

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, AUGUST 10, 2017
204 OTTAWA STREET NORTH 8:00 A.M.
MINUTES

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

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

J. Prouse
H. McKinney
Regrets- M. Burns
Absent D. Trikas

1. Welcome and Introductions – N. Leo

Hope everyone is enjoying their summer

2. Minutes from July 13, 2017 Board Meeting – N. Leo

MOTION by M. Anderson to pass the minutes of July 13, 2017 board meeting.

2nd: E. Grad Carried

3. Treasurer's Report – W. Kemp

a. BIA \$49,747.90

b. Cont. \$14,542.69

i. Parking Rev. and CIP is coming in August

c. 2016 Audit report was emailed to all board members

Motion W. Kemp to accept of receivership of the 2016 audit report via email.

1st M. Anderson 2nd N. Leo Carried

Abstained K. O'Brien due to request of printed copy

- Concerns brought up about Levy being used for maintenance of leased facility and general overhead. April 2018 lease is up and we can consider relocating and researching other options. Other BIAs do have offices that they also use levees for. One of the first years in the OSBIA history that monies are good and secure until the end of the 2017 year. Fiscally responsible and watching were everything is being spent.

d. Passing 2016 Audit

Motion W. Kemp to approve 2016 Audit by KPMG

1st M. Heddle 2nd J. Prouse Carried

4. Committee Updates

Marketing – J. Prouse

1. July 20 Meeting- Minutes handed out.

2. YouTube Channel: tags/share more through SM.

a. 15th a new video to be posted. Mini videos of something happening, or “in the life of an object”

- b. S. Clarke reworking past videos due to quality on own time. S. Clarke has purchased new software.
- c. Videos will also be up on the BIA Website and we can review viewership stats in the future
- d. Next video August 15, 2017
- 3. Publication on the back burner. Revisit in 6 months
- 4. Marketing and Events Committee will be joined after August 29, 2017

Beautification – W. Kemp

- 1. Banner Brackets going up August 11. City wants old brackets back.
- 2. 2018 goal to work on on-street planters for Fall 2018. Realized this is a very time-consuming process to get all approvals from all levels of members involved eg. city
- 3. Hanging Baskets are beautiful and huge this year!

Events –M. Anderson/M. Burns

Canada 150 wrap-up

We had a great turnout for our Canada 150 event! CHCH news was here Friday morning and mentioned that Ottawa Street's celebration was one of the only events happening that day. A big thank you to Turtledoves bakery for donating a beautiful gluten free cake, the free cake is definitely a hit. Over all the day was a success, the wind caused a bit of an issue with our Historical Ottawa Street display by Earls Court saved the day and allowed us to set up in their space for the event. We had a photographer taking pictures so we now have a good collection of professional photos to use for the future. The additional funds from the Canada 150 grant & BCU Credit Union helped build the event.

Saturdays in July

Community Day

This was a great kick off for our Saturdays in July. We had a lot of family's come down (as anticipated) the free hot-dogs were very popular as well as the bouncy castle. We loved working with Jumpstart rentals for the castle rental & will be adding a 'kidz zone' to our sidewalk sale as a result of the overall success!

Meet the Makers

This was probably our least successful of all the Saturdays in July this year. It was a very quiet day on the street overall so not a ton of foot traffic. I think ideally this event would be more successful with more merchant participation but that is something we can work on for the future. A huge thank you to those that did participate, we had a great day!

Retro Day

A big thank you to Mike from Bounty Hunter for setting up the DeLorean, it was truly the star of the show that day! There was a bit of rain and uncertain weather which stopped most record store owners to set up out front, but most did have great deals that day. We had a lot of great feedback from the DJ playing music in the Parkette, one local resident stopped me and said dancing to the music in the Parkette was the highlight of their summer so far.

Antique Hunt

This was one of the most successful Sat in July events. A huge increase in participation from last year, in total 36 people submitted completed passports. 11 online and the remaining were dropped off either in store or at the parkette. The feedback from participants was fantastic, most said they got to discover shops they previously didn't know existed. One couple said she often drives to ancaster to go to Party Packagers until discovering Kerry's Party and will shop there from now on. I had a father / daughter team that came by the Parkette after and say that the other BIA's should learn from ours, and went on to explain that he spends a lot of time downtown and the merchants here are so friendly and welcoming and the street is beautiful and clean, he pointed out the hanging baskets.

1. Survey all members by M. Burns physically walk up and down the street for feed back
2. New website up: can print store list from your phone and great used during Antique Hunt.
3. Next Event is Sidewalk Sale September 23-More activities and Music
4. Next Events Meeting: Aug. 22, 8:00 am BIA
 - a. S. Clarke would like to attend.
 - b. Sidewalk sale ad in the Crown point paper has wrong time

5. BIA Advisory Committee Report- S. Clarke

- a. Creating an Admin sharing database to keep track of membership.
- b. City looking at Kiosk in OSBIA-international village has one in main area: S. Clarke to take picture and send it to the board. Board interested in considering it. (2 either end of our gates)

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

- a. Need a new drum for the printer: approved to spend \$200. Double check that the other printer in storage wouldn't work. Email executives with other monies to be spent. ACTION: S. Clarke
- b. MMJ Funds "Lost" a nonprofit. "where do BIAs fit in support of Nonprofits" to be a case by case decision. Carlo acknowledges it is a BIA decision.
- c. Associate Members are approved by Board on case by case situation. Encourage members to call on Municipal and provincial and Federal gov. to deal with dispensary concerns as they are still illegal operations

7. Other

- a. Tale of Town: trailer has received several tickets and could possibly be towed. Advise them to relocate trailer.
- b. Website: New website is up and running. Links need to be checked and membership is encouraged to check the links.
- c. Newsletter to go out every 2nd Friday following Board meetings thus there is recent information.
- d. Honest Meats Co. Grand opening went well
- e. Graffiti: Bylaw Municipal enforcement officer will be here tomorrow. Add #116 to the list
- f. City was here last week to weed the street
- g. David to look after weeds in parking lot.
- h. K. Obrien waiting for call back from Cons. Murella about Kenilworth beautification

- i. Thank you to J. Prouse for your service on the Board. We hope to see you at some of our committee meetings. Best in your new adventure.

8. Dismissal