

BIA BOARD OF MANAGEMENT MEETING

Thursday, October 30, 2008
Township Office Boardroom
Start: 6:34PM Finish: 8:36PM
Quorum present.

IN ATTENDANCE

Bev Leslie – Chair
Leslie Warren – facilitator

Jack Ballinger – dep 7:28PM
Jim Williamson
Pat Mikuse
Scott Rutledge

Items for action – inclusive of prior meetings

due	details
Nov 13 asap	Procedural by-law review and comments by all Board members. 10/30 Pat speaking with Shear regarding contract. 10/30
post Jul 31	Flower program – letter to council. Flower committee. 6/12 Website – Township website links and use of photographs. Pat 7/10

Invoices received, approved and signed for processing.

\$343.16	Bev Leslie	Hallowe'en and Scarecrows events
\$484.66	Leslie Warren	Glow necklaces for Hallowe'en parade

Bev welcomed the group.

Pat

Motion to receive minutes from October 16.

Motion seconded by Scott.

All in favour.

Scott

Motion to process and pay invoices.

Motion seconded by Pat.

All in favour.

Jack provided an update on the progress of the preparations of the Hallowe'en parade.

Pat communicated costs and quotes on tote bag being considered for Shop Local Christmas program.

The smaller, 36-cmx30-cmx18-cm bags require lead time beyond Santa Claus parade date of November 29. 5,000 run \$1.11 each and 10,000 run \$0.98 each. Stock is available for larger bag, 42cmx35-cmx18-cm, in the amount of 2,700 and black. \$2.65 or \$2.25 a piece for minimum order 1,200.

Jack proposes that Pat wait so that he may investigate a price closer to \$1.50 through Dawson Wholesale for green bags with white screen.

BIA BOARD OF MANAGEMENT MEETING

Scott

Motion to go with the lower price from Jack via Dawson Wholesale through Pat for final pricing comparison and approval and to proceed at Pat's discretion.

Motion seconded by Jim.

All in favour.

Pat reviewed the Stadam quote regarding printing and photography with updates per prior modifications, the print portion being closer to \$570 with additions.

Pat introduced the draft procedural by-law and brought attention to section 2.13 and "pecuniary interest" and a brief discussion ensued.

Bev requested that all members read the draft and bring comments to her prior to next meeting or at next meeting.

Bev asked that the Board consider the application of Tobin Taylor to join the Board. A discussion around possible conflicts of interest ensued.

Vote

To pass Tobin Taylor's application to Council for approval.

Carried. Pat Mikuse not in favour.

Jack returned to the parade description of the procession and then Bev described the BIA float details indicating they could use a few more hands to carry crosses or help in general.

Jack left the meeting at 7:28PM.

Bev gave a summary of the scarecrows day. 65 spines in total were built with 11 remaining. \$125 raised from public.

Bev communicated that the Shear contract remains unexecuted. Leslie is processing first half payment. Pat will talk with Ben Kester regarding town storage and other options and speak with Shear next day.

Scott spoke about the Shop Local program, showing coupon book samples. The group discussed the rate of underwriting/sponsorship the BIA should undertake. It was agreed that \$100 per page cost to participants was good value. Cost of production is 3,000 at \$4.50 each. Each page costs about \$135.

BIA BOARD OF MANAGEMENT MEETING

Table of projected costs

Prizes	\$10,000
Float	\$500
Advertising	\$2,200
BIA ID	\$350
Tote bags	1500 to 2400
Printing cash-value coupons	\$660
Photography	\$2,150
Viper fee	\$2,500
Coupon book	\$13,500
BIA underwrites	\$6,000

Jim

Motion to move ahead with the concept providing the dollars are available.

Motion seconded by Pat.

All in favour.

Accounting is generating a BIA accounts update and Leslie will get that to Scott.

Pat requested that Leslie announce board positions available at website and town page with two occurrences in the town page sufficient.

Bev informed the group that a cheque for \$1000 was on its way from Veridian to spend exclusively on LED lights. This could go toward a display at the Fantasy of Lights.

Received

Information pamphlet from Trinity United Church regarding rental facilities.

Next meetings: November 13 and 27 6:30PM

Meeting adjourned: 8:36PM.