



Regular Meeting Agenda
6pm, September 21st, 2021
Sandman Boardroom
Meeting Minutes

In attendance: Charlotte, Tracey, Michelle, Bernice, Wilma & Ron Penner, Logan & Mila,
Manny (late)

1. Welcome & Acknowledgement: 6:02pm

President: Charlotte Kurta

“We acknowledge, with respect; the traditional and unceded territory of the Lhtako Dené Nation, on which we live and work.”

2. Adoption of Agenda:

1st. Bernice

2nd. Michelle

3. Meeting Minutes Approval:

1st. Bernice

2nd. Michelle

4. E.D. Report:

Executive Director: Lisa Boudreau

- ED Request: Could we please add 5 more work hours a week?
- Bernice makes a motion to increase Lisa's hours to 20 hours a week. Logan seconds this motion.

5. Correspondence:

a. Emails:

- “Downtown Decorations” (banners and flags for city décor)
- British Isles Historic Society – Feb. 22nd Heritage Festival in Vancouver
- Chamber of Commerce: Reminds business proof of Vaccines required sept 13
- Blue Moose Promotions – Customized products (they send promos)
- Festivals & Events Recovery Fund -
<https://news.gov.bc.ca/releases/2021TACS0059-001687>
- Box Parklets – Advertising they have box parklets (similar to planters)
- Insurance Policy – (previously paid already before I took over from Kayla)

- Super 8 – Not in favour of hotel tax, does not want to be contacted or have anything to do with SQBA
- b. Chamber of Commerce requested a meeting with all Business Association ED's
- c. Rodeo called to say thank you for donation (\$500 x2 towards hotel rooms)
- d. Benches/Planters: Still two left to be delivered to Motherload
- e. Quesnel Rodeo: Requesting that the SQBA writes a letter of support. They are applying for a provincial grant and are looking for letters from community-partners. Bernice motions and Tracey seconds that we will write a letter of support for rodeo
- f. Gay Pooler Consulting – Offers consulting (workshops, board management, governance)

6. Treasurer/Finances Report:

Treasurer: Manny/Lisa

- a. Account Balance: (as of Aug 19th) \$160,902.31

Currently waiting on access to the bank account, so I am unable to give a proper update this month, however here are some costs from the past month:

- SQBA Facemasks: \$3067.96
- ED Laptop/Microsoft office/hole punch \$1692.39 (from staples) (M/C)
- Kayla/Lisa Meeting @ Denny's \$44.24
- "Back to School" Campaign \$900 in SQ Bucks and \$100 paid advertising (M/C)
- CJ Directory: \$858.06
- Staples SQ Bucks: \$200.00
- Sept 6 Starbucks coffees – Meeting with Ed Coleman (M/C)
- Sept 10 – Granville's Coffee (Charlotte & Lisa meeting) \$8.87 (M/C)
- \$50 in SQ Bucks for Logan Nails Welcome Basket
- \$61.58 Vista Print -SQBA Car magnets (for ED while driving around to businesses)
- \$1,000 – Ed Coleman Invoice (strategic planning/business plan)

7. Old Business:

- a. Strategic plan/Business plan update: Charlotte and Lisa meeting with city this Friday to see if there is anything else needed. Board will vote to approve at October meeting.
- b. Planters/Benches/Bike Rack update: Lisa spoke with Dave today and he said the last two benches (for motherload) will be finished in a couple weeks, Lisa will arrange delivery with Dean again.
- c. Back to School Campaign: Huge success, feedback from the community and school district was really great, everyone appreciated the positivity.
- d. Welcome gift for Logan Nails – Lisa created and brought a welcome basket included with \$50 in SQ bucks to welcome them to South Quesnel
- e. Hilltop Liquor store parking/roadway follow up – Letter has been handed in to city hall, we are waiting to hear back. Once we hear back we will plan our next steps.

8. New Business:

- a. AGM Package – Lisa handed out AGM packages to businesses in person, and via email. Also posted on the SQBA fb page reminding businesses to check their mailboxes.
- b. Business Engagement – Lisa has been going around to different businesses connecting with owners/managers. Listening for feedback, and welcoming them to meetings.
- c. City letter re: Hotel Tax: SQBA received a letter from the city asking us to encourage hotel owners in the SQBA to sign saying they support the hotel tax. We approached all 3 hotels/motels and they all said they are not in favour. SQBA will hear the city out, but tell them we are here to represent businesses and this is not what they want.
- d. Fall Marketing contests: Michelle motions that we will put \$100 a month towards marketing efforts/events. Tracy seconds this motion.

9. Roundtable Discussion:

- a. Bernice motions that we will put \$100 towards a basket for Aroma Foods pumpkin carving event. Tracey seconds this motion. Lisa will create and deliver basket to Michelle.
- b. Ron Penner would like to discuss putting in a trail in the area, specifically a trail behind the motherload. Talks a previous meetings have discussed a loop in the area.
- c. Strategic plan
- d. Zoom – Lisa will look into costs to see if zoom is feasible for the AGM and future meetings. Lisa will email board with more information regarding this.

10. Next Meeting: Tuesday, October 19th, 2021

- a. **AGM @ 6:00 – 6:30**
- b. **Regular Meeting @ 6:30**

11. Adjournment: 7:10