



MINUTES of Special Board Meeting  
October 22, 2015 at the BBIA Office

Attendance

*Members:* Mary Kavanagh, Josh Fulford, Debbie Neuman, Lynn Haines,  
Lynn Neuman

*Guest:* Jody Didier

*Absent:* Dave Rattle, Kathy Tripp

Jody Didier was asked to chair the meeting, in Dave's absence.

1. Call To Order

The chair called the meeting to order.

2. Agenda

**Motion:** To accept the agenda established for the meeting. \*Note:  
Acceptance of minutes of the last meeting was not included as these  
were not available and as such were deferred to the next meeting.

Mary Kavanagh

2nd: Lynn Haines

Carried

3. Disclosure of Pecuniary Interest

Jody Didier declared that she was currently under contract to the  
and that there was going to be discussion around future contracting  
in the budget review, although she has no voting authority.

#### 4. Budgets

Four separate draft proposed budgets had been previously distributed, along with a copy of the financial report provided by Craig Davidson, Treasurer, dated October 21st, 2015. Each budget was discussed, line by line. The first proposed draft budget is for the basic 2016 Wheels, Water and Wings Event, forecasting Revenue and Expenses that appear on the proposed 2016 BBIA Budget.

The second proposed draft budget is for an expanded program for the 2016 Wheels, Water and Wings Event, forecasting Revenue and Expenses that are anticipated if the BBIA is able to secure sufficient funding for an enhanced WWW program that includes developing an annual motorcycle rally. It was noted that the net bottom line is exactly the same as the proposed basic WWW budget and therefore, while this draft budget was reviewed, line by line, it will not be have to be brought forward to the general membership.

The third proposed draft budget is the overall BBIA Budget for 2016. This same budget appears on the comparative budget with last year. It was discussed, line by line. from the comparison budget.

The fourth draft budget is a comparison of the 2016 proposed budget with the 2015 forecast and the actual 2015 Revenue and Expenses. The line items appearing on this statement are extrapolated from the report provided by the Treasurer and anticipated expenses to the end of 2015.

There was discussion about there not being a line item in the proposed 2016 budget for the cost of newsletters. Discussion surrounded the fact that there had not been a final decision around the method of circulation and the frequency of newsletters. It was explained that the cost of newsletters was part of "Promo" and that if there was any difference there was more than sufficient "Contingency" funds to address this at a later date.

A similar discussion arose around the amounts allotted for contracted staff as it is becoming clear that, if undertaken with the required due diligence, there is a heavy load of administrative, networking and research work associated with BBIA operations. Jody acknowledged that she has been spending more hours than is covered by the \$3000 contract but noted this could change from month to month. She further explained that she isn't seeking compensation for the additional hours as she currently views it as her volunteer contribution.

The board expressed concern that this would be considered inappropriate under normal circumstances and that it might skew perception about future staffing considerations. There was further concern expressed about the reduced contract amounts that have been allotted in what may seem to be the 'slower' months. The board noted that these were months when there is a need for someone with Jody's experience to undertake things like WWW sponsorship sales and grant proposals, attending trade shows and other activities. There was discussion about being cautious not to revisit board decisions or to duplicate efforts by making changes to plans that have already been put in place.

The board discussed that the contract arrangement had been instituted along with the decision to move forward with WWW but that functions that were expected to be carried out by committees have been (by necessity) downloaded into the contract. The board discussed the current contract situation as a month-by-month test of requirements and decided that a better decision could be made after a full year of operation in this manner. It was agreed that there are sufficient funds allotted to "Contingency" should the board feel a need to increase the contract requirements in any particular month.

**Motion:**

That the BBIA board rescind all previous 2016 budget motions and accept the four aforementioned proposed budgets and to present the 2015-2016 comparison budget and 2016 BBIA budget, as accepted today, to the membership at the AGM on October 30th, 2015. Lynne Neuman

2nd: Debbie Neuman

Carried

#### 5. HOTtie Awards

Board discussed Wheels, Water & Wings is a finalist for the 2015 Hottie Award Event of the Year and Jody Didier is a finalist in the 2015 MVP Award category. (The board has been notified that both will be winners) Tickets are \$12 per person, \$20 per couple and must be purchased in advance. Discussion included extending an invitation to Perry Kelly, Mark Sills, Jody Didier, the Mayor & CAO and covering the cost of tickets for those who are interested in attending the November 6th event.

**Motion:** That the BBIA board offer an invitation to Perry Kelly & guest, Mark Sills & guest, Hazel Lambe & guest, Mayor Jenkins & guest , Jody Didier & guest and all board members plus one guest each and that the board will cover the cost of the tickets for those who are interested in attending, up to the amount of \$500.00. Mary Kavanagh

2nd: Debbie Neuman

Carried

#### 6. Committee Reports

a) Autumn shop local is the talk of the town. Signs are in and Mark Sills will be putting them up. Stores have posters. Preregistration is available at Sears. The group is meeting at the Granite on the evenings of November 5 and November 12. Shoppers can register there, at 5:30 on those evenings. Lynn N. said she needs volunteers to lead the groups but if she is unable to find leaders she will just designate one person in each group to watch the time. The Granite is making special arrangements to accommodate us, in spite of their

usual trivia night. They will be offering specially priced menu items but the board's concern is that BBIA shoppers will be filling the Granite dining room but are not guaranteed to buy.

**Motion:** To compensate the Granite \$250 for the 2 nights that the BBIA will use the dining room for registration/meeting and prize draws. Lynn Haines

2nd: Josh Fulford

Carried

b) Fall Winter- Lynn Neuman brought a sample of the large baskets and the small wreath to show the board how they will look. It was agreed to put the snowflakes up without lights this year and to have red bows and lights on the small wreaths and have the wreaths & snowflakes staggered through the town. Swag greenery is arriving on the 11th, it will be wrapped on the wire with lights on each bridge and there will be 8 big green baskets on one bridge, 12 on the other. Mary will ask Town Works to clean off the Christmas doors and windows and paint a few in the bright paints that we have purchased. They will be used to decorate the shade garden, Vance corner bench and possibly north near Foodland/Canadian Tire.

The 50th banners will be left up for the winter but Town Works will take down the historic banners. Mary will ask them to devise a way to either lay them flat or hang them and clean them for next spring. Mary will investigate having some of the old banners painted, if time permits, some may be ready for this winter. A work bee to green the wreaths was scheduled for November 17th. Mary will ask Mark to take the wreaths down to the main floor work bays and to cut sufficient greenery to have on hand for the bee.

c) Consultant's Report- Mary showed the board a copy of the new newsletter that she has been hand delivering. It was noted that newsletters have not yet been addressed and do not appear in the

2016 proposed budget although there is a substantial "contingency" fund in the budget and communication costs will be drawn from it.

Jody has created a new members' list, comparing the old list provided by Chris Drost, the taxation list provided by the Town of Bancroft, the business cards collected by the summer students, by internet searches and phone calls. While it is still a work in progress, it is far better than anything that the BBIA has had to work with up to this point.

Jody talked about the AGM program. Dianne Eastman has agreed to be the guest speaker. The board discussed making 25 packages to be distributed at the AGM. The cost of photocopying and coffee, tea and muffins has already been approved in the budget.

**Motion:** To allot \$150 for the purchase of a two part gift for Dianne Eastman i) for being the guest speaker at the AGM AND ii) thanking her for going above and beyond the call, with the facade and design program. Mary Kavanagh

2nd: Josh Fulford

7. Next Meeting: Will be held October 30th, 2015. (after the AGM)

8. Adjournment: **Motion:** Lynn Haines

2nd: Josh Fulford

Carried