



Ford City Business Improvement Association
Board of Directors Meeting Minutes

When: Monday, May 6, 2024 at 5:30pm

Location: CO: Workshare (1000 Drouillard Rd. Upper)

Called to Attendance:

Kaitlyn Karns, Executive Director of the Ford City BIA

Present Appointed Board of Directors as of April 25, 2023:

Shane Potvin, Nicole Baillargeon, Dana Horwitz, Lauren Potvin

Delegates/ Guests:

Topics of Discussion

1. **Approval of the May 6, 2024 Board Meeting Agenda**
 - a. **First: Lauren**
 - b. **Second: Nicole**
 - c. **All in Favour: Y**
 - d. **Dana wants to add the Capitol Power Plant meeting to the agenda**

2. **Approval of the April 15, 2024 Board Meeting Minutes**
 - a. **First: Nicole**
 - b. **Second: Lauren**
 - c. **All in Favour: Y**

3. **Financial Report & Updates from the Executive Director and Treasurer**
 - a. The expenses for April 2024 included ED pay and the payment to the Chamber of Commerce for our membership which began on May 1, 2024. We received 50% of the 2024 Levy (\$15,000) as well as two vendor fees for DOD.
 - b. May is looking like it can be another low spend month with the major expenses being ED Pay, and Ford City Flea.

4. **Capitol Power Plant Meeting**
 - a. Dana was out of the country but had a representative present at the meeting. Dana is concerned about the affects of the process of the new build and the vibrations that might impact The Waters Edge. Cadillac would be used as a road to bring in goods for the construction and would be closed for approximately 18 months. Dana is looking for more support from the board on this topic.
 - b. Kaitlyn to connect with CP to find out what was or was not sent to the business membership.
 - c. Dana requested a vote to have the BIA write a letter of support to the Waters Edge on the CP topic, but the board would like to do a little more digging on

the topic before proceeding with a letter.

5. **2024 Dropped on Drouillard Updates & Planning**
 - a. DJs- Madeline Mazak has agreed to be the day of DJ liaison. All DJs have been emailed.
 - b. Bands- Looking for 1 more band for the event.
 - c. Vendors- All vendors have been selected and emails will be going out this week.
 - d. Sponsors- We are at a total of \$11,000 (cash). Kaitlyn to follow up with the Chamber about possible additional sponsors.

6. **Sheds/ Lot Shops**
 - a. A call has gone out and we do have some good candidates from the call. We are going to keep it up for another week and do a promoted post on Instagram for one final push. Ideally, we would like them filled by the end of the month for FC Flea.

7. **Chamber Social Posts**
 - a. We get 2 social media posts via the Chamber of Commerce. Looking for suggestions. Ford City Flicker would be a good option and a general FC post about available businesses etc.

8. **Traffic Calming**
 - a. Originally the BIA was supposed to get bump outs, but now we are in deep conversations with the City about the use of bollards. FC is supposed to get watermain work within the next 5 years so the City does not want to spend money on getting bump outs done.
 - b. Kaitlyn and Shane have also been in all Trucking Route meetings with the aim of removing Drouillard Rd from the trucking route.

9. **Additional Comments/ New Business**
 - a. Kaitlyn to reach out to Kate for info on where to send something for the passing of Marina Clemens. The board has agreed to send flowers to the family.

Next meeting: June 17, 2024 at 5:30PM