

Korea Town BIA Board Meeting Minutes

Monday, August 18th, 2025, 3:00 p.m. Zoom Meeting

Attendance

Position	Name	Present	Absent
Chair	Jason Lee	X	
Vice Chair	Suki (Ji-Sook) Lee	X	
Treasurer	Huy	X	
Secretary	Goldie Schlanger	X	
Director at Large	Alex Rodrigues	X	
Director at Large	Doug Miller		X
Director at Large	Soozi Schlanger	X	
Director at Large	Paul Sawyer		X
Coordinator	Sauvé MacBean	X	
Guest	Ned	X	

CALL TO ORDER

1. Opening Remarks

- a) Jason opens the meeting by welcoming everyone at 3:10pm

2. Conflict of Interest Declaration

- a) No Conflict

3. Approval of previous minutes

- Motion: To approve the previous minutes from Monday, June 16th, 2025
- Moved by: Soozi
- Seconded by: Suki
- All in favour
- **MOTION CARRIED**

4. Agenda

a) Treasurer's Report

- August 7th Bank Statement review and overview of 2025 Invoice Matching doc
- Motion: To approve Treasurer's report
- Moved by: Jason
- Seconded by: Suki
- All in favour
- **MOTION CARRIED**

b) Coordinator's/Festival Close-Out Report

- HUGE thank you to everyone who helped out and made the festival happen
- Attendance hit same number as last year's event
- Festival Expenses- should be coming in just under \$40,000 in spending (about \$10,000 under budget)
- Sponsorships & vendor fees helped cover a lot of expenses
- 2026 Sponsorship doc already in the works to get sent out in September
- Final report for financials will be ready for the next meeting
- Holiday Shopping Program- Shop Local to Win: we were accepted into the program and will be moving forward with it. It will cost under \$5,000 to run the whole program. This motion was taken, approved and went through.
- Motion: To approve Treasurer's report
- Moved by: Jason
- Seconded by: Suki
- All in favour
- **MOTION CARRIED**

5. New Business

New Auditor)

- We will see an increase in cost for a new auditor (approx. \$5,000 - \$6,000)
- We did not budget for this much in our 2025 budget, but have some wiggle room. This will have to be an adjustment for the BIA financials.
- Leaning towards CCL Charter: Terrence Chan- 40+ yrs experience

*We will go through and make the motion to appoint Terrence Chan at the AGM

- Motion: To approve Terrance Chan from CCL Charter as the new auditor for KoreaTown BIA
 - Moved by: Suki
 - Seconded by: Soozie
 - All in favour
 - **MOTION CARRIED**
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- 2026 Budget- budget committee met last week and went through the budget line by line. It was established that in order to hit the bare minimum of our programming for this year, we need to look at raising the levy by about 20% (to maintain flowers, graffiti removal, festival expenses, operations for the year etc.)
 - Streetscape Improvement- still waiting for proposals from RFP (already accounted for in the 2025 budget)

*Notes from Ned- please use Excel rather than google sheets

*Explain reserve to members (that a large portion of our budget goes towards Streetscapes Improvement)

6. Next Meeting

Monday, September 15th, 2025, 3:00 PM - ZOOM

7. Adjournment

Motion: To adjourn the meeting at 3:40 PM

Moved by: Goldie

Seconded by: Alex

All in favour

MOTION CARRIED