



Boulder Creek Business Association
Board Meeting minutes

Thursday, November 16th, 2017 4:30PM BC Pizza & Pub

In attendance: Justin, Chris, Nancy, Karen, Tamara, Doris and Janet

Not in attendance: Julie and Jeff

1. **Call Meeting to order** 4:35 PM
2. **Additions to Agenda** *Ideas for recognizing volunteers, 8d*
3. **Approval of the Board minutes draft from October 18th, 2017**
The Board minutes were approved as submitted.
4. **Email Motions**
On November 13th, 2017 Nancy made an email motion that the BCBA approve the cost of \$318.66 for 6 large reusable road closure signs to be made for the Santa Comes to Town event. Karen seconded the motion and the Board voted to approve the motion.
5. **Treasurer's report**
 - Doris will email the financial reports to the Board on Monday
 - The QB online has been changed to reflect a non-profit instead of business status
 - Karen has been added to the PayPal account. *Nancy will check the status to see if it's been updated.*
 - The goal is to have PayPal connected to the QB account.
6. **Committee Reports**
 - (a) **Website & Facebook Update**
 - Updates are regularly being made
 - Justin is working with Joe Maggio to make the transfer of the administrator of the BCBA Facebook account from Joe to Justin.
 - (b) **Merchant of the Month** *BCFD will be the spotlight for November. Nancy will post on BCBA website.*
 - (c) **Membership report** *Janet & Doris will update the membership list in QB.*
 - (d) **Light Up the Town**
 - Nancy reported that Phase III and the bad bulb replacement has been completed. The bulb replacement cost was covered by manufacturer warranty.
 - Janet made a motion to reimburse Nancy for a \$100 gift card that she had purchased to thank Yanni for replacing the bulbs. *Seconded by Karen and approved by the Board.*
 - (e) **Made in the Mountains**
 - Next MinM will be November 18th and after the December 16th event it will be on hold for several months during the winter.

7. Current Business:

(a) Santa Comes to Town

- Plans are coming together for the logistics of the event in the new location.
- Nancy is working on signage.
- Janet will confirm with vendors, music and donkey lady
- Janet will contact volunteers for traffic and pedestrian safety
- Justin will contact neighboring businesses about the closure of Forest for event
- Janet will check about chair for Santa
- Chris will work to have the town tree lights ready
- Justin made a motion that the previously unsubmitted out of pocket costs Chris incurred of \$1300 in 2016 be reimbursed. These costs include light strings, replacement bulbs and tree service costs for the town tree lighting. Doris seconded the motion and the Board approved.
- Chris will submit the bills for the 2017 tree lighting after this year's event.

(b) Small Business Saturday

- Justin is working with Sarah at lille aeske to hand out SBS materials.
- Justin set up a SBS Boulder Creek Facebook page and is asking for photos to post.
- Justin will email Julie and SLV Steve for help with obtaining photos
- Nancy is working on ¼ page flyers for SBS to be handed out at the Santa event.
- Janet will cover 2 boxes for the entry forms for Boulder Bucks

(c) Elections

- The election rules set up last year has been updated and will be sent out to members next week.
- Elections will be at the December Mixer at Liberty Bank.

(d) Review Town Sweep

- The Town Sweep was a success with increased participation.
- The location next to Jenna Sue's improved visibility and participation.
- Add sandwich boards on the corners next year to advertise on the day of the event and try to tie into second event in town like the Chili Cook-off.
- Find better quality disposable gloves for next time
- Redesign the volunteer sign in for next time and collect contact info

8. New business:

(a) Main Street Program

- Members of the Board met with Barbara Mason about the Main Street Program and the next step is to meet with the merchants in town to have Barbara explain the program to them and to gauge interest.
- Justin will informally ask various merchants when would be the best time to meet and then set up a doodle poll online to set meeting times.

(b) 501c3 status

- To be able to apply for grant money for Main Street Program a 501c3 foundation must be set up.
- Justin will contact Tess Fitzgerald about help with setting up non-profit status
- Janet will contact Barbara Mason about examples of other town's by laws

(c) Publicity

-Janet will send out a publicity list for promoting events that included deadlines for submission.

(d) Ideas for recognizing our town volunteers

-Ideas were discussed on ways to recognize individuals or all of our volunteers each year.

8. **Next Board Meeting** *December 20th at 4:30 PM BC Pizza & Pub*
9. **Next Mixer and elections** *December 6th 6-7:30 PM Hosted by Liberty Bank*
10. **Adjournment** *The meeting was adjourned at 6:02 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.