



CLOVERDALE
BUSINESS IMPROVEMENT ASSOCIATION



5748 176 St., Surrey, BC V3S 1G4 Ph: **604.576.3155** Fax: 604.576.3145
Email: cloverdalebia@telus.net Web: www.cloverdalebia.com

March 12, 2015

***YOU'RE INVITED TO THE 2015 BIA
ANNUAL GENERAL MEETING.***

Dear BIA Property/Business Owner:

The Cloverdale Business Improvement Association is holding an Extra-Ordinary General Meeting on **Monday, April 6, 2015 from 7pm to 9pm** to approve a revised 2015 BIA Budget and a re-election of Directors.

The meeting will be held at the Cloverdale Legion auditorium located at the rear of the building at 17567 - 57 Avenue.

Please mark your calendar and join us for an enlightening evening on the future of Cloverdale.

Yours truly,

Rob Paterson
Cloverdale BIA President



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PURPOSE OF THE 2015 BIA ANNUAL GENERAL MEETING.

Dear BIA Property/Business Owner:

In an effort to be more transparent and to solicit greater input from the Cloverdale BIA membership, a new Annual General Meeting will be held on April 6th, 2015. The goal is to move the AGM closer to the beginning of the year with audited financial statements from the previous year along with an operational budget for the current year. At the AGM the Audited Financial Statements for the Year Ending Dec. 31, 2014 will be presented and will also be online for review at www.cloverdalebia.com. In addition, there will be an election of directors.

The City of Surrey has deemed that there was insufficient detail provided to the membership on a budget for the Association for the year 2015 that was presented on July 9, 2014.

The primary purpose of the meeting will be to review the 2015 Budget of the Association that shows a new strategic direction in operations from previous years. The BIA is working with the City of Surrey on a number of beautification initiatives that will include in the short term landscaping along Highway #10 and Highway #15. There will also be plans for a new primary gateway sign at the corner of Highway #15 & #10 plus smaller gateway signs at the edge of the Town Centre. The Association is also spending more resources on business recruitment to make it easier to set up a business in Cloverdale. The Association is also earmarking additional funds for safety & security and communications projects.



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AGENDA

**Cloverdale BIA Annual General Meeting
Monday, April 6, 2015 - 7pm - 8pm, at the Cloverdale Legion Br. 6**

1. President's Opening Message 7:00 pm
2. Adopt Agenda
3. Adopt Minutes of July 9, 2014 AGM
4. Treasurer's Report – Financial Statements
Year Ending Dec. 31, 2014
(Heming, Wyborn & Grewal CA's - Cary Heming)
5. Election of Directors
6. 2016 AGM - Feb. 29, 2016
7. B.I.A. Budget 2015
8. Executive Director's Report
B.I.A. Year in Review 2014
9. BIA Question and Answer period
10. Adjournment

July 9/14

2015 CLOVERDALE BIA BUDGET

REVENUE

	2015
2015 BIA Tax Levy	170,000
Est. Income generated by sponsorship/grants	<u>60,000</u>
Total Revenue:	\$230,000

EXPENSES

Beautification Committee

Committee Total: **\$24,000**

Communications Committee

Committee Total: **\$7,410**

Economic Development Committee

Committee Total: **\$2,700**

Promotions/Special Events Committee

Committee Total: **\$86,400**

Safety, Security and Crime Prevention Comm.

Committee Total: **\$2,000**

Administration & Office Expenses

Professional Fees (Book keeping + audit)	7,700
Insurance (office, liability, etc)	5,500
Rent/hydro	16,590
Telephone/Internet/Cell	2,500
Office Supplies, Photo copier lease	7,500
Wages + Benefits includes plus casual labour	65,700
Memberships: (Srry Arts Council, Clov. Chamber BIABC) /Luncheon Meetings	<u>2,000</u>
Office Total:	\$107,490

Total Expenses: \$230,000

Mar. 17/15

2015 CLOVERDALE BIA BUDGET

REVENUE	2015
2015 BIA Tax Levy	170,000
Income generated by sponsorship/grants	<u>35,000</u>
Total Revenue:	\$205,000

