



Mitchell BIA Report for Summer 2014

APRIL

Check and answer any emails that come in

April 6th

Set up Email on Gmail

Mitchell BIA meeting minutes and agenda

April 9th

Mitchell BIA meeting

April 11th

Mitchell BIA Minutes

MAY

Check and answer any emails that come in

May 8th

Agenda and Minutes

May 14

Mitchell BIA Meeting

Record minutes



May 15

-Email-Called Chad Bogle to discuss booking

received from Cathy to book Bogle the Clown and Papa's Trains

May 20th

-Do up the minutes

May 29

-Emailed Bogle the Clown and Papa's Trains- No response

-Called Bogle the Clown and Papa's Trains to obtain info- Papa's Trains were already booked for August 16th however Bogle was free for that day.

-Contacted Cathy to see what times would be best to book the clown

JUNE

Check and answer any emails that come in

June 11

Mitchell BIA Meeting, 6-8pm

-After meeting, worked on minutes

June 12

-Received email from Cathy about attaching parking bylaw papers to BIA Minutes.

-Emailed her back

-Worked on minutes



June 18

- Sent finished minutes over to Cathy with attachments via email
- Received email from Cathy and Steve about creating a newsletter for the BIA
- Began looking for newsletter templates

June 19

- Emailed Brent Schneider about gathering profiles for the Mitchell BIA webpage

June 20

- Started putting together the newsletter at work
- Received call from Cathy about going to Mitchell on the 26th to help Viola hand out flyers to the businesses in Mitchell.

June 23

- Finished newsletter, emailed it to Cathy so she could forward it to the BIA to look it over and proofread.
- Received email from Viola Tyler to fix/re-word section about bylaw- fixed error and added my contact info
- Sent finished newsletter back to Viola

June 25

- Received email from Viola Tyler to replace Corn Daze section of the newsletter with a paragraph that she wrote- replaced the section
- Printed out 15 copies of newsletter and bylaw enforcement.



-Emailed Viola to confirm what time and where I can meet her in Mitchell for the 26th. She emailed back explaining where.

June 26

-Drove to Mitchell at 8:30am to meet with Viola at 9:30am

-Handed out newsletters and bylaw notices to the businesses of downtown Mitchell.

-Was in Mitchell from 9:00 till 12:00pm

-Received email about Cathy booking the candy floss machine and bounce house for Corn Daze

JULY

Check and answer any emails that come in everyday

July 6

-Emailed Cathy about organizing the BIA members to make calling/collecting information for the Mitchell profiles easier.

-Compiled emails and phone numbers of all the businesses in Mitchell

July 9

-Created a series of questions to ask each business for the profiles

-Called 15 businesses, received about 8 completed business profiles, not everyone was willing to answer questions or they were too busy to answer

-Went to Mitchell BIA meeting, took minutes and contributed to meeting by talking about the Mitchell profiles and info that I compiled



July 10

- Inputted and organized all info from phone calls from day prior
- Received email from Jamie about vendors for Corn Daze and that they can call the centre to book their spot. Emailed her back for more clarification on the matter.
- Worked on Mitchell Minutes

July 11

- Received an email from Cathy to Jamie and I about putting her name down for receiving vendors info.
- Emailed Jamie about a subject in the minutes.
- Finished up Mitchell Minutes

July 12

- Emailed minutes to Cathy for her to proofread, received email that I needed to change the file extension of the minutes (Word Document to PDF)
- Re-formatted the files and re-sent them to Cathy

(On holidays from the 14th to the 19th)

July 16 (On Holidays)

- Received email from Jamie about subject in the minutes (I emailed her on the 11th) issue had since been solved.

July 19 (On Holidays)

- Received email from Steve about submitting Corn Daze events to Snap Perth.



July 20

-Emailed Steve back about Snap Perth asking about which events to submit.

