



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual meeting using Microsoft Teams.

Date of Meeting: Wednesday November 18, 2020.

Time of Meeting: 7:00pm.

Present: Debbie W, Will P, Stephen B, Melanie C, Sierra J, Jim M and Deron J.

Absent: None.

Regrets: Shelley M.

Guests: Matt Gilmer, Meagan Cumming and John Barclay.

Call to Order: – 7:38pm

Review of Agenda – Motion to approve. Moved by , seconded by . Carried.

Disclosure of interest – None.

Review of Executive Committee Notes – None.

Review of the BoM minutes of October 21, 2020. Motion to approve. Moved by Melanie, seconded by Sierra. Carried.

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

Opening Statements

Deputations

Governance

- Discussion on latest BIA Bylaw feedback from Clerk's office.
 - Deron to send new feedback.
- Discussion on considering a new board member after receiving a letter of interest from a local business person.
 - BIA received a letter of interest from a local business person; Meagan Cumming, CEO of Kemptville Stress Relief Centre to join the OTK BIA Board of Management. Megan and her company are in the process of signing a downtown

lease. Deron and Meagan have talked extensively about what she feels her contribution could be to the BIA and her strong desire to be a part of the downtown community. Based on their conversations, Deron believes that Meagan loves the community and is a tremendous leader.

- Motion: Recommend to Council to approve Meagan Cumming to join the Old Town Kemptville BIA Board of Management as a Director. Moved by Melanie, seconded by Will. Carried.
- Discussion on approving the 2021 budget.
 - CAO Gary Dyke recommended to have a lawyer draw up Executive Director's contract. \$500 would be approximate cost. Consider asking Connie Lambie as she had given advice on previous contract. Melanie wondering if there will be sufficient funds to pay the \$500. Stephen says moving funds would be a simple process and Connie's pre-existing experience should keep the time allotment down. Deron to source example contracts for OBIAA.
 - Motion: Approve the 2021 budget. Moved by Stephen, seconded by Jim. Carried.
- Discussion on Executive Director's contract.
 - Motion: To approve Executive Director's contract as presented with end date of December 31, 2020. Moved by Stephen, seconded by Will. Carried.

Reports

- Municipal Report – Jim McManaman and Matt Gilmer
 - Update on #LoveNG marketing campaign, NG Green.
 - Love NG campaign has launched and will finish end of December. Results should be available in January.
 - NG Green to become permanent program meaning that people will be able to buy NG Green.
 - Deron suggested to Matt to send out email blast to remind folks that current NG Green that is part of giveaways expires on December 31.
 - Matt advised that relationship strengthening between BIA and municipality; looking forward to partnering on new projects in the future; economic development, tourism, events in downtown
 - Debbie advised that Debbie & Deron have been invited by municipality to attend interview regarding downtown community action plan.
 - Update on Digital Service Squad.
 - Matt advised that Hillary can update at next meeting.
- Financial Report – Stephen Bent
 - Current state of accounts as of October 28th is \$29,275.
- Expansion Steering Committee Report – Stephen Bent
 - Stephen recommended that Board should pursue associate membership aggressively into the spring to help with revenue stream and events.
- Events Committee Report – Melanie Charlebois

- Kreepy Kemptville recap.
- Christmas activities.
 - **Already discussed as part of AGM.**
- Executive Director's Report – Deron Johnston
 - As part of Pumpkin Trail; volunteers lead by Mel Charlebois carved 25 pumpkins; 4 chosen as winners in contest. All prizes \$200 donated to Salvation Army Food Bank.
 - Frank Hoffman donated six gift cards to winners of business and residential decorating contests; offered to be Christmas house decorating contest sponsor.
 - CIP being developed for downtown. BIA will make recommendations.
 - International Plowing Match on farmside lands across from Kemptville Campus; biggest agricultural event in province;
 - Deron Suggested once receive confirmation it will happen, should develop a plan to see how downtown businesses can benefit.
 - RT09; willing to send someone to Kemptville to blog about day trip adventure for Downtown Kemptville. Grant money is also available.
 - Attended webinar on making more cycling tourism for downtown.
 - Attended correctional facility stakeholder meeting; lots of information.
 - Prepared and submitted initial budget request for Buskerfest to municipality.
 - New business openings; Blackbird Tattoo, Courtney James Counselling and Psychotherapy; grand opening November 28th for Catherine Fit; invitation only to meet COVID requirements

Other Business Arising From Discussion

- **None.**

New Business

- Festive social gathering for board will happen after Business Planning session and Board Meeting on December 10 at 2pm at Salamanders.

Period For Submitted Questions From Public and Media

- **None.**

Close of Meeting

Meeting closed at 8:25pm. Motion to close. Moved by Sierra, seconded by Jim. Carried.

Next Meeting

December 10, 2020.