

Birch Bay Incorporation Association
Adopted Steering Committee Meeting Minutes for
Thursday April 18, 2024 at North Bay CTK

1. Call to Order: 6:00 pm

2. Attendance:

Position	Name	In Person	Via Zoom	Regrets
Chair	Matt Berry	<input checked="" type="checkbox"/>		
Vice Chair	Lisa Guthrie	<input checked="" type="checkbox"/>		
Treasurer	Sharman Burnam	<input checked="" type="checkbox"/>		
Secretary	Michael Stringam	<input checked="" type="checkbox"/>		
Chair Communications	Vacant			
Co-Chair Research	Chuck Kinzer	<input checked="" type="checkbox"/>		
Co-Chair Research	Jonathan Mallahan			<input checked="" type="checkbox"/>
Member	Caprice Pine	<input checked="" type="checkbox"/>		
Member	Brian Bell	<input checked="" type="checkbox"/>		
Member	Barney Yorkston	<input checked="" type="checkbox"/>		
Member	Cecil Robinson			<input checked="" type="checkbox"/>
Member	Jason Polverari	<input checked="" type="checkbox"/>		
Member	Patrick Alesse	<input checked="" type="checkbox"/>		
Member	Wayne Kortlever	<input checked="" type="checkbox"/>		
Member	James R. (Bob) Aiken			<input checked="" type="checkbox"/>

3. Approval of Minutes.

Minutes of the BBIA Feb. 15 Quarterly Meeting and BBIA Mar. 21 Steering Committee, as amended were approved.

Moved by: Caprice Pine	Seconded by: Brian Bell	Vote: Yea: 11 Nay: 0 Abstain: 0
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4. Executive Committee Report (Matt Berry)

a) Stakeholder Engagement: Good response had been received from many of the 49 stakeholder letters and e-mails. County staff will recommend to Council that financial support be provided for updating the Feasibility Study. Further meetings are scheduled with the County Executive, the Mayor of Blaine and the County Sherrif.

b) Critical Path Development: The Executive Committee will develop a Critical Path Method (CPM) to chart out the process and timeline to undertake study tasks and community engagement.

c) BBIA May 16 Quarterly Association Meeting: County Executive Satpal Sidhu and County Council Member Ben Elenbass will be headline speakers. Questions should be submitted in advance to allow preparation.

5. Communications Committee Report (Lisa Guthrie)

a) Committee Chair: Lisa Guthrie is the new Chair of the Communications Committee.

b) Current Activities: Data from Constant Contact show that most people on the BBIA list open the Meeting Notice e-mails (56%). The BBIA website has been updated with a new logo and Committee memberships, and Social Media has been relaunched on NextDoor.

c) Ongoing Activities: A Monthly Newsletter will be created for notices of meetings and news and updates between Quarterly meetings. A Facebook page will be initiated with meeting notices, community events, current surveys and results of research.

6. Research and Feasibility Committee Report (Chuck Kinzer)

a) Updated Community Survey: Proposed new survey of 10 questions was distributed. The old survey needs to be removed from the Website to avoid confusion. Additional surveys would be considered to drill down into questions raised by this survey. It was suggested that surveys could be conducted every three months in coordination with the BBIA Quarterly Meetings as more questions and issues emerged.

b) Survey Monkey: Several on-line survey sites were considered with Survey Monkey selected by the Research Committee as the best fit for flexibility of questions, ability to analyze results, and cost.

Motion 1. That \$120 be allocated for a one-month license with Survey Monkey for the immediate survey and to be upgraded to an annual license at about \$900 when finances allow.

Moved by: Sharman Burnam	Seconded by: Matt Berry	Vote: Yea: 11 Nay: 0 Abstain: 0
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c) Ongoing Activities: A report from the Research Committee on results will be presented at the BBIA May Quarterly meeting, including analyses of potential tax revenues and expenditures, and, if possible, results from the proposed new survey.

7. Finance Committee Report (Sharman Burnam)

a) Expense Summary: A general summary of expenses incurred over the past 2023/2024 year was presented.

b) BBIA Bank Account: A BBIA checking account has been opened at WECU Blaine Branch with the BBIA Chair and Treasurer as signatories.

c) Finance Committee Description: Formation of the Finance Committee was approved at the BBIA Steering Committee Meeting of March 21, 2024 subject to future approval of duties of the Committee. According to the BBIA Steering Committee Officers and Duties approved on December 6, 2023, the BBIA Treasurer is the Chair.

Motion 2. That the duties of the Finance Committee be adopted as:

- Establish and maintain a bank account in the name of BBIA to ensure financial transactions are conducted through a centralized and official channel.
- Develop and implement strategies for fundraising and soliciting donations.
- Identify and apply for grants to secure additional funding for BBIA's initiatives.
- Ensure all financial practices comply with relevant laws and standards
- Prepare and update Annual BBIA Budget detailing Income and Expenses.
- Prepare monthly report of Income and Expenses for each Steering Committee meeting

Moved by: Caprice Pine	Seconded by: Chuck Kinzer	Vote: Yea: 11 Nay: 0 Abstain: 0
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7. Open Session.

Comments received from attendees:

- Birch Bay View HOA is experiencing leadership disputes.
- Time frame for the County Feasibility study.
- Time frame and process for the Boundary Review Board
- Potential speakers for the May Quarterly Meeting may include the County Executive, Sheriff's Office and local State representatives. It may be desirable to develop a list of questions for the speakers to address.

8. New Business.

Revisions to the Website need to be made including clarification of the proposed boundary map.

9. Adjourn: Motion to Adjourn the meeting at 7:15 pm

<u>Moved by:</u> Caprice Pine	<u>Seconded by:</u> Sharman Burnam	<u>Vote:</u> Yea: 11 Nay: 0 Abstain: 0
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