July 21 (Day off)

-Received email from Steve about Snap Perth

July 23

-Emailed Steve back about Snap Perth

-Emailed Jamie and Gus about their events for Corn Daze, asking them what times would work best for a photographer to be there by and where their events are taking place

-Received email from Jamie with proper info for Snap Perth, Jamie also asked if I could create some sort of letter about Corn Daze to hand out/email to businesses

July 24

-Received email from Gus with the proper information regarding Snap Perth

-Submitted all events and info for Corn Daze to Snap Perth

-Started up the letter about Corn Daze

July 30

-Sent finished letter to Jamie

August

Check and answer any emails that come in

August 1



-Received invoice from Chad Bogle (Bogle the Clown)- Forwarded it to Cathy

August 5 (Day off)

-Received an email list of Corn Daze To-Do's from Viola Tyler. Cheri had mentioned that I was supposed to contact the EMS for Corn Daze

August 6

-Received email from Viola to call her to go over the things to do for Corn Daze, Cheri mentioned that I was supposed to book the EMS for Corn Daze

-Contacted the Corn Daze group about the EMS details

-Called Viola around 10:30am and was given instructions

-Emailed Viola the letter that was originally sent to Jamie, as well as the contact info/prices of the Bouncy Castle, Clown and Candy Floss Machine.

-Sent out email as to when they need me in Mitchell

-Called Stratford Party Co. to book a dunk tank

-Called Viola to verify information for dunk tank

-Called Stratford Party Co. back and booked the dunk tank for August 16th

-Contacted Cathy about the EMS

-Jamie responded to the email, telling me that Kristen Sainsbury had the contact info for the EMS.

-Called Kristen Sainsbury about EMS Info, received the contact numbers and emails

-Emailed Jamie the EMS contact info.



-Sent out email to Will, Nancy and Steve about what they would like to see on the agenda for this month's BIA meeting

-Sent out an email to the entire BIA using the letter that Viola proof read and fixed as well as asking for input on where the Corn Daze committee could find tents for the food event.

-Steve responded to the email about the tents, saying that he has a 10x10 tent that the committee could use for the food event

-Emailed the committee to let them know about Steve's email and the tents, Viola responded and told me that they had already counted those.

-Cathy has 3 10x 10 tents to use for Corn Daze, dropped them off on the Friday

August 7

-Sent out an email to the BIA reminding them of the meeting on August 13th and to provide any input on what anyone would like to see on this month's agenda. (The only people who responded were Steve and Will)

-Added Will and Steve's input to the Agenda

-Received email from Viola with an updated to do list, my duties went as follows:

- Email BIA asking if anyone has tents for the food fair
- Talk to Valu-Mart about water bottles, tea and coffee
- Contact Kristen about the EMS
- Make signs that say "Accessible Washrooms At Friendship Centre" with diagrams on how to get there from downtown
- Make food vendor signs – never received any info regarding this request



-Received an email from Steve for the agenda to update everyone at the meeting about the affiliated members of the BIA

-Contacted Cathy to get Karen's number to contact.

-Contacted Karen at the Town Offices and asked her to send me a list of the affiliated members.

August 11 (Day off)

-Forwarded the affiliated BIA members list that I received from Karen to Steve

-Sent out an email to Viola about the water situation for Corn Daze

August 12 (Day off)

-Finished agenda and emailed it to the BIA as well as reminded them all about the meeting

August 13

-Received email from Viola asking how much the Dunk Tank had cost, replied with the number

- Printed off copies of last month's minutes as well as copies of this month's agenda for the meeting

-Printed off Bogle the Clown invoice as well as Viola's to do list for the meeting

-Closed up centre at 5:15 and drove out to Mitchell

Took minutes at the Meeting from 6 to 8pm



August 14

Organized and finished re-typing minutes

August 15

Carly arrived in Mitchell at 11:00 am to help with organizing Corn Daze and stayed all day helping

August 16

Carly worked at Corn Daze all day being a runner and helping where needed

August 20

Worked on getting report done and organized for the Mitchell BIA

Cathy and Chloe had regular meetings every week to go over anything that needed attention with the Mitchell BIA.

To cross reference any issues or discrepancies that may have arisen

Cathy was available to give managerial support and guidance when needed

The PCVA continues to provide ongoing support to the Mitchell BIA.