



Draft Minutes

Business Improvement Area Board of Management Meeting

Location: North Grenville Municipal Centre

Date of Meeting: February 20, 2019

Time of Meeting: 6:00 pm – 8:15 pm

In attendance: Debbie Wilson – Chair, Kim Smalridge - Vice-Chair, Stephen Bent - Treasurer, Paul Cormier – Secretary. **Members:** Shelley Mitchell, Sierra Jones, Deron Johnston (Executive Director).

Guests : Matt Gilmer, Herb Cloutier.

Regrets: Connie Lambie, Ken Schliemann, Jim McManaman.

Absent : Lee McIlvenna

Call to Order: Debbie Wilson, Chair

Disclosure of Interest – none.

Review of Agenda and *Motion to accept. Moved by Paul Cormier, seconded by Kim Smalridge.*

Review of the Minutes of BoM meeting of January 16, 2019 and *Motion to accept. Moved by Paul Cormier, seconded by Stephen Bent.*

Point of order: Raised by Paul Cormier; the BIA Board of Directors need only to review the Executive Committee minutes or those of any other committee as part of the Committee Reporting Process that is present in every Board meeting

Note: unless otherwise stated in these minutes, all motions to accept or approve were unanimously supported.

Business Meeting Portion: 6:15 to 7:15 pm

Governance

- Review of the new BIA Municipal By-Law and other proposed changes (Paul Cormier).
 - Motion to propose list of further bylaw changes as discussed during the Board of Management meeting to be sent to the Municipal Clerk pending further

consultation with the Municipal Council liaison. *Motion to accept: Moved by Paul Cormier, seconded by Stephen Bent.*

- The Executive Committee recommends to the board that expansion of BIA not take place until 2020. It was agreed that proper face to face communication with existing BIA members would take too long for it to allow the Expansion Committee enough time to properly fulfill the requirements for expansion in 2019 (Stephen Bent).
- The OBIAA has graciously granted the OTK BIA an extension on the early-bird price.
 - The BIA has learned that Council has approved access to surplus funds for this purpose.
- The BIA has been informed that the funds for the purchase of laptop for use by the the Executive Director has been freed up by the Municipality (Stephen Bent).
 - Deron and Matt will seek out options for procurement.
- Consideration of the Executive Director's proposal for BIA in-kind support and sponsorship of the spring Rural Summit (Deron Johnston).
 - Motion to act as a sponsor for the Rural Summit with an in-kind contribution of the Executive Director's time to organize the event. *Motion to accept: Moved by Paul Cormier, seconded by Sierra-Jones Martell.*

Financial Management

- Financial Report (Stephen Bent, Treasurer).
 - Stephen Bent provided the latest Financial Report to the Board.

Committee Reports

Executive Committee

- Debbie Wilson – Chair
 - Debbie Wilson provided a report for the Executive Committee in the form of meeting minutes.

Expansion Committee

- Stephen Bent – Chair
 - Given as part of Executive Committee's recommendation to delay expansion of BIA until 2020.

Events Committee

- Debbie Wilson – Chair
 - Debbie Wilson provided a report for the Events Committee in the form of meeting minutes.
 - Paul Cormier reminded the Board of Management that he has a source for free eggs for the Easter event. Debbie Wilson will follow up.

Executive Director's Report

- Deron Johnston provided an ED Report in which he outlined his efforts over his first two weeks including meetings attended, intelligence gathered on external events and municipal activities.

Municipal Update (Matt Gilmer)

- Matt Gilmer provided a Municipal Update:
 - He outlined that the changes recently made to the BIA bylaw does not need to include the signature of current Mayor.
 - Banners for Downtown designs were approved and will be displayed within a month.
 - Paul Cormier asked about status of the Investment Attraction Strategy and Matt Gilmer responded that he will provide a presentation at a subsequent Board meeting.

Programming

- Date has been set for the Downtown Bunny Hop for April 13, 10:30 am to 1:30 pm. Deron Johnston will solicit participation from BIA members.

Other Business

- There was a brief discussion about the Pop-up Shop program. It will be added to the agenda of the next meeting of the Board for further discussion.
- There was a brief discussion around importance of BIA Board members attending external meetings This was subsequently added to the 2019 Business Plan for closer attention.
- There was a brief discussion around the Pride Parade and how best to support this event that will pass through the Downtown. This will be added to the agenda of the next meeting for further discussion.

Business Planning Portion

Work Session – 7:15 pm - 8:15 pm (facilitated by Paul Cormier, Secretary)

- The Board reviewed the business plan from 2018 and provided ideas for the new 2019 Business Plan.
- Discussion took place and input was gathered from the Board to be included in a 2019 Business Plan draft that will be presented and discussed at next board meeting for corrections, additional material and omissions.

Close of Meeting

Motion to close – *Moved by Paul Cormier, seconded by Kim Smalridge*

Draft Minutes Prepared by: Deron Johnston, Executive Director

Authorized by: Paul Cormier, Secretary of the Board