

Board Meeting Minutes
Boulder Creek Business Association
Boulder Creek Pizza & Pub
(Thanks Chris for treating us to the pizza lunch.)
Friday, March 16, 2012
12:00pm

Board Members:

Officers: *President* – Eric Hammer, *Vice President* - Chris Carrier, *Treasurer* –, *Secretary* - Tonya Silvestri

Directors: Karen Mayer, Hallie Green, Lindsay Scarborough, Ann Marie Conrad

Quorum Present: yes

Others Present:

Absent: Tamara O'Kelly, Carolyn Sanborn

Proceedings:

1. *Meeting called to order* at 12:10 pm. by Eric, welcomed all
2. *Meeting Minutes:* Minutes of Board Meeting Feb 17, 2012 were approved by Karen, Seconded by Chris, all accepted.
3. *President's Report:* Haille reported that the Chamber mixer was well attended (~30-40) and that Mary approached her to coordinate dual-mixer event. Eric thought support a mixer would be good, rather than a fundraising event. Haille will work with the SLV Chamber to coordinate a mixer. Joe Sunderland will be taking down the Christmas lights as soon as weather permits. Review event chairs to make sure everyone is able to keep commitments.

Review Event chairs as follows;

Golf tournament on July 20- Chris

July 4 - Ann Marie,

Halloween - Karen

Black Friday – Karen

Membership - Carolyn

"operations" Marketing plan/strategic plan/bylaws – Lindsay/Eric

Auction Installation 2013 – Hallie

Website – Tamara

Town beautification may 5th – Eric (replanting tree in front a taqueria, contact Merchant Committee for clean-up ideas, & helping effort to clean-up, & ongoing maintenance (watering).

4. *Treasurer's report:*
book balance – checking \$12,512.19
book balance - CANpaign Savings \$3190
Motion to approve by Chris, second Karen, all approved.
Eric made a motion to re-imburse Karen \$50.18 for CANpaign and auction expenses.
5. *Dinner/Auction* –
Auction Thank you notes in the process. Follow-up on outstanding balances have been made but all the funds have not yet been received. Reviewed list of process improvements from

post-event reconciliation:

1. Create master tracking form for Live Auction items to record winning bidder and winning price.
 2. Create individual slips for each Live Auction item to record winning bidder and winning price. Individual slips and Live Auction item will be passed into "accounting area" following close of each Live Auction item.
 3. Create form to record "Special Project" auction donations (bid number and price) (2011 special project was for CANPaigh)
 4. Create new bidder paddles - we did not have enough to start, and probably have even less now.
 5. Improve "sales slip total" form for next year and print on colored paper
 6. Improve process for closing Silent Auction. Provide time table/evening agenda at each table in addition to the list of auction items so people know when Silent Auction is closing. Can we blink the room lights?
 7. Improve "station" order at checkout into logical sequence (pick up Silent, pick-up Live, Special Project, Cashier from cash/check, cashier for credit) to improve flow at checkout.
 8. Decide in advance what opening bids should be, and what minimum bid increments should be, list item value.
 9. Prepare Silent Auction bid sheets early, with item description, starting bid, and minimum bid increment, then add item number when list is final (Live items pulled, Silent items grouped into categories)
 10. Create a list of responsibilities that need to be handled and assign people to handle them.
 11. Post-auction: Collect ALL paper after event: agendas, lists, bid paddles, etc. and bundle all with check out receipt for post-event reconciliation.
 12. At checkout, retain Silent bid sheets in case needed as "evidence"
 13. Write bidder number on checks and credit card receipts
 14. Consider having two checkout stations to speed checkout process? #1 Cash/check & #2 credit
 15. Determine a way to count dinners served.
 16. Have a small number of bidder paddles and 1 sheet of check-in form in back room to deter paddle splitting.
 17. **NO PADDLE SPLITTING ALLOWED!**
- From board meeting:
18. Create large signs with Live Auction item numbers to prominently showcase those items
 19. Ask auctioneer to follow sequence numbers of Live Auction items.
 20. Create table layout/floor plan?
 21. Poster-board for to announce silent – auction winners
 22. Master auction item list & event agenda at each table

6. Membership update – 61 members paid within last 12 months, not all of these are a result of the 2012 membership drive, ie some are late 2011 payments; still need to try to pull in new members to reach our goal of 100 paid members for the 2012 drive.

7. Website - reviewed 2 proposals. After discussion the Board agrees that: 1-refine the request for proposals so that our concept (vision) for a website is precisely defined also, include desired technical specifications, and 2- proposals submitted include examples of web designer's work.

Announcements

Haille invited all to the Apr 4 BCRPD, discussing the dam and announced the Harvest Festival

is seeking sponsors.

Motion to sponsor \$500 toward the Harvest Festival event by Eric, Chris 2nd, & in addition Eric will gather information at the County re: a permit for the (side) street closure & the cost (note the \$500 is to the event, not specifically for any street permits) when he is at the County for July 4th closure. All voted in favor, Haille abstained.

Muesum is sponsoring the Memorial Day biker parade/event for veteran charity.

Next general meeting is April 18th.

Next board meeting (third Friday of every month) next is April 20th.

Meeting adjourned at 1:32 pm, Motion by Eric, Second by Chris, all accepted.
Minutes submitted by Tonya Silvestri, Secretary.