

**OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING**  
**THURSDAY, JUNE 8, 2017**  
**204 OTTAWA STREET NORTH 8:00 A.M.**  
**BOARD MINUTES**

A. Jackman  
N. Leo  
K. O'Brien  
E. Grad  
M. Heddle

W. Kemp  
M. Burns  
K. James  
S. Clarke  
M. Anderson

D. Trikas  
H. McKinney  
J. Prouse

**1. Welcome and Introductions – N. Leo**

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

**MOTION** by J. Prouse to pass the minutes of May 11, 2017 board meeting minutes with noted amendments.

2<sup>nd</sup>: W. Kemp  
Carried

**3. Treasurer's Report – W. Kemp**

a. BIA \$87,906.80 Contingency \$11,023.51

i. BIA Levy has been deposited \$66,500

1. Unbudgeted monies added to the levy due to reevaluation of properties est. \$7643.27, vacancy rebates also factor into these monies.

**MOTION** by W. Kemp to move unbudgeted levy monies of \$7643.27 to Contingency account.

1<sup>st</sup>. M. Anderson 2<sup>nd</sup> N. Leo Carried

b. Contingency still has the \$3,500 budgeted for the Marketing Study with the City. The City and Carlo will initiate the study, and invoice for our portion of the cost.

**4. Committee Updates**

**Marketing – J. Prouse**

1. Tuesday will have a marketing meeting. To date the Sew Hungry Video is on the YouTube channel. Planned videos are Farmer's Market, Canada, and 2 videos covering Saturdays in July.
2. Publication still July 1, 2017 target date. Media Kit information is handed out and S. Clarke solicited the east side of Ottawa yesterday. West side will be covered on Thursday/Friday.

Tentative Meeting with the Indigenous Culture Centre about article for the publication is booked.

**Beautification – W. Kemp**

1. Night walk about was well attended. Thank you. Noted that 6 globes lights are not working and Carlo will be notified.

2. Instead of planters, discussion to use monies from Urban Renewal Fund to change decorative lighting. This led to further discussion of the Equalization monies between BIAs which has not been approved by the City. Thus, this may happen in 2018, which could see monies to spend with City horticulture.
3. We have until 2020 to spend Urban Renewal Funds as stated by Carlo in an email on June 7, 2017. Balance of \$48,000. Plan to wait until Equalization between BIAs is dealt with.
4. Master Plan is still on target.
5. Hanging baskets are up. New Pole at Dunsmore still needs hangers and banner rods.
6. Trail Blazer Signage: City of Hamilton Vehicular way finding signs are posted to point people to points of interest. Ottawa Street has been noted as interested in having them, and will be considered in Spring 2018.
7. Highway: no room for anyone and OSBIA doesn't meet the criteria.
8. All City Departments have signed off on new banner brackets and Classic Display Designs is making them. Suggestion to review the insurance and liabilities, and get it all in writing.

#### **Events –M. Anderson/M. Burns**

1. Sew Hungry: estimate Financials- \$8,375.88 expenses + another \$800 for parking. Projecting \$2,000 balance to move into events contingency.
  - a. Feedback to Survey done in person with M. Burns
    - Average satisfaction 3.8/5
    - New Costumers? no 51%
    - Move to Saturday? Yes 54%
    - Investigate Road Closure Yes 57%

The Events Committee will use this information to move forward with the 2018 Sew Hungry.
  - b. Question regarding should the event continue? There was evidence of new people to the street regardless of bad weather. More than 3.8/5 were happy which is a positive sign. It causes minimal disruption to merchants. Committee will use feedback to enhance 2018, and logistics of which day and road closure.
2. Canada Day: \$1,500 grant from the City of Hamilton. To be Friday, June 30 10am – 2pm. 150 free hotdogs, entertainment, old photos of Ottawa Street, 2 walking tours of the street, open mic at the church, Cake from Turtle Doves and other, Buttons to give away (Prouse Pottery offers service for buttons). Posters to go out today with the Saturdays in July Posters.
3. Saturdays in July. 8<sup>th</sup>-Community Day sponsored by ArcelorMittal: showcasing community groups and young entrepreneurs. Bouncy castle and other family activities. 15<sup>th</sup> Meet the Makers, 22<sup>nd</sup> Retro Day-classic Cars on the back burner, 29<sup>th</sup> Antique and Vintage Hunt, will have better direction than in the past. Social media has all images to be shared.

