

Birch Bay Incorporation Association (BBIA)

BBIA Steering Committee Minutes (Approved)

Thursday Jan 16, 2025 at North Bay Community Church

1. Call to Order

The Steering Committee Meeting was called to order at 6:00 pm.

2. Roll Call

Position	Name	In Person	Via Zoom	Regrets
Chair	Matt Berry	<input checked="" type="checkbox"/>		
Vice Chair / Communications	Lisa Guthrie		<input checked="" type="checkbox"/>	
Treasurer / Chair Finance	Sharman Burnam	<input checked="" type="checkbox"/>		
Secretary	Michael Stringam	<input checked="" type="checkbox"/>		
Co-Chair Research	Jonathan Mallahan	<input checked="" type="checkbox"/>		
Steering Committee Member	Caprice Pine	<input checked="" type="checkbox"/>		
Steering Committee Member	Jason Polverari			<input checked="" type="checkbox"/>
Steering Committee Member	Patrick Alesse	<input checked="" type="checkbox"/>		
Steering Committee Member	Holly Hamilton	<input checked="" type="checkbox"/>		
Steering Committee Member	Yorkson Jeen	<input checked="" type="checkbox"/>		
Steering Committee Member	Jan Barnes	<input checked="" type="checkbox"/>		
Steering Committee Member	Michael Rutkowski			<input checked="" type="checkbox"/>
Steering Committee Member	Pauline Nefcy	<input checked="" type="checkbox"/>		
Steering Committee Member	Lisa Black	<input checked="" type="checkbox"/>		
Steering Committee Member	Raymond Chladny			<input checked="" type="checkbox"/>
		<u>13</u>	<u>1</u>	<u>3</u>
General Association Attendance		1	2	
Total Attendance		14	3	

3. Approval of Minutes.

Minutes of the December 21st, 2024 Steering Committee Meeting were approved with typo corrections.

Moved: Caprice Pine	Second: Lisa Black	Vote: Yea: 13 Nay: 0 Abstain: 0
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4. Open Session (Questions & Comments).

1. Noting the formation of the Birch Bay Community Advisory Committee by Whatcom County.
2. Discussion of proposed name change of Blaine School District to Blaine – Birch Bay School District.

5. Executive Committee Report

Matt Berry presented a one-page report including:

- Changes to the Google Drive linked through incorporatebirchbay.com/public-records
- Whatcom County selected Community Attributes Inc. (CAI) as the consultant to update the Birch Bay Feasibility Study.
- County Sheriff Donell “Tank” Tanksley has agreed to speak at the BBIA February Quarterly Association Meeting. BBIA members will be solicited for questions for the Sheriff.
- Suggestions were made to invite Police Chief from Ferndale or Lynden, or retired Police Chief from Nooksack for comparative views.
- Discussion was held about the website name “incorporatebirchbay.co”

Motion to change the BBIA website name to “wearebirchbay.org”

Moved: Caprice Pine	Second: Lisa Black	Vote: Yea: 14 Nay: 0 Abstain: 0
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6. Research Committee

The Research Committee met on January 13th and elected Jonathan Mallahan as chair.

Committee members include:

- Jonathan Mallahan, Chair
- Matt Berry
- Lisa Guthrie
- Michael Stringam
- Caprice Pine
- Patrick Alesse
- Holly Hamilton
- Pauline Nefcy
- Jan Barnes
- Michael Rutkowski

Priorities will focus on information that is frequently requested at BBIA meetings which may not be included in the Feasibility Study. In particular, a comparative analysis of taxes paid in other cities in Whatcom County for services delivered vs. Whatcom County taxes for services delivered. The first priority will be to research taxes paid vs police services received. The Research Committee requested a budget of \$2,400 (\$1,200 for Surveys and \$1,200 for Data acquisition, such as retail tax records).

BBIA Research Committee meetings will be held on the Wednesdays one day prior to the scheduled Steering Committee meetings.

Other BBIA members are encouraged to join the Research Committee.

7. Communications Committee

The Communications Committee met on January 9th and elected Lisa Guthrie as chair.

Committee members include:

- Lisa Guthrie, Chair/Press Releases
- Yorkson Jeen – Website/Graphics
- Sharman Burnam – Quarterly Newsletter
- Jan Barnes – Messaging/Sound Bites
- Michael Stringam - HOA Outreach
- Lisa Black/Lisa Guthrie – Community Events
- Caprice Pine
- Holly Hamilton – Graphics

The communications priorities include updating the website, developing a communications schedule, and personal outreach through HOA's and community events. A quarterly newsletter will be distributed on-line and as an insert in the Northern light newspaper. The Communications Committee requested a budget of \$5,900 (\$1,500 for Website, \$3,900 for Quarterly Newsletters and \$500 for event supplies). A further \$7,500 is requested to be set aside as a reserve fund for a full direct mail to residents of the Birch Bay UGA to focus on results from the County Feasibility Study.

BBIA Communications Committee meetings will be held on the Second Thursdays of the month.

8. Finance Committee

The BBIA Treasurer, Sharman Burnam, is automatically the Chair of the Finance committee.

Committee members include:

- Sharman Burnam, Chair
- Lisa Guthrie
- Michael Stringam
- Patrick Alesse
- Jan Barnes
- Lisa black

Sharman Burnam presented a Treasurer's report, noting that the BBIA bank account had a balance of \$4,122.73 as of January 17, 2025. She also presented a spreadsheet of the 2024 Budget ending December 31, 2024 that recorded revenues of \$7,036 and expenditures of \$3,172.

The Finance Committee will meet on first Thursdays of the month but only once each quarter in 2025 – February 6, May 1, August 7 and November 6.

8. New Business

There was no "new business".

2025 Birch Bay Incorporation Association Committee Meeting Calendar

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Quarterly Association <i>3rd Thursday at 6:00 pm.</i>		20			15			21			20	
Steering Committee <i>3rd Thursday at 6:00 pm.</i>	16		20	17		19	17		18	16		18
Executive Committee <i>1st Monday at 5:00 pm.</i>	6	3	3	7	5	2	7	4	1	6	3	1
Communications Com. <i>2nd Thursday at 6:00 pm.</i>	9	13	13	10	8	12	10	14	11	9	13	11
Research Committee <i>Wednesday before Steering Committee at 6:00 pm.</i>	(Mon) 13	19	19	16	14	18	16	20	17	15	19	17
Finance Committee <i>1st Thursday at 6:00 (Quarterly)</i>		6			1			7			6	

10. Adjournment

Motion to adjourn at 7:38 pm

Moved: Caprice Pine	Second: Lisa Black	Vote: Verbal agreement
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