



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

**When: Monday, September 15, 2025 at 5:30pm**

**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, Thad Renaud, Anna Eschuk**

***Topics of Discussion***

***Call to order: 5:35pm***

1. **Approval of the September 15, 2025 Board Meeting Agenda**
  - a. **First/ Motion: Shane**
  - b. **Second: Thad**
  - c. **All in Favour: Yes**
  - d. **Opposed: No**

**CARRIES**
2. **Approval of the August 25, 2025 Board Meeting Minutes**
  - a. **First/ Motion: Shane**
  - b. **Second: Dana**
  - c. **All in Favour: Yes**
  - d. **Opposed: No**

**CARRIES**
3. **Financial Report & Updates from the Executive Director and Treasurer**
  - a. All Dropped payments are completed by end of September 2025.
  - b. The 2026 budget is due to the City in November. The upcoming items on our agenda will shape our next budget, but we need to keep that in mind with the upcoming topics. 2026 Budget is \$47,400. Kaitlyn is to work on a draft budget and send it to the board prior to the October meeting. At the October meeting, the budget will be approved by the board before sending out to the full membership.
4. **Ford City Flash**
  - a. **Additional Creative Compensation-** To approve \$75 per issue moving forward. Also ties into the 2026 budget. The total cost of each issue would be \$875 in staffing + printing = approximately \$1,800 per issue for 1000 copies.

- b. **Motion to do one final issue in the late fall for 2025 and provide Sabrina an additional \$75 an issue for the comic or another- adjacent element to add to the issue.**

- i. **First: Nicole**
- ii. **Second: Lauren**
- iii. **All in favour: Yes**
- iv. **Opposed: No**

**\$400 to Morgan and \$475 to Sabrina + Printing**

The board discussed options for 2026 Flash which will be concluded with the 2026 budget. From here on out, all issues will be made available online as they are released to reach a wider audience.

**5. FLEA + Open Streets**

- a. Vendor call is closed and we will be notifying vendors this week.
- b. Musicians are hired and are: Allesandro, Tara Watts and Sasha Jordan Appler
- c. The board all agreed that there needs to be additional food options for Ford City Flea to alleviate some of the pressure off of the BIA businesses. Kaitlyn will ask a small food pop up to join the event – ask Zulee Eats (can go on the Cookie Bar Patio) and Le Pony Boy.
  - i. Kaitlyn to also ask RC Studio and Potters if they want a vendor spot within the street closure since they are right outside of the street closure.
- d. DJBGEORGE for OS –Sunday, Sept 21.

**6. Executive Director Updates – IN CAMERA**

**7. Dropped on Drouillard 2025 Debrief and 2026 Plan**

\*Session Resumed\*

**8. Additional Comments/ New Business**

- a. The 2025 AGM will be held at Cookie Bar on Monday, November 10<sup>th</sup> at 6pm.

*Next meeting:* October 20, 2025 at 5:30pm