



Boulder Creek Business Association
Board Meeting Minutes

December 21st, 2016 12:00pm BC Pizza & Pub

*Board members in attendance: Julie, Nancy, Karen, Doris, Janet, Justin and Chris for part of the meeting
Not in attendance: Jeff, Tamara, Ann Marie and Abby*

1. **Call Meeting to order**
Justin called the meeting to order at 12:10 PM
2. **Additions to the agenda**
3. **Approval of the Board minutes draft from 11-16-16**
The minutes were approved as submitted.
4. **Email Motions none**
5. **Treasurer's report**

-Doris reported from the report Ann Marie emailed.

<i>BCBA (Checking)</i>	\$20,551.83	<i>CD</i>	\$3,274.09
<i>BCBA Savings</i>			
<i>(CanPaign)</i>	\$2,041.33	<i>CD</i>	\$3,274.07
<i>Sav Business (Savings)</i>	\$3,159.87	<i>CD</i>	\$3,266.04
<i>Paypal</i>	\$50.00		
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<i>Liquid Funds</i>	\$25,803.03	<i>Tied up in</i>	
		<i>CD's</i>	\$9,814.20

Total in Bank: \$35,617.23

- Doris will be involved with filing the 2016 tax return and will be meeting with Tonya on December 28th.*
- List of signers on BCBA accounts will be Doris, Chris, and Karen. Justin will be on the account as well to have access to the accounts.*
- Two signatures for BCBA checks will be required.*
- Doris will check with Abby regarding the PayPal account.*
- Doris requested the financial reports from Nancy for the lighting project and copies of the electrical work and lighting professional work, for tax purposes.*
- Doris will inquire on the carriage ride proceeds deposit.*
- Need to establish a procedure for collecting cash for BCBA events.*
- Next month will be a budget meeting for the 2017 BCBA events. **Event chairs are asked to think about event expenses for next year's events.***
- Doris made a motion to upgrade to QuickBooks On Line at a cost of \$20 per month so the Board could have instant access to reports and have the ability to link with the Liberty Bank accounts. This will be a month to month commitment. Seconded by Nancy and approved by the Board. Subsequent discussion suggested the cost might be \$28 per month, so the vote was amended to be "not to exceed \$30 per month".*

6. Committee Reports

(a) Website & Facebook Update

- Nancy will coordinate with Iverson for the website and security updates and inquire on the ability to have petitions online, PayPal, and the updating of photos.*
- Julie has updated the look of the BCBA Facebook page and is helping the BCBA be more connected to other events in the area.*

(b) Merchant of the Month

-December Merchant of the Month is Traders of the Lost Arts.

-Julie will take over the Merchant of the Month duties and January Merchant of the Month will be Alice's Collectables.

-Janet will send the file of the year's Merchants of the Month to Nancy to put in Google Doc.

(c) Membership report

-2016 BCBA membership is at 98 members.

(d) Made in the Mountains

-Good turnout for the December Made in the Mountains event.

-Taking January and February off and will resume in March.

-Nancy will help with changing the info on the flyer to get the info out sooner for each event.

(e) Santa Comes to Town follow up

-Consider not using snow machine and floodlights for next year. Noise from snow machine made it difficult to hear performers. LED light strings could be used to light the stage.

-Many people in town were unaware that there was a stage and entertainment. Need to increase publicity for 2017.

-Improve illumination on Forest St. or consider a more visible location for next year.

(f) Small Business Saturday follow up

-Make the SBS info from the County available to all BCBA businesses and it will be up to the businesses to participate in SBS promotions.

-Make the Boulder Bucks promotion available for all downtown Boulder Creek businesses.

-Will develop media blitz page for promoting BCBA events with a list of contacts for radio, website and other media outlets.

-Justin to contact owner of Peachtree lot to see if lot would be available for events.

-Doris will check to see if the BCBA event insurance would cover events on that lot.

(g) Historic signs

-Tamara not in attendance. She is still doing research on sign materials.

(h) Downtown lights project

-Nancy will get estimate for the rest of Phase 3.

7. Current Business:

(a) Board election results and Board transition

-At the December 7th Mixer the slate of candidates was approved by acclamation vote of the BCBA members in attendance.

-BCBA elections will be held the first Wednesday in December.

-Board transition will be from the election to the first of the year and may include current and newly elected Board members.

-At the first of the year, the new Board members will be in the "Board only" email and have access to the g-mail account.

-Nancy will compile Board contact info of email and phone numbers to be shared with the Board.

-At the next Board meeting, Chairs for each BCBA event will be discussed.

(b) 2017 Membership

-To save printing costs, a one page letter and membership form will be emailed to the current email list and then a follow up letter will be sent to those who haven't joined.

-Justin will check to see if a PayPal option could be added in the Mail Chimp email to make it easier for members to pay for membership.

(c) Installation Dinner

- Installation Dinner is February 18th. Nancy explained the procedure for the dinner and auction.
- Karen will be able to help with the Square for auction checkout.

8. New Business

(a) Advertising content

- We must be sure to ask permission before using a photo for advertising.

(b) Tree wells

- Chris reported that Caltrans was contacted regarding the removal of the stump in front of Lone Wolf for safety reasons. Caltrans sent a file of records from 1969 that the BCBA is responsible for the maintenance of the tree wells in town.

-Nancy will forward the email with the Caltrans file to the Board.

-Justin made a motion for the BCBA to pay up to \$250 for the grinding of stump in front of Lone Wolf. Seconded by Karen. Approved by the Board.

-Justin and Chris will secure a bid for the removal of the tree in front of BC Liquor and repair of the sidewalk.

-Doris will check with insurance company regarding public liability insurance and to also be sure that Made in the Mountains is listed on the event insurance.

9. February 1st, 2017 Mixer to be hosted by Art Lab

10. Next Board Meeting January 18th, 2017 at 12:00PM BC Pizza & Pub

11. Next General Meeting January 4th, 2017 at 6:00 PM IOOF

12. Adjournment at 2:10 PM

Respectfully submitted by Janet Coit, BCBA Secretary

Our Mission Statement: The purpose of the BCBA is to maintain a healthy economic and cultural environment in this small mountain town, by promoting a cohesive bond between the various organizations representing the valley population and business, with a positive sense of community while respecting and embracing the diversity of each individual.