



**Ford City Business Improvement Association**  
**Board of Directors Meeting Agenda**

**When: Monday, October 20, 2025 at 5:30pm**

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

*Called to Attendance:*

**Kaitlyn DiPietro, Executive Director of the Ford City BIA**

*Appointed Board of Directors as of April 25, 2023:*

**Shane Potvin, Nicole Baillargeon, Dana Horwitz, Thad Renaud, Anna Eschuk**

**Regrets: Lauren Potvin**

*Ex Officio Members:* **Kate Gibb**

*Delegates/ Guests:*

***Topics of Discussion***

1. **Approval of the October 20, 2025 Board Meeting Agenda**
  - a. First: Thad
  - b. Second: Dana
  - c. All in Favour: Thad, Anna, Nicole & Dana
  - d. Opposed: N/A

**CARRIES**
2. **Approval of the September 15, 2025 Board Meeting Minutes**
  - a. First: Thad
  - b. Second: Anna
  - c. All in Favour: Thad, Anna, Nicole & Dana
  - d. Opposed: N/A

**CARRIES**
3. **Financial Report & Updates from the Executive Director and Treasurer**
  - a. The accounts are healthy and nothing new to report. With Flea being rescheduled on Friday, we were able to save on having to pay twice for barricade rentals and street closures. Kaitlyn will be wrapping up the books and preparing everything for the bookkeeper for end of year.
4. **Budget Approval + Finalization**
  - a. Review of the proposed budget and the comments in the document
    - i. Chamber of Commerce Membership
      1. Not many members, if at all, are using the membership benefits. The Board would like to remove this from the budget and Kaitlyn will flag it to the membership. Once the budget is approved by the membership at the AGM, Shane will discuss this change to the Chamber.

2. Motion to Remove the Chamber Annual Fee
  - ii. \$500 was added in the admin column for 2025 to pay the new Coordinator for her training time
  - iii. Planter barrels + hanging baskets
    1. The City is no longer paying for hanging baskets within the BIA. The cost to FCBIA would be \$4,000~ for even 50% of the hanging baskets. The board agreed that this is not in the budget and we will not be getting hanging baskets.
    2. Additional Street Scaping will be revisited in the Spring 2026 and use some of the Reserve Funds to make a Street Scape plan and implement.
    3. \$2,000 is in Capital Expenses to fix up all of the flower beds along Drouillard Rd.
  - iv. Whatever is left over can go to Dropped on Drouillard
    1. \$13,000 is going to Dropped and \$2,800 will be pulled from Reserves.

**Motion to Approve the agenda with the above edits/ comments:** Anna

- v. Second: Dana
- vi. All in Favour: Thad, Anna, Nicole & Dana
- vii. Opposed: N/A

**CARRIES**

As it stands, the budget will be sent to the membership for review and will be officially voted on at the AGM.

## 5. Personnel Updates + Voting

- a. Email discussion was had regarding the hiring. Thank you for taking the time to reply/ e-vote on this matter. Thad, Lauren, Dana and Nicole have responded in favour to the hire as of October 3, 2025. Maria gladly accepts the role. I will be sending her the contract after our meeting and her training will begin.
- b. **Motion to hire Maria Meredita at the FCBIA Coordinator commencing January 1, 2026 with training commencing November 2025**
  - i. First: Shane
  - ii. Second: Thad
  - iii. All in Favour: Thad, Anna, Nicole & Dana
  - iv. Opposed: N/A

**CARRIES**

## c. Update to Constitution

- i. **Motion to update the FCBIA constitution to read "Coordinator" / "Executive Director"**
- ii. First: Anna

- iii. Second: Nicole
- iv. All in Favour: Thad, Anna, Nicole & Dana
- v. Opposed: N/A

**CARRIES**

**6. FLEA Reflection- Cancelled due to weather and reschedule for Oct 26**

- 7. AGM Reminder-** NOVEMBER 10, 2025 at Cookie Bar. Kaitlyn to send out the budget to the membership following this meeting for comments. The final budget will be sent to the City after the AGM approval.

**8. Additional Comments/ New Business**

*Next meeting:* ANNUAL GENERAL MEETING, NOVEMBER 10, 2025

Motion to Adjourn:

First: Nicole

Second: Nicole

All in Favour: Thad, Anna, Nicole & Dana

Opposed: N/A

**CARRIES. Meeting adjourned at 6:35PM.**