August 2026 BCA Board Meeting Minutes

Date: August 11, 2026 started at 7:30pm and ended at 8:30pm

Location: online meeting

Chair: Elmira

Members Present: Barry Fenton, Eric Andersen, Ted Bancroft, Anni Danielson, Elmira Nazar, Mahnaz Fardghassemi, In-Ah Mellor, Toby Barazzuol, Lauren Gorgounis, Fariba Leilaby

Absent: Michael Bernard

Overview

The group reviewed planning and logistics for the upcoming outdoor Movie Night and other community activities, discussed BCA grant policy recommendations and organizational documentation updates, and assigned follow-ups for communications, storage, and outreach. Key dates: Movie Night setup 2026-08-23 (movie start ~20:00, packout by 22:00), Vancity/banking action planned after Ted's meeting on 2026-08-21, next BCA in-person meeting on 2026-09-15 at Lauren's at 19:00.

Summary of Decisions, Actions, and Follow-ups

1. Movie Night (McCartney Creek Park)
    - Status & logistics (Fariba, Mahnaz):
        - Sponsorships: 17 sponsors; approximately $1,700 in sponsorship fees received (includes Save-On-Foods and Safeway gift cards). Cineplex donating popcorn; concession support confirmed.
        - Setup: Movie vendor will set up at 16:30 (screen up at 4:30 p.m.). Movie begins ~20:00 (advertising / sponsor slides earlier); movie will end ~21:40–21:50 to allow packing by 22:00.
        - Park facilities: Concession stand and bathrooms available; no large field lights—attendees advised to bring headlamps/flashlights, blankets and chairs.
        - Waste management: Emphasis on "pack out" — attendees expected to take their garbage; minimal volunteer clean-up anticipated.
        - Volunteers: Elmira confirmed there will be a few volunteers for setup and concessions.
        - Vendor/park billing issue: Fariba escalated confusion about a third-party fee and setup times; resolved but vendor will arrive at 16:00 to set up; movie vendor prefers starting ads ~19:45 and movie ~20:15–20:30 due to light conditions.
        - Concessions & fundraising: Expected income from concessions to contribute to total event revenue.
    - Communications & promotion:

        - Slides with sponsor logos and BCA info will run between sponsor ads; “pack out” guidance should be added to promotional materials.
        - Flyer/poster: Mahnaz creating a flyer; In-Ah will distribute to WhatsApp groups and artists; Lauren offered to deliver printed poster to Nahani through her contact (Suzanne) and will either print it off for them or Mahnaz will print it off.
    - Materials & equipment:
        - Banner and stand-up sign: In-Ah currently storing these and will bring them for Movie Night. Mahnaz to bring cable ties for securing the banner.
        - Concession/ranger coordination: Fariba to coordinate on-site ranger (park locks at 22:00).

2. Sponsorships & Finances
    - Sponsorships total ~$1,700 recorded (Mahnaz to confirm with Ted). Cineplex, Save-On-Foods, Safeway contributions noted (gift cards/popcorn).
    - Concessions projected to offset remaining costs; final financial tally to be reviewed after event.

3. BCA Grant Policy Recommendation (Toby, Eric, Fariba, Barry)
    - Recommendation:
        - Temporarily stop direct granting of BCA operating funds to outside organizations due to lack of reliable, steady revenue.
        - Continue to support community initiatives through non-monetary means: promoting events via BCA networks (social channels, newsletter, bulletin), connecting groups to potential funders, and directing applicants to the BCA Foundation for small grants.
        - Continue to allow funding via the BCA FUNdation program: max $500 per event and up to $1,000 per calendar year .
        - Policy is a recommendation and can be revisited if finances stabilize or if a compelling case comes from board members in future meetings.
    - Next steps:
        - Communicate recommendation to board and consider incorporating the policy into bylaws or an ancillary policy document (Ted recommended updating constitution/bylaws and suggested a small committee to review).
        - Elmira, Mahnaz, and Toby to coordinate to propose a timeframe and focus for a bylaws review/update and prepare a proposal for the next meeting.

4. Organizational Documentation & Banking (Ted)
    - Banking requirements:
        - Ted reported Vancity requires constitutional/bylaw documentation for banking changes. Current constitution/ bylaws are outdated (May 2023 copy exists but has irrelevant/unused provisions).

