

BVFMA
MINUTES – APRIL 25, 2015

<p>Date: 2015-04-25 Time: 1226 to 1400 Location: Smithers Curling Arena</p>	<p>Objectives: Prepare for Outdoor Market May 9th</p> <p>In Attendance: William, Kimberley, Lesley, Elsbeth, Moe, Patrick, Lynden, Virginia</p>
Items	Notes/Comments
1. Adoption of Agenda	<ul style="list-style-type: none"> • All in favour: Aye. Adopted
2. Review of previous action items	
3. Treasurer's Items	<ul style="list-style-type: none"> • Bookkeeper – Motion to eliminate services of bookkeeper and keep the accountant and have the administrative assistant track financials in a compatible manner with the accountant contingent upon admin assistant's agreement to take on this duty. All in favour: Aye. Adopted
4. Admin Assistant Report	
5. Committee Reports – PR Committee	<p>Motion: That the BVFMA hire <i>Gazely Design</i> to produce a press release and design a poster at a cost of \$60 for the press release and \$100 for the poster design.</p> <p>Amendment: That the BVFMA hire <i>Gazely Design</i> to produce a press release and design a poster at a cost of \$60 for the press release and \$100 for the poster design. And that we receive both the poster and press release ahead of production for editorial input, and that the native digital file of the poster be made available to us in a format which we may alter at our discretion. Therefore, not pdf or jpeg, but rather svg or cdr.</p> <p>Motion Adopted</p>
6. President's Report	
7. Other Business	<ul style="list-style-type: none"> • Weekly Draw - Motion to stop the weekly draw as it currently exists. All in favour: aye. Adopted • Central park bulletin board – motion to not do the bulletin board. All in favour: aye. Adopted. • Coupon Program – Motion to award Lyn the task of looking after BCAFM coupon program. All in favour: Aye. Adopted • Motion to Adjourn at 2:08: All in favour: Aye. Adopted

Action Items from this Meeting

Item	Lead	Due Date	Status
Weekly vendor feature	KM	May 2015	
Board Bio	KM	May 2015	
Send out poster to each member	LN / KM	April 2015	

Ask Jonathan to give administrative access to website to Lyn and Elsbeth	KM	April 2015	
Update vendor list on website	ELF/LN	April 2015	
People Counts – May 9, mid July, End of season	WE		
Send out a starter email for Welcome to the Summer Season – reminder of permits, tables, tents, smiles etc	LN		
Letter to council re cultural centre	WE		
Send letter re no more bulletin board	LN		
Expert Lawyer for T-1044 – have Lyn contact BCAFm about their position regarding the filing of the T-1044	LN		
○ OREST needs a signature for insurance			

Next Meeting: Saturday, May, 30th