



Minutes

BIA Board Meeting held on Tuesday Mar. 8, 2016, at the BIA office-6pm

DIRECTORS PRESENT:

Kent Archibald, Steve Bednash, Alex Charles, Tricia Ellingsen, Yvonne Hogenes, Erin Madsen, Jim Mason, Freda Mattern, Dean Moore, Rob Paterson and Frank Redekop. Plus ED Paul Orazietti

DIRECTORS ABSENT:

Solomon Akoroje, Michelle Moore and Kiran Kooner - City of Surrey

Guest: W. Shorey Cpl. Community Response Unit

1. Meeting called to order @6:05pm
2. **Agenda Adoption:** Moved by Tricia Ellingsen, seconded by Steve Bednash
Carried Unanimously
3. **Adopt minutes** of the Feb. 9, 2016 meeting. Motion moved by Frank Redekop, seconded by Tricia Ellingsen
4. **Adopt AGM minutes** of Feb. 23, 2016 meeting. Motion moved by Freda Mattern, seconded by Kent Archibald
5. **New Business**
 - a. **Directors Election**

Paul called for the election of the Directors to fill the positions of President, 1st Vice President, Treasurer and Secretary.

 - i. Nomination for position of President. Nomination of Dean Moore for President. Moved by Steve Bednash & seconded by Tricia Ellingsen. Any other nominations from the floor, called three (3) times, no other nominations, All in favour, none against, **Carried Unanimously**
 - ii. Nomination for position of Vice President . Nomination of Tricia Ellingsen

Moved by Rob Paterson, seconded by Freda Mattern, Any other nominations from the floor, called three (3) times, no other nominations, All in favour, none against, **Carried Unanimously**

iii. Nomination for position of Treasurer: Nomination of Dean Moore by Rob Paterson, seconded by Kent Archibald. Discussion ensued on this nomination and the board agreed that they would vote to hire someone on a contract basis to do accounting/book keeping of the organization to allow Dean to keep the Treasurers position. Any other nominations from the floor, called three (3) times, no other nominations, All in favour, none against, **Carried Unanimously**

iv. Nomination for position of Secretary: Nomination of Freda Mattern by Rob Paterson, seconded by Tricia Ellingsen. Any other nominations from the floor, called three (3) times, no other nominations, All in favour, none against, **Carried Unanimously**

b. 2016 Business Promotion Scheme

Paul presented the 2016 BIA Business Promotion scheme that explained in greater details the plans/projects for the organization, the committee budgets (as approved at the AGM) and a timeline for completing them.

c. BIA AGM recap The City of Surrey commended the Board and the Exec. Director for holding a well run Annual General Meeting. City representative Kiran Kooner went on to compliment the BIA for being extremely transparent with its finances and praised the general direction that the Association is heading towards with its Business Promotion plan. At the AGM a number of members spoke to the importance of planning for parking for future development and were concerned with the number of parking variances granted for future development. In addition, the members would like the City to advise the business community were additional parking spaces will be added. The Exec. Director reported that the BIA will create a Parking Task Force to follow up on this important matter. There was also some concern expressed by a member on the design proposed by TownLine for the Cloverdale West Village site. Once again, there is a need for the business community to meet with the City of Surrey planning department to get a clear picture of what types of designs are being encouraged for this area.

d. Treasurers Report: Dean reviewed the Feb. 2016 monthly expenses which totaled \$19,405.60 with a Total income of \$2,000.00. The BIA Bank balance at the end of Jan. 31, 2016 is \$86,938.81.

The Board recognized the importance of having continuity in the position of Treasurer but due to the increased reporting requirements especially with quarterly reports to the City of Surrey, the board would like to hire a contractor to take on accounting/book keeping position.

Motion moved by Yvonne Hogenes and seconded by Tricia Ellingsen that the BIA budgets at least \$1,000 for the new acct/book keeping contract. **Motion Carried Unanimously**

The Board requested that at least 3 people/companies be brought forward for consideration to the next board meeting.

e. Parking Committee: In light of comments made at the AGM, the board asked current directors to be part of a Parking Task Force that would address this subject.

The following directors have agreed to be part of the new task force: Dean Moore, Tricia Ellingsen, Freda Mattern, Frank Redekop and Erin Madsen. The new task force will meet before the next board of directors meeting. One of the primary objectives will deal with parking variances and where new spots will be purchased and an accountability of funds collected to date.

