

| BVFMA MINUTES – January 31, 2015 | |
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| Date: 2015-01-31 Time: 1230 to 1400 Location: Smithers Curling Arena | Objectives: Inaugural BVFM 2015 Directors' Meeting In Attendance: Kimberley, Patrick, Lesley, William, Lynden, Moe, Virginia, Elsbeth |
| Items | Notes/Comments |
| 1. New Items and Adoption of Agenda | <ul style="list-style-type: none"> • 1230 call to order • All in favour of adoption of agenda, yes. • |
| 2. Review of minutes from last meeting | <ul style="list-style-type: none"> • No minutes present. |
| 3. Selection of BVFMA Officers and review of duties (see attached document) | <ul style="list-style-type: none"> • President and Treasurer only, VP and Secretary are assigned • Nomination for President: William Elliott presents himself. All in favour. Aye. • Nomination for Treasurer: Virginia Pohl presents herself. All in favour. Aye. |
| 4. Transition meeting with past president | <ul style="list-style-type: none"> • |
| 5. Review of action items from AGM | <ul style="list-style-type: none"> • Admin Assistant – The Admin Assistant committee will deliver recommendations on the job description to the board by the 15th of February, post the RFQ/RFP and hopefully have proposals or quotes for review by February 28th. • Market Hours - The Market Hours committee will deliver recommendations by the next meeting on February 28. |
| 6. Meeting Schedule for 2015 | <ul style="list-style-type: none"> • Meetings will be held at the end of the market on the 4th Saturday of every month. |
| 7. Marketing, webpage, and Facebook | <ul style="list-style-type: none"> • \$16 annually to upgrade the website so we maintain our bvfma.ca url and not transfer to wordpress site – Motion by: Moe, Second by: Patrick. All in favour: Aye • Marketing committee set. |
| | <ul style="list-style-type: none"> • |
| 8. Other Business | <ul style="list-style-type: none"> • |
| | <ul style="list-style-type: none"> • |
| Motion to adjourn at 1:35: Elsbeth Seconded: Lynden All in favour: Aye | <ul style="list-style-type: none"> • |

Action Items from this Meeting

| Item | Lead | Due Date | Status |
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| Executive to meet with Lyn re handover: William, Elsbeth, Virginia and Lesley | William | 2015-02-01 | |
| Re: Admin Assistant. HR Committee to set job description and send out to board for approval | Kimberley | 2015-02-15 | |
| Re: Admin Assistant. Get the rfq/rfp out to tender with 2 week deadline after job description set | Kimberley | 2015-02-28 | |
| Re: Market Hours committee. The Market Hours committee will deliver recommendations by the next meeting on February 28. | William | 2015-02-28 | |

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| Marketing Strategy | Kimberley | | |
| Contact Anastasia Ledwon to make new admins on the Facebook page. William has her email address. | Kimberley | | |
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