



## **Creemore Business Improvement Area EXECUTIVE MEETING AGENDA**

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March 12, 2019 at 7:00 p.m.  
Creemore Station on the Green  
10 Caroline Street, Creemore ON

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All information including opinions, presentations, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

### **1. Welcome**

### **2. Approval of Agenda**

#### **Recommendation:**

Be It Resolved that the Creemore Business Improvement Area Board hereby approves the Agenda dated March 12, 2019 as presented.

### **3. Disclosure of pecuniary interest and the nature thereof**

### **4. Approval of [Minutes](#) – February 19, 2019**

#### **Recommendation:**

Be It Resolved that the Creemore Business Improvement Area Board hereby approves the Minutes dated February 19, 2019 as presented.

### **5. Business arising from the Minutes**

- 5.1 Yearly meeting Calendar – Membership meetings
- 5.2 Committee Chairs – Marketing, Décor, Streetscape
- 5.3 FEO Report – Laurie, Jackie and Heather
- 5.4 TD Bank Project – information from steering committee

### **6. Public Participation**

- Questions or comments to be directed to the Chair.
- Questions shall not refer to personal matters, litigation or potential litigation or any item considered confidential.
- Limit of 15 minutes
- Limit of 5 minutes per person

### **7. Financial Report**

- 7.1 Financial update
- 7.2 Expenses and Payouts

### **8. Events**

- 8.1 Easter Event

### **9. Marketing**

### **10. New Business/Unfinished Business**

10.1 Joint Venture Funding with Creemore Springs

**11. Next Meeting** – April 9, 2019 at 7:00 p.m.

**12. Adjournment**

**Recommendation:**

Be It Resolved that the Creemore Business Improvement Area Board meeting be adjourned at \_\_\_\_\_ p.m.

## **Report on Expenses and Payouts**

It is the duty of the BIA board of directors to carefully allocate and monitor spending to best serve our membership. The BOD directors must operate in compliance with Clearview procedures and must be very careful to avoid both real and perceived conflict of interest. In order to do this the expectations for all BIA spending must be very clear to the BOD and all committee members. To ensure this clarity the treasurer puts forth the following report for the board:

**It is the understanding of the treasurer that all costs for good and services are to be paid upon receipt if they are:**

- expressed in the annual budget approved by the BOD
- captured within a sub-committee plan approved by the BOD
- brought to the board for consideration and passed by resolution of the BOD

Expenses received but not pre-authorized by the BOD in one of these three methods outlined above be brought forward to the BOD for consideration before payment is issued by the treasurer. This ensures the BIA does not pay for things without the knowledge or agreement of the BOD.

Individual BOD or committee members entering into a purchase without prior approval must be aware that the BOD may refuse to cover the expenditure if it is not in keeping with the will, or the ability of the board to assimilate the cost.

The treasurer will work closely with all committees and individuals to facilitate budgeting and tracking as required.

Should costs for an activity or event exceed the budgeted amount the treasurer should be made aware of this immediately by the person managing the expenditures and the treasurer will bring the concern to BOD for immediate consideration.

Expenses are best submitted as an invoice of the service provider made out to the Creemore BIA and sent to the treasurer via email at [sara@creemore.com](mailto:sara@creemore.com) or mailed to the BIA box 2062, Creemore, L0M 1G0.

It is understood that BIA members may on occasion have to pay out of their pocket and submit the costs to the treasurer. The treasurer has expense reimbursement forms available to aid in these submissions. All submissions must be accompanied by a receipt.

### **Info For event organizers:**

1. All cash and cheques for the BIA are to be submitted to the treasurer.
  - Cheques are payable to Creemore BIA.
2. Invoices should be made to the Creemore BIA for direct payment
  - They can be mailed to Box 2062, Creemore, ON, L0M 1G0 or emailed to [sara@creemore.com](mailto:sara@creemore.com)
3. Submit your receipts and you will be refunded.
  - Get an expense form from the treasurer
  - Fill out the form
  - Make a copy of your receipts for your record
  - Staple the original receipts to the form and submit
4. Monitor expenses and income
  - An event financial monitoring form is available from the treasurer
  - The treasurer will track exps for your event and review this at the end of the event to ensure all income and exps are properly allocated.