EXPENSES

Beautification Committee

Hanging Baskets - 176 St	3,200
SACL Clean up team	1,000
Plants & Gardening Services - 176 & 176A St	600
Hwy #10 & 180 St - landscaping feature	5,000
Hwy #10 & Hwy 15 -	
Gateway signage & landscaping features	<u>27,000</u>
Committee Total:	\$36,800

Communications Committee

Website - hosting, info updates, photos	<u>3,500</u>
Committee Total:	\$3,500

Economic Development Committee

Business Information Packages	500
Website content for business recruitment & space/property for rent/lease/purchase	<u>3,000</u>
	\$3,500

Promotions/Special Events Committee

Rodeo Days - BrickYard Days, Bed Races, Chili Cook off, Rodeo Parade	15,000
Market Days sponsorship	2,500
Canada Day	1,000
Christmas Promotions	20,000
Santa Parade	2,000
Tents & table purchase	<u>2,000</u>
Committee Total:	\$42,500

Safety, Security and Crime Prevention Comm.

Graffiti Removal & Clean up program	1,500
Mobile HD Camera program	<u>7,000</u>
Committee Total:	\$8,500

Administration & Office Expenses

Professional Fees (Book keeping + audit)	7,700
Insurance (office, liability, etc)	3,500
Rent/hydro	17,500
Telephone/Internet/Cell	2,500
Office Supplies, Photo copier lease	7,500
Wages + Benefits includes plus casual labour	69,500
Memberships: (Srry Arts Council, Clov. Chamber BIABC) /Luncheon Meetings	<u>2,000</u>
Office Total:	\$110,200

Total Expenses: \$205,000

Cloverdale Business Improvement Association 2015-2016 Director Application Form

The Board of Directors

Qualifications

The Board of Directors is the policy body of the Cloverdale Business Improvement Association. Its members represent a cross-section of the business and professional leadership in the community. It has always been considered an honor to serve on the Board. Genuine and unselfish interest in the BIA and its objective is the first requirement for the Board members.

Other qualifications include:

- A willingness to make time necessary to give the proper attention to Cloverdale Business Improvement Association responsibilities.
- The ability to inspire others and to command the respect of associates in the course of conducting Cloverdale Business Improvement Association affairs.
- The ability to work constructively and harmoniously with directors, members and staff of the Cloverdale Business Improvement Association in accordance with policies established by the Board of Directors.

The proper performance of responsibility by directors and officers is vital to the sound and efficient operation of the Cloverdale Business Improvement Association

Good Board Member:

- Approaches his/her responsibilities in the spirit of a trustee on behalf of the members.
- Backs up other board members and staff, rising to their defense when they are unjustly criticized or attacked.
- Welcomes information and the best available advice.
- Respects the right of other Board members and of staff.
- Accepts and supports those decisions that are made by a majority vote.
- Endeavors to keep disagreements and controversies impersonal, and to promote unity.

Functions of the Board Member

You should plan to:

- Attends every meeting of the Board of Directors
- Volunteer to work on the Board's committees in areas where your own work and life experiences will best be used.
- Take an active role in discussing and developing all new policies and procedures for all Cloverdale Business Improvement Association matters, including the Cloverdale Business Improvement Association annual operating budget and spending plans
- Take an active role in reviewing and evaluating the major programs designed to serve the membership and committees

- Make sure that your opinions and thoughts on all matters that come before the Board are presented in a way that represents the interests of the membership

Overall, serving on the Cloverdale Business Improvement Association Board of Directors does not come without obligations. It carries a strong need for commitment on your part. Serving on the Cloverdale Business Improvement Association Board of Directors, however, should also be enjoyable, and rewarding, both personally and for your business.

I _____

have read and agree to the terms above and will allow my name to stand for the election to the Cloverdale Business Improvement Association for April 2016 to March 2016 term.

Signature: _____

Print Name of Signature: _____

Date: _____