



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

When: Monday, October 16, 2023 at 5:30pm

Location: ONLINE

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, Michael Difazio, Dana Horwitz, Marina Maffessanti, Lauren Potvin & Ward 5 Councillor, Ed Sleiman

Ex Officio Members: **Kate Gibb**

Delegates/ Guests: **N/A**

Present: Shane Potvin, Michael Difazio, Dana Horwitz, Marina Maffessanti, Lauren Potvin & Kate Gibb

Topics of Discussion

1. **Approval of the October 16, 2023 Board Meeting Agenda**
 - a. **Motion- Marina**
 - b. **Second- Dana**
 - c. **Approved- Yes**

2. **Approval of the September 11, 2023 Board Meeting Minutes**
 - a. **Motion- Marina**
 - b. **Second- Lauren**
 - c. **Approved- Yes**

3. **Financial Report from the Executive Director**
 - a. Expenses for September were relatively low- reserving the BMX Company for Dropped 2024 was the biggest expense.
 - b. The BIA is expecting the remainder of the 2023 levy funds to arrive to the bank account in the coming weeks.

4. **2024 Budget Draft- ED**
 - a. Adding hydro outlets to light poles is no longer a feasible option after Shane met with the City to talk through options. The money set aside in the budget for that expense has been removed from the draft.
 - b. The board is to notify Kaitlyn of any additional comments and changes they would like to see to the budget, otherwise the current copy is what will be

sent to the membership.

5. 2024 Events

- a. Supporting two additional events in the off-season (\$5,000)
 - i. Ford City Pub Crawl, Jazz on Drouillard, Additional market/ small street closure.
 - ii. All in the off-seasons to help generate business
- b. Dropped on Drouillard will be the third Saturday of August 2024
- c. Winter basket 2023/ winter market – The baskets are a large costs for a temporary add to the neighbourhood and the board feels that it would be wise to seek alternative options to the Winter baskets.
 - i. Shane to send the board a mock-up of a few options.
 - ii. Mike motions for another alternative to the winter baskets
 - iii. Second- Dana
 - iv. All approved – Yes

6. Ford City BIA Banking Institution

- a. A follow up to the previous meeting to move from WFCU to Motor City Credit Union. The BIA would like to have a credit card for general BIA Expenses.
 - b. Shane Motions to switch banks to Motor City Credit Union in January 2024
 - c. Second- Marina
 - d. Approved – Yes
- The three signers on the account (Kaitlyn, Shane and Marina) will work together in the new year to get the account switched over.

7. Attendance

- a. This is a reminder that if you miss three meetings the board can vote to replace the member. The board is encouraged to attend all BIA meetings.

8. Annual General Meeting

- a. Wednesday, November 22nd 6PM at Pressure Drop
- b. \$250 is approved from the 2023 budget to spend on AGM related costs such as food for the guests.
- c. The final version of the budget will be voted on at the AGM.

9. Additional Comments/ New Business

- a. **Ford City Flicker** – Starts November 24th

Meeting ended at 6:30PM- Motioned by Dana and Second by Mike. Approved by all.

Next meeting: [AGM Nov 22, 2023 at Pressure Drop at 6PM](#)

