to \$600. The process to do so is as follows as per Lorie Gregg: *"I have reviewed the Municipal Act as well as the Governance By-law for the BIA. I don't see a formal process for making that change. That said, I would recommend, if it is that you are preparing the budget, to get direction from the Board on what flat rate you should utilize to build your budget, be it \$500 or \$600, and then move forward to build your budget on that basis. Once your Board has reviewed/provided input on*

the budget, you would bring this forward to the AGM for the membership's review/approval. This budget should disclose the increase in the flat rate. From a communications perspective, I believe that it would be helpful for the BIA to identify what the incremental increase will fund to show value to the membership. Once the budget, a by default, the rate is approved, those documents would need to be forwarded to Cristina for processing."

ii. **Comments:** By increasing the levy to \$600 per building, per year, this will increase the annual FCBIA budget by about \$12,000. The Board of Directors sees the value in increasing the levy to \$600. Until more buildings are renovated and the impact values increase, it does not make sense to change the BIA's levy to the variable rate. Even with the increase from \$400 to \$600, FCBIA still has the lowest annual budget of all nine BIAs in the city. Kaitlyn will prepare the budget accordingly, following the steps and suggestions highlighted above from the City. Furthermore, in the email to the membership with the budget attached, for approval, Kaitlyn will highlight the increase and what the additional funds will be going towards.

iii. Motion to propose the levy increase to the membership to \$600

1. First: Shane
2. Second: Lauren
3. All in Favour: Yes

c. **2025 Budget Due in Nov**

i. Kaitlyn and Shane to make a draft budget and will send this to the board for approval before sending to the membership with AGM information. The AGM will be discussed at item #7.

d. **Desjardins Banking Update**

i. Waiting for approval. We have requested a \$5,000 CC with Desjardins. If approved, we will work on moving our accounts to them. Kaitlyn & Shane to follow up with Desjardins.

5. **Dropped on Drouillard Recap & Reflection**

a. **WOW!** Dropped on Drouillard was an absolute success. All of the feedback from the vendors and businesses was beyond positive. If we had to highlight one weakness of the event, it would be the Car Show. Having to take that element on last minute proved to be extremely difficult. We are hoping we can pass this off to a local auto business for 2025.

- b. A review of the DOD expenses was shared. The total cost of the 2024 festival was \$28,449.22. Of the total spend amount, \$9,449.22 was directly from the BIA. Other expenses were covered by sponsorships and vendor fees.
- c. Kaitlyn and Shane will be working together this winter to make a Dropped on Drouillard master check-list for the following years.

6. Fall Events

- a. **FC FLEA-** October 20th from 10am-2pm
 - i. Kaitlyn to send out vendor call this week.
 - ii. \$500 for music budget
- b. **Open Streets-** Sept 22 from 10am-2pm. DJBJ George will be DJing in the park for a total spend of \$300 which was approved via email.
 - i. Kaitlyn to send an email to the membership highlighting all upcoming events (Open Streets, FC FLEA and AGM).

7. AGM Planning/ Date

- a. Date & Location - November 4th, 6:00PM | Cookie Bar
- b. Review of the year and budget voting
 - i. Event Schedule for 2025

8. Additional Comments/ New Business- N/A

Meeting adjourned at 6:30PM

First: Shane

Second: Thad

All in Favour: YES

Next meeting: October 21st, 2024 5:30pm at CO (1000 Drouillard Rd.)