#### **5. BIA Advisory Committee Report- S. Clarke**

1. Nothing to report as the meeting has not occurred.
2. S. Clarke has submitted ideas for One City Video on behalf of the BIA

**6. BIA Coordinator– S. Clarke/ M. Burns**

1. T. Pitton issued with Patios and believes they are unsafe. Request for further research into it, but it is really a City issue
2. Joy Inn Restaurant would like the bench moved as people often smoke unwanted product outside, which drifts into the building. S. Clarke made contact with the City and they can move bench at cost of BIA. ACTION: S. Clarke to put out feelers on what street furniture needs to move and the BIA will do this only once per year as it does cost monies. Requests by merchants can be submitted for board review. Construct form to be submitted for request of furniture added/removal.  
-Readdress for next meeting to find out if this is worth the cost.
3. Request by merchant to change Board Meetings to alternative time after closing. Board will not change time of Board Meetings, but merchants are more than welcome to sit through the board meetings and join at any time.

**7. Board Vacancies-N. Leo**

1. Waiting for City Council to approve.

**8. Other**

1. Social Media workshop was a great success, Let us do it again!
2. Website presentation re: Orbital led by M. Anderson
  - Website is in bad shape. Management is under Kite String and would like to switch to our already in-kind sponsor Orbital. Upkeep has legged as it costs every time Kite String does any work. Coordinators have limited access and the program Drupal does not lend to self-update or share program with organization-very defendand on Kite String for every little update.
  - Request by M. Anderson to migrate website to WordPress, that is more user friendly, bring the website up to date, more mobile friendly which increases google support, will create a fully linked up calendar that merchants can add to. All this work will benefit merchants and clients coming to the BIA.
    - \$5,500 quote to rework website by Orbital, will still be a partnership with Orbital and they will do all the upkeep an maintenance. Orbital is very keen to take a stronger roll in being active with the BIA.
    - \$18,000 est. in Contingency, so monies can come from here.
  - MOTION** by M. Anderson to spend \$5,500 +HST from Contingency to develop a new WordPress website and content management system.  
1<sup>st</sup> K. James 2<sup>nd</sup> A. Jackman Carried
3. Air Conditioner Repair: Looked at by Shiptons, bad Condenser motor, which caused it to shut down. P.O. #76493, \$321.48 for past work on filters and belt. New quote for motor \$893.00 +HST
  - MOTION** by N. Leo to replace fan motor in air conditioner by Shiptons P.O. 76558.  
1<sup>st</sup> M. Heddle 2<sup>nd</sup> M. Anderson Carried
4. Graffiti: Call Bylaw and have all visible graffiti ticketed.
5. Health and Safety with Coordinators: Regarding sandals in the work place. BIA desires closed toe shoes as stated in Coordinator’s contracts. Discussion with Board and Coordinators on legal aspects and liabilities relating to this issue. Let it be stated

that S. Clarke understands there is no legal reason not to wear sandals and is liable for any issues caused to herself, duly noted at the request of S. Clarke.

-It is understood: Based on the opinion of S. Clarke the contract she is under is not an independent contract.

-N. Leo gives safety example in July 13 meeting.

## **9. Dismissal**

**Next Meeting: July 13, 2017**

**OTTAWA STREET FARMER'S MARKET**  
**BOARD OF DIRECTOR'S MEETING**  
**THURSDAY, JUNE 8, 2017**  
**204 OTTAWA STREET NORTH 9:30 A.M.**  
**MINUTES**

**Welcome and Introductions – N. Leo**

-noted that this is closed meeting to the public.

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

**MOTION** by M. Anderson to pass the minutes of May 11, 2017 board-meeting minutes with noted amendments.

2<sup>nd</sup>: W. Kemp

Carried

**Treasurer's Report – W. Kemp**

1. \$17,603.02 + one cheque outstanding that can now be deposited.
2. FM budget: revisit budget in June meeting. 94% collected of suggested budget for 2017, with new vendors on the horizon.

**Farmers' Market Report—S. Clarke**

1. V. Piterna: to collect monies from last year and clear up outstanding invoices before able to return to market. N. Leo to follow up with collection monies.
2. Handbook sent out to Board Members
3. Early Dismissal still an issue at the FM as legally the handbook states they can leave when product is sold out. Vendors such as Teal Meats brought extra and was able to stay until 1:30 pm, but still left early. ACTION: an email to be sent to vendors that clients are disappointed in missing vendors.

-possibly an issue of time. Survey to take place about time frame of FM and is to be signed by vendors who participate.

-request for possible amendment to be made to handbook;

-suggestion: sold out at 2:00 and must sign out. Request vendors to bring more product. Questioning how to enforce early leaving as it is in the handbook that they can leave early.

-Survey to be reviewed/assisted by executives

**Dismissal**

**Next Meeting: June 13, 2017**