6. Old Business:

a. Gateway Signage — The Exec. Director has sent a letter to Mayor and council to have a delegation appear to request support from the Council Initiative fund. The BIA is expecting cost estimates from the City of Surrey by the end of March.

b. Townline - "The Bristol" — Townline did a presentation at the AGM and has confirmed that they are going ahead with the development which will include approx. 20,000 sq ft of commercial space at grade.

7. Committees

a. Beautification: The Cloverdale BIA remains in discussion with the City of Surrey Beautification officer on a number of beautification projects that include new Street light banners that will be installed this spring. The City will get back to the BIA on its plans to add trees along Highway #10 between 176 St and 175 St.

b. Communications: The webmaster is working on upgrading the current BIA site and has brought forward a budget request for \$1,000 to complete the next phase of re-skinning the sections in the site along with a revamped Directory, updates to special events and a new social media hub. Motion made by Tricia Ellingsen and seconded by Frank Redekop to approve the \$1,000 web site budget. **Motion carried unanimously**

Director Steve Bednash provided an estimate to provide over 50 photos for web use that will update all of the special events sections and economic sections for the site for 2016. Motion made by Freda Mattern and seconded by Yvonne Hogenes. Director Steve Bednash had to abstain from voting. **Motion carried unanimously.**

Some discussion ensued about the next phase of producing videos for the website and some different suppliers will be approached for cost estimates.

c. Economic Development: Mosaic reported that they are working hard on their application right now with a target construction start date of mid 2017 (after environmental cleanup). ED Paul reported that the office is receiving numerous inquiries about rental space and that a tenant has signed agreement to occupy the bottom of the new Cloverdale Gateway building at Hwy #10 and 176 Street. The office has a number of inquiries from new businesses considering to move into the area.

d. Special Events: The Committee is working on the Cloverdale Rodeo Days event and will be starting with special event application forms with the City of Surrey. The committee has announced that Brick Yard Days will move to May 7th to avoid conflicting with Clayton Community Festival that falls on May 14th. The committee will be actively looking for additional community sponsors and will need to raise some additional funds to match last year's expenditures.

e. Safety and Security: The preliminary results of a crime survey was attached to the Board's package for review at a later date. The board was made aware of the new joint Cloverdale Crime Prevention Partnership committee and its initial plans to survey the business community only in the Cloverdale District. It was explained that this committee would include a member from the Community Police station. The BIA portion of the committee is going to solicit cost estimates for having HD video cameras at both the front and rear of the Cloverdale BIA offices.

7. Other Business:

Exec. Director Paul Oraziotti had been approached by the Staples Manager Raj Veauli to be considered as a Director for one of the empty seats at the BIA board. The Board discussed the value of having Directors from different parts of the BIA area and felt that Raj would be a good addition. Moved Frank Redekop and seconded by Tricia Ellingsen that Raj Veauli be appointed as a BIA director until the Association's next AGM. **Motion carried unanimously.**

Meeting adjourned: @ 7:55pm

Date of the next BIA Board meeting is Tuesday, April 12th starting at 6pm

Cloverdale Business Improvement Association
Profit & Loss
February 2016

	<u>Feb 16</u>
Ordinary Income/Expense	
Income	
Sponsorship	
Santa 2015	2,000.00
Total Sponsorship	<u>2,000.00</u>
Total Income	2,000.00
Expense	
Advertising and Promotion	
Santa Parade 2015	3,087.00
Total Advertising and Promotion	<u>3,087.00</u>
Economic Development	8.78
Office	
Board Meeting	59.35
Chamber Luncheon	55.00
Copier Lease	217.64
Fees, dues and subscriptions	12.00
Gas	138.24
Office Expenses	616.71
Office Supply	366.60
Total Office	<u>1,465.54</u>
Operations	
Telephone, Telecommunications	277.67
Total Operations	<u>277.67</u>
Professional Fees	8,200.00
Rent Office	1,025.00
Safety Security & Crime Prevent	29.33
Wages and benefits	
Deductions	1,395.00
Executive	3,917.28
Total Wages and benefits	<u>5,312.28</u>
Total Expense	<u>19,405.60</u>
Net Ordinary Income	<u>-17,405.60</u>
Net Income	<u><u>-17,405.60</u></u>