

EMERGENCY CLOSED MEETING

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

THURSDAY, AUGUST 24, 2017

CAFÉ LEMONCELLO 8:00 A.M.

EMERGENCY BOARD MEETING MINUTES

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

W. Kemp
K. James
S. Clarke
M. Anderson
J. Prouse

H. McKinney
D. Trikas
Regrets- H. McKinney

1. Welcome and Introductions – N. Leo

2. April 2018 Lease Expire

- a. At next board meeting there will be copies of current lease made available to all Board members
- b. Options have been explore for new location of the BIA
 - i. #262 \$5000/3000 sqf
 - ii. #300 \$3500/2700 sq f
 - iii. #174 \$6500/6500 sq f
 - iv. #1219 Main street \$500/500 sq f Small and not efficient space
- c. Options
 - i. Office needs to be close, not on a second floor for accessibility to clients and market items.
- d. 3A Britannia \$1,921 including tax. Same price as current location, but all new facilities. Includes main floor, basement, and storage shed moved to side. 2 parking spots. Rezoning already done. Snow/yard maintenance
 - i. Savings on: insurance, heat, hydro, maintenance
 - ii. Request to sign lease ASAP. Current owners would take over current BIA facilities-we would sublease to them until April 2018. We would continue to pay our rent for current location, then in May switch over to 3A Britannia
 - iii. Question about when to notify current lease owner
 - iv. Location visit to 3A Britannia
 - v. All loved new space: Concerns are about accessibility laws coming, and 3A Britannia will have to have a plan to meet those requirements (BIA not responsible), signage BIA responsibility
 - vi. What to move? City will be contacted on what we need to keep.

MOTION by N. Leo to accept reading the lease and terms before acceptance of relocating to 3A Britannia. To be formally approved at September Board Meeting.
1st D. Trikas 2nd M. Anderson Carried

-Plan to be approved at board meeting. New lease to be emailed to all board members and read before next board meeting. All are to help with any clean up and purge.

3. 2018 Contract BIA Coordinators

a. S. Clarke

- i. Reports of Coordinator missing many marketing deadlines, BIACC meetings, financials upon request that is done monthly. M. Burns seems to be pick up where S. Clarke is neglecting responsibilities.

Motion by N. Leo to terminate S. Clarke independent BIA Coordinator Contract.

1st M. Anderson 2nd M. Heddle Carried

ii. Termination date

1. Quicker saves more monies and more responsibility for the Ottawa Street Merchant levy
2. To coordinate termination with orbital for secure email. Banking passwords to be changed and locks
3. August 31, 2017 with 4 weeks pay upon dismissal.
4. Dismissal to be done by BIA Chair and Vice Chair

Motion by N. Leo to terminate S. Clarke on August 31, 2017 with 4 weeks pay.

1st D. Trikas 2nd M. Anderson Carried

- iii. Write a letter of termination and walked out. S. Clarke to sign for all items and cheque number upon dismissal

b. M. Burns

- i. Proposed for the balance of 2017 for M. Burns to take on BIA administration responsibilities
- ii. Amendment to Coordinator Contract increase hours and pay to \$20/hour for 40 hours/week.

Motion by W. Kemp to increase M. Burns hours to 40 from 30 hours and pay from \$18 to \$20 through amendment, effective September 1, 2017.

1st M. Heddle 2nd K. James Carried

4. Other

5. Dismissal

Next Meeting: September 14, 2017