 Meeting #2-19

May 28, 2019

NHHS

8:00am – 10:00am

**Minutes**

**Attendees- Brian Schroeder Aldo Ruberto Bev Hunsberger Jim Hupka Bill Scollie Brian Hamilton Kim Kirkup**

**Guest: Brian Phillips**

1. Meeting called to Order at 8:10 a.m
2. No conflict declared
3. Approval of Agenda – moved Jim Hupka second Brian Schroeder approved
4. Approval of Minutes -moved Jim Hupka second Aldo Ruberto approved
5. Approval of Finances-moved Brian Schroeder second Bill Scollie approved
6. Guest Brian Phillips Victoriaville Manager talks about upcoming events and promotions that the FWBIA may be interested in collaborating with throughout the year
7. Secretary- Kim Kirkup will take care of Secretarial duties until a co-ordinator is hired
8. Existing Services **- Bookkeeping**- Jim says that Lynn Gray was hired on by the previous board as the bookkeeper and she comes highly recommended. Aldo says she was a great asset and the board could use someone who is familiar with the process – **Maintenance-** Md. Lawncare have been taking care of the flowers and watering and the maintenance of BIA boundaries keeping up the downtown beautification while a board was selected.
9. Press and Membership release need to go out on Facebook introducing the New Board and a release to welcome new members and businesses to the area
10. General Meeting – a time and location and how are we going to promote it. important for the members and landlords of the FWBIA to come together. Action item: Bev will do research into viable locations and promotions for the meeting
11. Keys and Laptop – Brian Schroeder will be in charge of locating the laptop from the previous board with records we need. Bill Scollie will be in charge of securing the keys to our storage units with FWBIA Assets contained inside.
12. Listing of Current contacts- we currently have no access to our phone, email and website. Brian Schroeder will talk to his tech contact to see if there is a way it can be fixed.
13. Coordinator- A co-ordinator description for a job posting to be written up. Action Item: Bev to go on Indeed and post for co-ordinator position
14. New Business- Lori Paras would like to present an idea for an upcoming event
15. Next Meeting June 8, 8:00 a.m. at Freaks and Geeks
16. Meeting Adjourned at 9:15a.m