

## Board Meeting Minutes

### Attendance:

Jason Lohr –President	P	Mandy Kenworthy	P	Sarah Schumacher	P	Dave Walker	P
Rick Shier - Vice President	R	Michaela Conway	P	Dawn Chalas	R	Jodi Fullford	P
Laura Dear - Treasurer	P	Chris Penn	P			Áine O'Connor	R
Anna Luecke – Secretary	P	Morgan Wright	P	Councillor Stuart Houston	P		
Angela Regier Cubos – Past President	R						

	INDEX	MINUTES	ACTION
1.0	Call to Order		Meeting called to order at 5:31 pm
2.0	Additions/Changes to Agenda	Motion to approve the Dec 18th, 2024 Agenda	<b>Motion: Anna Luecke moves to approve the Agenda as presented. Carried.</b>
3.0	Additions/Changes to Minutes	Any changes to the Nov 20th, 2024 Minutes Motion to approve the Nov 20th, 2024 Minutes	<b>Motion: Laura Dear moves to approve the November 20, 2024 minutes. Carried.</b>
4.0	Financials	a. Financials Presented as information	Laura Dear provided an update on financials. Accepted as information. -waiting on new computer to move forward with Sage and also bookkeeper

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<p><b>5.0</b></p>	<p><b>Discussion Items:</b></p>	<ul style="list-style-type: none"> <li>a. Construction Update - Dave Walker</li> <li>b. Greater Parkland Regional Chamber of Commerce - Chris Penn</li> <li>c. City Council Update - Councillor Stuart Houston</li> <li>d. EDAC Update - Dave Walker</li> <li>e. BIA Businesses Opens/Closures             <ul style="list-style-type: none"> <li>i. New Business Opening Notifications - Áine O'Connor</li> </ul> </li> <li>f. BIA Business Outreach             <ul style="list-style-type: none"> <li>i. BIA questions and comments - Áine O'Connor</li> </ul> </li> <li>g. Social Media Update - Jodi Fulford             <ul style="list-style-type: none"> <li>i. Social media update</li> <li>ii. 2025 communication plan</li> </ul> </li> <li>h. Email Motions to Adopt             <ul style="list-style-type: none"> <li>i. CCBA Computer</li> </ul> </li> <li>i. Calendar dates for 2025 - Jodi Fulford</li> <li>j. Summer at the Centre Update - Jodi Fulford             <ul style="list-style-type: none"> <li>i. Planning update</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Mohr Ave to be completed in 2025. Alley behind Jack's will begin in 2025</li> <li>b. Membership numbers are growing. First board meeting will be Jan 29 2025 New board has been elected. Upcoming chamber events attached</li> <li>c. Spruce Grove development is growing Increase in Multi family housing. Boundary Road to open 2025.</li> <li>d. Next EDAC meeting Jan 21, 2025. -Jason to speak to Victor regarding his EDAC position on the board. Mandy willing to step in if he is no longer interested. Victor will need to attend our meetings to report back.</li> <li>e. List of businesses attached - Jodi Fulford provided this update in Áine O'Connor's absence.</li> <li>f. No update given - Áine unable to attend meeting</li> <li>g. Kat will attend meeting in January to provide update and plan for 2025. Kat will provide a quarterly update moving forward</li> <li>h. Email vote held to buy new CCBA office computer. Passed unanimously. Computer has been ordered with Panda Rose.</li> <li>i. New committee added - Christmas Market committee.(recommended to have a budget for this) Fall Fest, Moonlight Madness, Summer Event and Christmas Market committee chairs to decide dates to meet in January with their respective members to start laying out plans. Rick Shier to chair Fall Fest committee. Michaela Conway to chair Moonlight Madness and Christmas Market committee.</li> <li>j. \$50,000 in Sponsorship in 2024. Call to vendors to begin in January 2025. Bird Creatives are on board as contractors for 2025. PCL and Grove RV to sponsor in 2025. Terms to be revised. Website coming soon. Cossack/Beer Garden planning in progress.</li> </ul>
<p><b>6.0</b></p>	<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>a. Policies and Procedures - Laura Dear</li> <li>b. Moonlight Madness Review - Áine O'Connor - defer to January</li> </ul>	<ul style="list-style-type: none"> <li>a. Defer to January 2025. Policies and Procedures to be added to the website. Laura to prepare a document booklet for the board members</li> <li>b. Moonlight Madness to move to a different date. Possibly mid November and a Thursday committee to present recommendations.</li> </ul>

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		<ul style="list-style-type: none"> <li>c. Fall Fest Review - deferred from November - Jason Lohr</li> <li>d. Committees - Jason Lohr <ul style="list-style-type: none"> <li>i. Meeting dates - Jason Lohr/Jodi Fulford</li> </ul> </li> <li>e. NRED Grant - Jodi Fulford</li> <li>f. BIA regulation - Jason Lohr</li> </ul>	<ul style="list-style-type: none"> <li>c. Jason Lohr read update provided by Pauline. \$2,100 budget provided. Planning to start earlier in 2025.</li> <li>d. See 5i Spreadsheet prepared by Aine. All committees to meet in January to get a start on planning</li> <li>e. Application submitted for \$36,900. Result expected in March 2025.</li> <li>f. Government reached out regarding input. Full policy review of the Provincial BIA regulation, Online initial meeting Jan 15. More information to follow.</li> </ul>
7.0	<b>Decision items</b>	<ul style="list-style-type: none"> <li>a. New computer for CCBA office - Jason Lohr</li> <li>b. Board Member change - Jason Lohr</li> </ul>	<ul style="list-style-type: none"> <li>a. Decision deferred to January to allow time to get more comprehensive quote from PandaRose. Unsure now what Trinus all does for the CCBA, get a parallel quote from Trinus.  <b>Motion: Jason Lohr makes a motion to purchase docking station and laser printer as quoted by Panda Rose. Seconded by Laura Dear. Carried</b></li> <li>b. Dawn Chalas leaving the Board - Melodie Brousseau to replace her. Letter to be sent to City of Spruce Grove seeking approval.  <b>Motion: Laura Dear moves that we make a board of directors change from Dawn Chalas to Melodie Brousseau from the same organization, and that we send a letter to the City of Spruce Grove regarding this board member change, seeking their approval. Seconded by Mandy Kenworthy. Carried.</b></li> </ul>
8.0	<b>Next Meeting</b>		Next Meeting January 15 2025 at 5:30 pm, Main Street Law
9.0	<b>Adjournment</b>	Motion to Adjourn Meeting	<b>Motion:</b> Anna Luecke moves to adjourn the meeting at 7:05pm <b>Carried.</b>

These minutes reflect the spirit and intent in which the meeting was held.

Approved: \_\_\_\_\_  
Jason Lohr - President

Recorded By: \_\_\_\_\_  
Anna Luecke - Secretary

Date Approved: January 15, 2025