

Aldershot Village BIA Board of Directors

Meeting Minutes

Thursday, December 10th, 2015

Present: Chair Kelvin Galbraith; Vice Chair Shirlea Crook; Treasure Melissa Diamond; Candace Cook; Kiara Galbreath; Miriam Mulkewich; Sonja Pagliuso; Inge Scharge

Staff: Social Media Co-ordinator Andrea Dodd

Regrets: Councillor Rick Craven

Guests:

1. Call to Order at 7:30

Meeting Chaired by: Kelvin Galbraith

1. Approval of Past Minutes – Thursday, November 12th 2015

Motion by: Galbraith

Second by: Crook, Pagliuso

Motion Carried

1. Approval of Agenda: Crook, Cook
2. Chair remarks
* Busy time taking over for GM.
* Keys to storage and mailbox are in our possession.
* Banker Boxes should go back into the storage locker.
* Mail will be checked this week.
* Galbraith has had a gentlemen approach him about a piece of art to donate and Craven is interested so we will get more information.
* We need to know what costs are associated with the installation etc. before we can make a decision on public art and the donation in question.
* Crook – Suggested it may be advantageous to meet with the City Planner to see their vision first, all agreed as this is part of our mandate.
1. Christmas Tree of Hope
* There were some disappointed people as the horses were not there. Needed a permit with insurance which was not secured.
* Other than that everyone enjoyed themselves.
* Next year we need to have things in place a good amount of time before.
* Needs to focus on sponsorship next year to make it a better event.
* Sponsorship should be the focus of ALL events.
* Budget was better this year over last.
* Much opportunity to make next years event the best yet!
1. Treasurer Report
* Financial Statement (Deloitte Assessment) for the city was received and reviewed by the Treasurer.
* We need to approve and move forward with 2015/2016.
* There isn’t anything concerning or out of order.
* Moving forward we can approve the 2014 Financials
* Motion to accept the financials and auditor reports: Diamond.
* Approved: All in favor.
* Meeting in the New Year with Janice Melnik (Book Keeper) and Diamond to create a better system and improve communication and systems.
* Looking now at 2016 Budget.
* We would like to continue with in the Beautification process of Plains Road.
* Focus Magazine is no longer being printed and we will not be taking over the responsibility for the printed material-especially as we move to more on line commnications
* Diamond will make changes and email the budget to all.
* Vision for beautification is something that will be addressed in the New Year with the new GM in order to define the corridor and Aldershot Village.
* Chair will make contact with Gus from GoSigns for a proper banner quote.
* Much conversation about how to spend BIA dollars to make the organization and events the absolute best they can be.
1. General Managers Position
* New Job Description proposed for the hiring of the new GM – Approved. Consent.
* An add will be put together by HR Committee.
* January 14th meeting will be at LaSalle and more discussion will occur at that point.
* Full Time vs Part Time debate will continue as we see who the applicants are and the skills they could possibly bring to the table.
* We need to think about a Guest Speaker for the AGM please send along suggestions.
* Thursday, February 25th will be the date for the AGM.
1. Social Media-
* Best Dressed for the Holidays Contest – One more newsletter will go out.
* GC’s for the winners will be purchased with the BIA Visa Card.
* Judging will occur on Friday, December 18th.
* Twitter account needs a new email address attached to it.
* A Gmail account will be created to solve this problem.
* GM position will be sent to Dodd and posted on our sites.
* Suggestions from Dodd for future consideration. Website quotes, graphic design & sponsored posts for events.
1. Meeting Adjourned:
2. Next Meeting: Thursday, January 14th at LaSalle, 7:30am.

*Please note that all information presented*

*by Guest Speakers is to be considered confidential.*