



BURLINGTON DOWNTOWN

Executive Board Directors

Meeting Minutes

Tuesday, August 12th 2025- 1pm-2pm

Pepperwood Bistro-in attendance: Chair-Liza Bouchard-Bain
Treasurer- Stephen Bell, Past Chair- Bill Wodham

1:05pm Chair called meeting to order

1st Item discussed

Downtown gift card initiatives budget- Chair to redirect and give clarification on initiative incentives for selling gift cards.

2nd Item discussed

- Creature Comforts' email sent to Chair and Executive Director Brian Dean on Sunday, August 10th.
- Social media posts and stories history and policy

Outcome

- Ask ED for copy of Board-approved social media policy
- Chair to gather more clarification and executive team to ask for meeting with Creature Comforts.
- Directed ED not to respond to Creature Comfort email

Adjournment by Chair 2:10 p.m.



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Meeting Minutes

Tuesday, August 19th 2025- 1pm-2pm

Pepperwood Bistro-in attendance: Chair-Liza Bouchard-Bain, Treasurer- Stephen Bell, Past Chair- Bill Wodham

Guest: Dale Gray for Creature Comforts

Call to order by Chair at 12:10pm

Items discussed-

1. Email sent to BDDBA's ED and Chair on August 10th.
2. Social media "audit" by Chair
3. Board-approved social media policy
4. Board-approved Code of Conduct

Outcome-

- Chair to seek counsel from City Integrity Commissioner regarding Code of Conduct (with reference to email sent Sunday August 10th, 2025)
- Social media "audit" resulted in no breach
- Social media policy to be more specific regarding reshares and members

Meeting adjourned by Chair- 2:20 p.m.