

**OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING**  
**THURSDAY, SEPTEMBER 13**  
**3 BRITANNIA AVE 8:00 A.M.**  
**MINUTES**

M. Caruth	W. Kemp	H. McKinney
N. Leo	K. James	M. Burns
K. O'Brien	M. Anderson	M. Heddle
E. Grad	D. Trikas	

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

**2. Minutes from August 9, 2018 Board Meeting – N. Leo**

**MOTION** to pass the minutes of Thursday, August 9<sup>th</sup> 2018 board meeting

1<sup>st</sup> M. Anderson 2<sup>nd</sup>: M. Heddle Carried

**3. Treasurer's Report – W. Kemp**

- a. BIA \$65, 949.14
- b. Cont. \$ 6,821.05
- c. Still waiting on approx. 10k from the city for brackets
- d. Received CIP and Parking Revenue amount from City (CIP is \$13,664.61 and Parking Revenue is \$19,427.07 increase of approx. 4 thousand from last year)
- e. 2019 Budget; everyone has had a chance to review

**4. 2019 Budget Presentation-W. Kemp**

- a. Budget was emailed to board members and handed out hard copies for review of draft 2019 budget for OSBIA

**MOTION** by W. Kemp to accept the BIA Draft budget for 2019.

1<sup>st</sup> N. Leo 2<sup>nd</sup> E. Grad Carried

- b. Discussion and presentation of draft budget.

**MOTION** by W. Kemp to approve the OSBIA 2018 draft budget for presentation to City Council.

1<sup>st</sup> N. Leo 2<sup>nd</sup> E. Grad Carried

OSBIA 2019 budget will be passed along to Julia for City Council approval.

**ACTION:** M. Burns to prepare final copy of budget to have ready for AGM and Julia.

**ACTION:** Committees are to bring their portion of the 2019 budget to the approval of the Board to the December 2018 Board meeting.

**5. Committee Updates**

**Events/Marketing – M. Anderson/M. Burns**

1. Sidewalk Sale planning well underway, Maggie will not be at the event but has brought in a student contract worker to work a few days leading up to and on event day. She will have all the tools needed to run the event successfully.

- a. A lot of the vendors are returning vendors and are all prepared to show up and get in place without needing assistance on event day
  - b. Member requested to have some storage items out during Sidewalk Sale, they would be setting up out front of a vacant space and owners have given them permission, they asked the board to avoid any issues on event day
  - c. Board has decided that street members can't bring in outside items to sell
  - d. Communication to go out to members letting them know that this is a Sidewalk Sale for items that are sold in store only. No outside vendors
  - e. This is the same rule as in the past
    - i. Action: Maggie to send out member communication re: Sidewalk Sale update
2. Christmas Shopping Day: Maggie is booking vendors for November as they book up quickly, music, carolers, horse and carriage, Santa etc.
  3. Marketing update: Ottawa St BIA Commercial is complete with 30s version and 60s version
  4. Sidewalk Sale posters went up and were removed the next day by unknown source.
    - a. Action: Maggie will put up new posters and will reinforce them with more tape and staples

**Beautification – W. Kemp**

1. Christmas grant is \$1,300 (\$900 previous)
2. Hanging Baskets - Cost with City \$11,000 saving of \$3,000 since Mallord (quality not as great with the City as it was with Mallord)
3. Maggie had meeting with Marcia re: spring/summer baskets 2019 samples and visuals.
4. Wendy has reached out to Mallord Farms if the beautification committee decides to go with Mallord they will need to know by October – Beautifictaion committee to decide
5. Christmas motion was passed for Mallord Farms to design our Holiday Swags

**6. BIA Advisory Committee Report- M. Burns**

- b. BIA have been awarded \$20,000 for Main Street Landscape Program. This is an equal distribution amongst all BIAs
- c. Approval to start spending funds now and up until 2020
- d. Christmas Lights are on the list of approved items that we can spend the program funds on
- e. Action: Maggie to look into getting quotes on lights and frames. Has already talked to Classic Displays who did our wreathes, the hydro plates are already existing on the poles so it would just be production and instillation of lights
- f. Action: Maggie to get additional quotes for review
- g. Committee to decide on style and design of lights (holiday them i.e. snowflake)

- h. Other ways these funds will be spent: The City of Hamilton is taking a portion and will be spending on behalf of BIA and CIP areas. \$65,000 of the funds will go to the cigarette butt awareness program that will launch soon (this was a council decision not a BIA advisory committee decision)
- i. Other funds from the city portion will go towards pole or traffic wraps for anti-tagging

**7. BIA Coordinator–M. Burns**

- j. Street maintenance and weeds: Maggie has been working with the city to try to get some attention on the street for weed removal, particularly the Parkette and trees.
- k. Action: Maggie has submitted requests and has received service numbers for reference
- l. The city has removed the tagging on the street waste bins as requested
- m. Board member election; Julia has sent electronic folder with:
  - i. AGM Protocols
  - ii. Sample Ballots
  - iii. BIA election samples from other BIAs
  - iv. Board election form samples
  - v. Recruitment info
  - vi. Voting procedure

**8. BIA AGM Update**

- n. November 14, 6 pm \*location to be determined\*
- o. Kay Matthews will attend January or Feb meeting to conduct new board governance training

**9. Other**

- p. Board not satisfied with the Ottawa Street Market Assessment final draft
- q. Maggie to review with other BIA coordinators to discuss their experiences, moving forward Nancy has requested meeting with Carlo and 360 Collective to discuss the outcome of the study

**10. Dismissal**

**Next Meeting: Thursday, October, 11<sup>th</sup>**