

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING

THURSDAY, MAY 11, 2017

204 OTTAWA STREET NORTH 8:00 A.M.

BOARD MEETING MINUTES

A. Jackman	M. Heddle	S. Clarke	Regrets- D. Trikas
N. Leo	W. Kemp	M. Anderson	
K. O'Brien	M. Burns	J. Prouse	
E. Grad	K. James	H. McKinney	

Welcome and Introductions – N. Leo

Welcome to the street Ben Navae Art Gallery and Annie's Beauty Bar

Minutes from May 11, 2017 Board Meeting – N. Leo

MOTION by W. Kemp to pass the minutes of April 13, with amendments suggested.

2nd. E. Grad

Carried

Treasurer's Report – W. Kemp

BIA \$36,740.02 -\$5,000 cheque to be transferred to Contingency

Contingency \$6027.26 + \$5,000 Cheque incoming

1. Outstanding cheques on the books.

Motion by W. Kemp to write off outdated cheques to the total of \$838.13 (6 cheques) as they are outdated by 6 months.

1st M. Anderson,

2nd N. Leo

Carried

Committee Updates

Marketing – J. Prouse

1. Draft of magazine for Ottawa Street BIA is handed around to Board Members. S. Clarke to go out next week (May 15-20) to solicit merchants for advertising in the mag. to make it a self-sustaining product. Also let the merchants know further information about the magazine. JULY 1 date release. Electronic copy to be made available.

- \$1500 to distribute with Urbanicity for 10,000 copies

- working with Indigenous Culture Centre to create an article about Ottawa means "Trade"

2. You tube Channel: Next video is Sew Hungry- video coming and should be up late tomorrow. Other videos to cover eateries/textile/creative aspects of the BIA

Beautification – W. Kemp

1. Public works need to sign off on NEW hanging brackets then a purchase order can be processed. Hanging planters are coming.
2. Kemp will call Couns. M. Green to discuss Beautification equalization. Suggested to investigate monies that are from urban renewal to be spent on new globes and more poles. Adding and upgrading fixtures.

-suggestion to walk the street as a group to tour the lights, and to make notes about their status of function. Detail report also to be sent from Public works via Carlo from Beautification.

-Explore other uses of Urban renewal monies.

-9:00 May 15 BIA walk the street at Night to check lights and make notes.

HR - A. Jackman

1. Discussion to dismantle HR committee as its initial duties of putting together a code of Ethics and Code of Conduct has been adapted.

MOTION: by A. Jackman to dismantle HR and plan to restrict committee when needed.

1st M. Anderson 2nd M. Heddle Carried

2. Note that both Coordinators are in sandals in the office. As mentioned in the contracts, for safety reasons, only Closed toe shoes are to be worn on site of the BIA.

Events –M. Anderson/M. Burns

1. Sew Hungry: It rained but... we implemented an inclement weather plan. Cancelled some rental and extra street closures will hopefully save some monies. Beer vendor recalculated and was still in a happy positive mood for the day. We incurred minimal losses; Rev. Doug Moore was incredibly helpful and brought everything indoors. DWL Justin took care of all the performance and stage items for music. Laidlaw church also took on responsible of the kid zone. Only one truck did not show up and did not ask for refund; specifics to be put in contract for 2018 that no refunds will occur. Social media drew people to the street regardless of rain. M. Burns will have a full update at the next Board Meeting with feedback from trucks and merchants.

-Rev. Doug is a great community partner and the BIA is grateful for all his support.

-May 16, 8:00 am BIA next meeting- will have more firm numbers for Sew Hungry

2. City of Hamilton delayed grant announcement for CANADA150 monies until end of May

BIA Advisory Committee Report- S. Clarke

1. Hamilton Arts Council: Arts Week-First week of June. Approached BIAs to do Pop up performances by artists to help promote the arts. The Board agrees to offer up the Parkette and tent in order to allow this to happen within the BIA boundaries. No costs are expected.

2. One City Branding: to be rolled out in marketing plan and video. 4-5 locations/buildings to highlight. S. Clarke is to bring back suggestions of images from/at Sew Hungry stills/ Laidlaw/parkette/textiles/Earls Court Gallery

3. Letter of support: policy to be made by the BIA and the criteria for which a Letter of support will be created. Suggested to approach each letter of support based on individual basis.

Motion: to approach each request for letter of Support on an individual basis and hold the individual/organization to meet the BIA mandate.

1st M. Anderson 2nd H. McKinney Carried

ACTION : S. Clarke and J. Prouse to draft Letter of Support

4. On Street Patios: BIA would like to explore what limits the patio. 2017/2018 patio applications should have BIA Board approval or the Executives if under time restrictions.

BIA Coordinator– S. Clarke/ M. Burns

No Report

Board Vacancies-N. Leo

1. No opposition were received upon the distribution of the written Amendment to membership. N. Leo to follow up with the City of Hamilton via Carlo to carry through the Amendment to the Board number.

July/August Board Meetings Request

Motion to have Board meeting every month until the end of 2018.

1st K. James

2nd N. Leo

Carried

Other

1. NOSH- Dates are up October 16-22, 2017 To be brought to the Events committee.
2. J. Hayward was approached to reach out to the artist who put the portraits up on the YWCA, to ask for clean-up/removal/or artistic literature attached.
3. Honest Meats to open beginning of June, 2017
4. K. James talked to Tod about the QEW highway signs. They cannot offer the BIA a spot as there is no room at the Nikola Tesla exit. K. James to follow up on “Trail Blazer” signs as seen in the Barton Street area for Ottawa St. Shopping district put up by the City of Hamilton.
5. Pan Handler on the street has been asked to leave. Whose responsibility is it in the BIA to approach them? Suggested to call the non-emergency police line or the police on weekends.
ACTION: Sandra to send out email about who to call with bylaw# and policies.
6. Parkette KIOSK is cleaned up and new posted items are up.
7. Barbra Fletch- Button and Bows- Still has items in the BIA basement. Letter written by N. Leo to be sent with a deadline for the items to be picked up or they will be disposed of by the discretion of the BIA. M. Burns to assist.
8. Insurance and Liability training including WHIMIS is the responsibility of the contract coordinators

Dismissal

Next Meeting: June 8, 2017