        - Ted has a bank meeting scheduled for 2026-08-21 to progress banking changes. After that, new signers will need to complete ID verification at the branch.
    - Documents & governance:
        - Need to update constitution and bylaws and maintain documentation that reflects current operations and officers.
        - Proposal to form a small working group to review and update constitution/bylaws and incorporate the new grant policy where appropriate.
        - Volunteers for bylaws review: Eric and Barry volunteered; Mahnaz and Toby also volunteered to participate.

5. Communications, How-To Documents & Google Workspace (Mahnaz)
    - Mahnaz is creating “how-to” documents and a shared folder on Google Drive: examples include bookmarking agendas/meeting notes and adding meetings to calendars for both Android and Apple users.
    - Google Workspace rollout planned; Mahnaz will continue to add “how-to” guides to support onboarding and continuity (especially for managing the Blueridge email account).

6. Newsletter (Eric / Gary / Michael)
    - Transition in editorial role:
        - Gary agreed to take over newsletter editor duties from Michael; layout person Michael (layout) is going on vacation mid-September (around Sept 17) which tightens timeline.
        - Timeline: newsletter needs to be submitted to the printer by ~Sept 22–23 to reach homes before the October 8 All Candidates meeting.
    - Meeting attendees:
        - Gary invited to meet the board; consensus: invite Gary to the board meeting with prior notice that he may be asked to leave if anything in-camera arises, but he is welcome to stay for the entire meeting if he prefers.
    - Action items:
        - Eric to contact Gary with meeting logistics

7. Storage & Inventory (Elmira / Michael / Reba / Grover)
    - Current status:
        - Grover and Michael have been discussing storing tents and supplies that currently reside at private homes.
        - Elmira created a preliminary inventory spreadsheet listing tents and signs (In-Ah's signs included). More inventory items to be added.

8. Community Board (Eric)
    - Background & decision:

        - District (municipal) staff are currently reluctant to fund community notice boards; the mayor indicated possible willingness to top-up fundraising if the community raises most funds.
        - Options to consider: static (manual) board vs. electronic/digital board (digital would be more expensive and require power).
        - Next steps: form a subcommittee to explore costs, locations, approval processes, and fundraising strategy. Eric volunteered and will pull previous reports; Mahnaz and Toby volunteered to join.
    - Action: Committee of the Willing (Eric, Mahnaz, Toby) to investigate cost estimates, power sourcing (for digital), and permitting with the district. Identify possible preferred locations (suggested corners: Mount Seymour Parkway & Berkeley, or Emerson & Mount Seymour Parkway), and consider traffic/visibility and district approval constraints.

9. Art Crawl (In-Ah)
    - Status:
        - Artists and venue confirmed (Canlan): Shannon, Leticia, Sunny and In-Ah participating.
        - In-Ah preparing article for the bulletin and the fall newsletter (deadline aligns well with newsletter timeline).
    - Promotional coordination:
        - In-Ah to provide materials to Mahnaz for social posts; Shannon, Leticia and Sunny to produce images/artwork for promotion.
    - Materials:
        - Request to BCA: four neutral tablecloths for event displays — board agreed that BCA should cover tablecloth expense; In-Ah will source economical, reusable tablecloths on behalf of BCA (Lauren also suggested checking with Diner en Bleu).

10. Committees & Event Continuity
    - Idea: form event-specific committees (e.g., Movie Night committee, Art Crawl committee) to maintain continuity, reduce meeting length, and allow focused working groups to handle details outside full-board meetings.

11. Parkgate Community event on Sep 12
    - the group discussed the September 12 event and volunteer slots.
    - Eric, Mahnaz, Fariba, Anni discussed coverage windows: Mahnaz & Fariba likely 10:00–12:00, Eric & Anni likely 12:00–14:00. Elmira asked Anni to lead coordination for that event.

12. Meeting cadence & next meeting
    - Aim to keep monthly meetings under 45 minutes going forward; in-person meeting in September can be longer and will host deeper discussions.
    - Next meeting: 2026-09-15 at Lauren’s house, 19:00 (in-person).