



Board Meeting Minutes
May 13, 2010
TG Office
3:30 pm – 5:30 pm

Board Attendance: Les Margetak, Joanne Sweeting, Catherine Wilson, Ruth Kowalski, John Lush, and Michael Dalzell

Staff: Tom Guerquin and Alison Harwood

Regrets: Gary Frey, Atma Sandher and Alison Amos-Maclsaac

1. Welcome and Introductions
2. Approval of Agenda
3. Approval of minutes from May 13th board meeting

Old Business

4. Resolutions from May 7th meeting
5. Receivables/payables
6. TG office

Motion: Joanne moved to retain TG office and find a short-term tenant to rent out the other room, 2nd: Catherine, carried.

7. Cost cutting

Action: Tom will distribute remaining 2010 Travel Planners to TG office and board of directors from Blaeden storage and cancel storage with Blaeden.

Action: Ruth will talk to Lynn about possibly working with TG as part time acting manager. Possible responsibilities will include:

- Manage marketing initiatives within budget
- All marketing activities must be approved by the board
- Attend biweekly board meetings
- Create marketing strategies based on 6 months and 12 months within the budget and realm of cash flow
- Work with Tom to execute strategies
- Look for moneys
- Work with finance committee to work through the cash flow
- All marketing activities must be confirmed and signed off or with PO#.

Motion: Les moved that Tom will be responsible for updating the cash flow report every two weeks, 2nd: John, carried

Motion: Ruth moved to buy Simply Accounting for Tourism Golden's office and have bookkeeper from Numbers & Letters come in once a week for 30 – 60 min to do the books, Joanne 2nd, carried

Motion: Ruth moved to look into purchasing office supplies (eg. File cabinet) asap, 2nd: Joanne, carried

New business

8. Cash Flow forecast
9. Plan to go forward: recommendations
10. Around the Table updates
11. Next board meeting proposal:

Thursday May 20th – 3:30 PM – 4:30 PM at TG office

12. Adjournment **Motion:** Les moved for adjournment, 2nd: Joanne, carried

Unresolved Action List from May 7 Board Meeting

Subject	Action	Deadline	Responsibility	Result
<u>Plan to go forward:</u>	Ruth will look into Miro's current benefits		Ruth	
<u>New Signing Authority</u>	Grant signing authority to Alison Amos-Maclsaac at Columbia Valley Credit Union		Ruth, John, Alison. Tom will set up.	Members need to sign minutes and go to bank

Action List from May 13 Board Meeting

Subject	Action	Deadline	Responsibility	Result
<u>Cost Cutting:</u>	Cancel storage with Blaeden Self Storage and distribute remaining 2010 Travel Planners to TG office and board of directors.		Tom	
<u>New Signing Authority</u>	Ruth will talk to Lynn about possibly working with TG as part time acting manager		Ruth	