



Minutes

OTK BIA Board of Management Meeting

Status: In-person

Location: North Grenville Public Library

Date and Time of Meeting: October 18th, 2023, at 11:00am.

Present: Courtney, John, Nina, Sierra, Shelley, Mary-Anne and Deron (staff).

Absent:

Regrets:

Guests: Debbie Wilson.

Call to Order at: 11:06am

Reading of Land Acknowledgement: *"We begin this meeting by acknowledging that we are meeting on the traditional territory of the Anishinaabe, Haudenosaunee and Huron Wendat First Peoples. We do so respecting both the land and the Indigenous people who continue to walk with us through this world. We are grateful for the opportunity to gather here."*

In recognition of the contributions and importance of all Indigenous Peoples, we strongly support Truth and Reconciliation Calls to Action in our nation and commit to support local endeavors where possible."

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

Assignment of Recording Secretary: John

Review and Approval of agenda for meeting of October 18th, 2023.

Motion to approve agenda for October 18th, 2023.

Moved by Deb? seconded by?

Review of minutes for meeting of September 7th, 2023. (see Agenda Package)

Review of minutes for meeting of September 27th, 2023. (see Agenda Package)

Motion: to approve minutes of September 7 - Moved by John, Seconded by Sierra

Motion: to approve minutes September 27th as amended by John, Seconded by Sierra

Review of Executive Committee Minutes. (see Agenda Package)

Disclosure of interest: None

Opening Statements – Welcome new members, some orientation delivered

Deputations - None

Discussions/Decisions

- **AGM:** Date/time set: Thursday Nov.30 Agenda 6:30- 7 network, 7-8 AGM, Board meeting follows AGM. Invite membership
Discussion of what to expect. Agenda discussion -. Annual review, future plans, Financial Report. A discussion of Roles and Responsibilities the Executive Committee will iron out the details of the AGM at the next meeting.
- **Financial Report** – Current numbers delivered. Internal Operating Budget not available but discussed. Questions about reserves. Timing about payment of the Levy discussed, Secretary to find the Minutes where reserve numbers were discussed. Discussion about the Operating Budgets. Maximum reserve. Funds for Executive Director discussed. Pre-Covid funds for staff discussed.
- ***Motion: to create a Buskerfest Reserve line item in the 2023 Operating Budget*** - Moved by John, Seconded by Sierra
- **Draft 2024 Operating Budgets** discussion regarding smaller increases to the levy. Should we use the inflation rate or the permitted increase Landlord Tenant Act numbers as the levy increase. Discussion: Where is the business community post Covid.? and the info from the OBIAA Advocacy Cmt. Discussed – the CEBA repayment. How many are affected? Should we reach out with an anonymous Survey Monkey and/or go Door to door? Reviewed OBIAA survey results. The OTK BIA makeup is entirely small business. Discussion about the process of presenting ask to Municipality.
- **Marketing Promotion** – suggestion for the 2024 Draft Budgets - \$10,000
- **Chamber Membership** – Discussion about a membership or not? Fee based on number of employees or members. Offered to swap membership Associate membership (\$300) for Chamber Associate membership (\$129.95) Minimum 25+ members (\$224 - \$450) a few years ago. Discuss how to re-ignite collaboration with Chamber: through the Business support group. Swap Board members? They have come to BIA AGMs in the past. Reach out to former members of the BIA Board (Will Pearl)? Deb will reach out. Discussion about 7increasing BIA Associate memberships.

Reports

- **Municipal Report** – Matt Gilmer (see Agenda Package) and John. The Holiday Shop Local program was highlighted. Discussion about the Parking Study – incl. Library spaces. Consultant's engagement session attendance was noted.
- **Programming & Marketing Committee Report** – Shelley. First Not Just Ladies Night. 35 BIA members participated in Kreepy Kemptville. Ghost Tour (Sept 27th). Old Town Christmas (Nov 25th) planning. Look at 2023 Operating Surplus for additional funding. Two horse teams, burn barrel question raised.
- **Expansion Committee Report** – John is networking to build the Committee in the new year and planning an initial information meeting for prospects
- **Executive Director's Report** – Deron (see Agenda Package).

Other Business Arising from Discussion

Looking for a member for the Counties 43 Expansion Cmt

Interest in continuing to build relationships with faith communities

Period For Questions from Members, Public and Media

Summary of Actionable Items

Deron to provide OBIAA CEBA Survey numbers by Nov 1

Deron – inflation rate by Nov 1

Sierra/John provide the internal Operating budget to Exec. Nov 1

Exec Cmt. prepare for Nov 15th Draft 2024 Operating Budgets

Executive Cmt will draft an "Ask" letter to Municipality – Nov 16th

Buskerfest Report sent before "Ask" letter

Outreach to other business groups? – Board members

Closed Session

Close of Meeting

Meeting closed at: 12:34

Motion to close: Moved by Courtney, seconded by Nina . Carried.

Next Board Meeting: November 15th, 2023, at 11am, NGPL

Next Exec Cmt. - Nov. 1st History Hub 2:00pm