



Boulder Creek Business Association

Board Meeting Minutes

October 19th, 2016 12:00pm BC Pizza & Pub

Board members in attendance: Nancy, Chris, Doris, Tamara, Jeff, Janet, Justin by phone, Ann Marie joined late.

Not in attendance: Abby

1. **Call Meeting to order** Justin called the meeting to order at 12:03 PM
2. **Additions to Agenda**
 - Chris had an addition to discuss the town sign
 - Tamara asked that historic signs be on next month's agenda
3. **Approval of the Emergency Board minutes from 8-25-16 and Board minutes from 9-21-16**

Motion made to approve by Chris, seconded by Jeff; minutes approved by majority of the Board.
4. **Email Motions – none**

Motion from October 3rd meeting. Ann Marie made a motion not to exceed \$150 for Boulder Bucks passport drawing on Saturday, \$40 for printing of passports/advertising of event, and \$25 for gift wrap for decoration of stage. Abby second. Tamara, Justin and Doris agree.

5. **Treasurer's report**

Checking	\$21,455.84	CD's	9,810.45
Canpaign	\$1,841.35		
Savings	\$3,159.08		
PayPal	\$50.00		
	<u>\$26,506.27</u>		

-Ann Marie made a motion that all deposit slips to the BCBA bank account have a note or initials of the depositor for more accurate bookkeeping. Seconded by Jeff. Approved by the Board.
-Items purchased for "non-events" will be labeled as "town support" for bookkeeping purposes.

6. **Committee Reports**

(a) Website & Facebook Update

-Nancy is preparing the scope of work for Iverson to provide, backup, updates and security package for the BCBA website. In August, the Board previously approved up to \$200 to Iverson to improve the website.
-After the updates are completed, Nancy will discuss ideas from Iverson to improve the efficiency of the website.

(b) Merchant of the Month

-October Merchant of the Month is Air & Fire and November will be BC Drug Store.

(c) Membership report and Mixer

-2016 Membership is near 100
-The October Mixer hosted by Lone Wolf and a presentation by action plan marketing was very well attended, enjoyable and informative.
-The idea of emailing the 2017 membership forms was discussed and will be used as the initial contact in an effort to "go green". A follow up letter will then be sent to those who don't respond.
-The December Mixer will be hosted by lille aeske and Viscosity without a Showcase Business due to the size of the businesses. Art Lab has offered to be a Mixer host for next year

(d) Light Up the Town

-Nancy will be coordinating service calls from the light installation company regarding bulbs that aren't working.

(e) Made in the Mountains

-The October event went ahead despite the rainy weather and artists were set up indoors or under awnings and many artists participated.
-Events will continue into the winter.

7. Current Business:

(a) Downtown Trick or Treat

- Chris will handle the traffic control and the VWC and BC CERT will provide pedestrian safety for the event. Janet has received info from Nancy Macy and will coordinate.
- Information about delays for commuters will be included in the Update, on the local radio station, and in the newspapers. We'll also try to contact KSBW about the commuter delay on Halloween through Boulder Creek.

(b) Fall Town Sweep

- The date is Saturday, November 5th from 8AM to 12.
- Jeff will purchase a banner without a specific date to be used to advertise this and future Town Sweeps.
- Waiting on the flyer from the printer and then it will be sent out to help advertise.
- Jenna Sue will provide coffee and coffee cake, and water will be available.
- Volunteer hour forms will be available for students.

(c) Santa Comes to Town / Small Business Saturday

-Santa Comes to Town

- Abby was not in attendance, so Ann Marie reported that she has the stage and snow machine are taken care of.
- Justin reported that Randy Clayton of the Santa Cruz Carriage Company is only available for Friday night and he was unsuccessful in finding a contract for last year that had the stipulation that the deposit would be refunded in the event of inclement weather.
- Nancy will send Randy an email saying that a deposit check for \$900 would be sent after confirmation that the deposit would be refunded due to rain/bad weather. Justin will text Randy to alert him to check his email. With the refund policy confirmed in an email, Ann Marie will send him the deposit check.
- Tamara will contact the teacher from BCE to see if they could provide some singers for the stage and in town on Friday.
- Julia Horner has confirmed she has that Friday and Saturday available to perform. She was put in contact with Abby.
- Lisa Maggio is working on having the Redwood Choir sing on Friday night. Need to confirm.
- It will be mentioned in the Update that we're looking for volunteer performers.

-Small Business Saturday

- Ann Marie and Nancy will work on the logistics for the Passport/raffle idea.
- Justin to contact Andy from Slingshot about how to market the day.
- Santa will be available for pictures in the downtown. Tamara will try to find an elf costume.

(d) Installation Dinner Date

- Chris will confirm with Talal to see if February 18th is available and send to the Board.

8. New Business

(a) Garbage cans

- Nancy reported doing some research and told us that we would be getting new recycling cans in town but felt we needed to be proactive to try to get the proper receptacles in town.
- Tamara will contact Robin from Bruce McPherson's office about the possibility of obtaining a grant.

(b) Town sign

- Chris reported he had been contacted by YMCA Camp Campbell about purchasing use of the sign for 1 week per month for 10 months and if they could receive a discount.
- Nancy made a motion that the YMCA have the sign use for 1 week per month and if 10 months are used they would get the 11th month free. Seconded by Jeff. The Board approved.

8. **Next Board Meeting** November 16th at 12:00PM BC Pizza & Pub

9. **Next General Meeting** November 2nd at 6:00 PM IOOF

- Justin will contact Andy from Slingshot to see if he could be our speaker.
- Nancy suggested we also ask Kevin McClish to speak about BCFD Measure N.

10. Adjournment

Justin adjourned the meeting at 1:05 PM