



# Minutes

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## **Old Town Kemptville BIA Executive Committee Meeting**

**Location:** Library

**Date and Time of Meeting:** Sept. 25<sup>th</sup> 2024 at 12:00pm.

**Attending:** Mary-Anne, Nina, John, Sierra, Shelley, Jen (ED)

**Call to Order at:** 12:00

**Review of Agenda for Sept. 25<sup>th</sup>, 2024**

**Disclosure of interest -** None

**Opening Statements -** None

## **Discussion**

- Physical Space for the BIA and ED – Discussion regarding improved workspace, sufficient accessible workspace and the budget implications. We will relinquish our space at the History Hub at year's end. ACTION: Give notice to NGHS
- Municipal Ask – Include 2025 funding of Busketfest (\$20,000), Discussion about including items from last year's ASK (over road signage). Add: Wayfinding Strategy from entries to Kemptville directing people to te downtown. Add: Take-over of large Cty Road 43 signage (sale?) Add: Shop Local (featuring local businesses) and Pride banners, rotation calendar. Add: flowerpot increased maintenance Add: A Sidewalk Flowerpot Program – "ownership" and maintenance by community groups (KYC, Seniors, Horticulture Society).
- Surplus Reserve – Currently over Policy limit. (Maximum \$38K, Minimum \$19K) Discussion of difference between dedicated reserves (Municipal Admin funding, Buskerfest, Expansion) and General reserve (discretionary), This should be clarified in the Policy and reflected in our monthly statements from Andrew. ACTION: 1) Review and change the Reserve Policy 2) Ask Andrew to separate dedicated reserves from general reserves in the monthly statements.
- AGM & Business Plan –Discussion, next opportunity at the next October Board meeting
- Board/Committee Recruitment - none

## Other Business

- GIC and Credit card steps: Sierra and Shelley are working on getting documents to CIBC
- Non-profit status – absence of notarized letter holding things up
- Membership Package, Board Member package – Associate membership annual fee of \$300 discussed. The Board needs to determine the appropriate associate membership fees and benefits for non-local businesses that want to participate in BIA events and programs
- Expansion committee: Information meeting date to be confirmed through Doodle Poll

## Summary of Actionable Items

- **Jen:** Update Reserve Policy to make a distinction between Dedicated Reserves and General Reserves (discretionary)
- **Sierra:** Ask Andrew to separate General from Dedicated Reserves in the monthly statement.
- **Jen:** Put in our official notice with the History Hub
- **Jen/Shelley:** Approach the campus to see if there is storage space available.
- **Jen:** Prepare a draft Municipal Ask letter to the municipality outlining the BIA's funding and project requests for 2025, including the items discussed
- **John:** Coordinate a meeting with representatives from Public Works, Parks and Recreation, and the BIA to discuss the signage and beautification proposals.
- **Shelley/Jen:** Discuss details for banners and source quotes for all items within the request.
- **John:** Follow up with Chloe on the status of the non-profit status letter
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**Close of Meeting:** Meeting closed at 1:37 pm.

## Next Meeting

Wednesday Nov.6<sup>th</sup> 12:00, NGPL