

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, SEPTEMBER 14, 2017
204 OTTAWA STREET NORTH 8:00 A.M.
BOARD MINUTES

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

W. Kemp
K. James
M. Anderson
D. Trikas

H. McKinney
M. Burns
Regrets- M. Heddle

1. Welcome and Introductions – N. Leo

- a. S. Clarke's Independent Contract was terminated on August 31, 2017 with two weeks pay instead of 4 as advised from an HR consultant.
- b. M. Burns has been approached to take on the balance of the BIA administration responsibilities and she has accepted. An amendment has been made and signed to her current Coordinator Contract.

2. Minutes from August 10, 2017 Board Meeting – N. Leo

MOTION to pass the minutes of August 10, 2017 board meeting.

1st N. Leo 2nd: W. Kemp Carried

3. Treasurer's Report – W. Kemp

- a. BIA \$35,843.78
- b. Cont. \$14,538.94
- c. CIP and Revenue Sharing still needs to be requested, as it was not at past HABIA meetings due to missing coordinator. \$13,759.84 CIP, \$16,639.48 Revenue Sharing. This request is to be approved at October HABIA, M. Burns to attend all HABIA Meetings.
- d. 2016 Audited Statements are Final and available in printed form at the office.
- e. Monthly financial statements to be distributed via email to Board members upon completion from the Book Keeper

4. Committee Updates

Events/Marketing – M. Anderson/M. Burns

- a. SIDEWALK SALE: Totes for Sidewalk Sale to be shared between budgets of Events/Marketing. Boon, Dora's to be outside for sidewalk sale. Crown Point Community Church to host Kid Zone with Ice Cream truck. Roaming music and stationary music. Community area in the parkette. Coco Bongo to provide live Jazz music.
- b. Halloween Hunt: On Track-Little change.
- c. Christmas Shopping: Planning to make it a major event.
- d. NOSH-Becoming an annual event by City of Hamilton.
 - i. "At the Table" YWCA Program> Proposal by M. Burns to get cooks from restaurants to provide food for residence as our contribution to NOSH. 4:30-

6:30 pm NOSH Ottawa Street. \$300 if YWCA provides food, or Restaurants can donate items. MacNab Location. Food Outreach.

- ii. 2018 to budget monies to participate a bit more
- e. Orbital: New Website is up and merchants are encouraged to check their listing to ensure accuracy.
 - i. NEW: Event information field form to be added for \$75, so all workshops/events/sales can be posted in the Calendar
 - ii. Looking into why Orbital forgot to put the phone numbers on the website. Information was always on there.
- f. Marketing: Regrouping with Newsletter right away to merchants. Planning for blogs and other avenues
 - i. All merchants sales, received at the BIA to go on the blog.
- g. SEW Hungry Brochure featuring Ottawa Street merchants and event. Ref. Locke St. Fest Brochure. Needs to have a map. Advertisers to cover all costs, thus no cost to the BIA. Must be ready 2 months prior to event.

Beautification – W. Kemp

- a. Classic Display to finish with the banners and they are not all up. Walmart has new arms but no banner.
- b. Baskets to stay up past Sidewalk Sale
- c. Mallard Farms-52 Christmas baskets waiting on quotes. Marcy from City of Hamilton to possibly supply 2018 baskets. Will also ask for quote on Christmas baskets, as well.
- d. Thank you to Eva Grad for cleaning the parkette. M. Burns to call Peter Wabshall to clean parkette.

5. BIA Advisory Committee Report- M. Burns

- a. Draft Hiring policy planned for BIA/Board members to review and send comments before October 7, 2017. M. Burns to ask if they had a HR professional look at this doc.

6. BIA Coordinator–M. Burns

- a. Dispensaries-Communication when out. Hamsterdam opened within days, but most small business takes months to get open for business if done legally through the city. Positive feedback from the communication. Some printed letters even dropped off at the BIA to be passed along.

7. Schedule BIA AGM

- a. Wednesday November 8, 6:00 pm at the BIA office
- b. Agenda to address, Board Vacancy, request for social media speaker and talk about Dispensaries, Past board minutes. Small amount of monies on refreshments.
- c. Invite to be mailed/emailed September 27, 2017. With request for RSVP.

8. Other

- a. #3A Britannia possible lease, to see the Lawyers to review the lease contract on September 18. \$250 Consultation. Chair and Vice Chair to take Action.
- b. Copy of Current Lease distributed.
- c. Momentum fitness- Sat Mornings a no go. Wants to try to create a OSBIA community between the people.
- d. **Motion** Christmas Free Parking to be extended to November 14 – December 24.
1st N. Leo 2nd M. Anderson Carried
Abstain W. Kemp

9. Dismissal

Next Meeting: October 12, 2017