



**Ford City Business Improvement Association
Board of Directors Monthly Meeting MINUTES**

Date: Monday, January 12th, 5:30 pm,
Location: Co-Workshare (1000 Drouillard Rd. Upper)

Called to Attendance: 5:36pm

Appointed Board of Directors as of April 25, 2023:

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

Maria Mediratta (Coordinator)

Ex Officio Members: **Kate Gibb**

Delegates/Guests:

Not Present: **Ward 5 Councillor, Ed Sleiman**

Topics of Discussion

1. Approval of the January 2026 Meeting Agenda

- a. Motion: Dana
- b. Second: Thad
- c. In Favour: All

Carries

2. Financial Updates

- a. Overview of 2025 expenses and income
- b. January 2026 forecast
 - i. Projections and estimated expenses are as expected for January and February
 - ii. Annual renewals and fees as expected
- c. Financial Reports and yearly files for 2025 have been handed over to MJB with expected delivery in February. They will then be delivered to KPMG shortly after.

3. Personnel Updates

- i. Lauren Potvin has resigned from the board of directors on January 12th, 2026

Motion to leave vacancy as is, and operate as is with 5 directors.

- a. Motion: Shane
- b. Second: Anna
- c. In Favour: All **Carries**

4. 2026 Events Overview

- a. Ford City Flea (Spring & Fall)
 - i. Date Selection Required
 - 1. Sunday April 26th, 2026
 - 2. Sunday October 18th, 2026
 - 3. Next steps: submit special event permits
 - ii. Footprint to be established for February
- b. Dropped on Drouillard
 - i. Date Selection Required
 - 1. Saturday August 15th, 2026
 - 2. Next steps: submit special event permits
 - ii. Plans and vision for 2026
 - 1. Footprint to be established for February by Maria and Shane
 - 2. Vendor and activation discussion
 - iii. DoD Budget
 - Tabled for February

5. New Businesses + Tenancy Changes

- a. Discussion
 - i. 4 new businesses expected
 - ii. Bunch building remains available for rent
 - iii. 1009 got approved for windows to go into the other 3 units, CIP Support Letter for 1009 Drouillard had been sent for Heritage Committee Meeting

6. Other Business

- a. Property Check-in, re: City has responded to concern at corner near Cookie Bar
- b. Street Scape plan, quotes to acquire by March to inform 2027 budget
- c. FC Flash Updates - awaiting 1 additional invoice

7. Called for Meeting to be adjourned 6:50pm

- a. Motion: Anna
- b. Second: Dana
- c. All in Favour: All

Carries

Meeting adjourned: 6:50pm

Next meeting will be on February 9th, 2026 at 5:30pm