

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, OCTOBER 12, 2017
204 OTTAWA STREET NORTH 8:00 A.M.
MINUTES

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

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

H. McKinney
M. Burns
M. Heddle

1. Welcome and Introductions – N. Leo

2. Minutes from September 14, 2017 Board Meeting – N. Leo

MOTION to pass the minutes of September 14, 2017 board meeting with amendment to 1.a.
1st W. Kemp 2nd: M. Heddle Carried

3. Minutes from August 24, 2017 Emergency Board Meeting- N. Leo

- a. Note: Releasing Board minutes from closed meeting now that it does not have time sensitive information and to make them public knowledge. In pursuit to continue to make the motions of the Board transparent to its members. (Watermark of Confidential to be removed)

MOTION to pass the minutes of August 24, 2017 closed emergency board meeting.
1st M. Anderson 2nd: M. Heddle Carried

4. Treasurer's Report – W. Kemp

- a. BIA \$23,347.86
- b. Cont. \$ 13,880.92
- c. Request for CIP and Parking Revenue of approx. \$30,000 to be coming from the City
- d. Marketing Study: The City has contracted it out. It will be a few hundred dollars more than expected, but funds for the balance are in the Contingency. John Archer & Assoc. Note: Prior to the study occurring, the BIA Board would like to meet to review the process to ensure it is meeting the needs of the BIA and request changes from the process of the previous study. ACTION: M. Burns to correspond with coordinator about concerns.

5. 2018 Budget Presentation-W. Kemp

- a. Budget was emailed to board members and handed out hard copies for review of draft 2018 budget for OSBIA

MOTION by W. Kemp to accept the BIA Draft budget for 2018.

1st N. Leo 2nd 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.

1st K. James 2nd M. Anderson Carried

OSBIA 2018 budget will be passed along to Carlo for City Council approval along with October Board Minutes.

ACTION: A. Jackman to prepare final copy of budget and pass it along M. Burns to have ready for AGM and Carlo.

ACTION: Committees are to bring their portion of the 2018 budget to the approval of the Board to the December 2017 Board meeting.

6. Committee Updates

Events/Marketing – M. Anderson/M. Burns

1. Christmas (Nov. 25): Many new and exciting elements including a large Christmas tree in the parkette. Planning for a horse and carriage rides, Santa Central, Jazz blues station.
 - a. NEED: Looking for a “Santa” chair to buy or borrow. Keep an eye out.
2. SEW Hungry: Tom from Promotion Production company in the CP community is interested in teaming up with the BIA. Goal to close the street and host it on a Saturday in order to improve the event. This is in response to 2017 survey response where majority of the responses wanted the committee to head in this direction. Intended to rejuvenate the event. Date: May 5, 12-8pm
MOTION to accept the Event Committee’s decision to move SEW Hungry to Saturday and close Ottawa Street.
1st M. Anderson 2nd H. McKinney Carried
FURTHER: Grant applications and sponsorship requests are being made now. Including Tourism and Development Fund, Associate Partnership, City Enrichment Fund, and revamping the event’s Sponsorship package.
REMINDER: Surplus monies from this event is returned into the event committee’s fund to use towards other events.

Beautification – W. Kemp

1. Hanging baskets for Christmas: \$6,000 for 52 baskets which is more than 2016
MOTION to go with Mallard Farms for 52 Christmas baskets.
1st M. Anderson 2nd H. McKinney Carried
2. Christmas banners will go up.
3. Will meet with the city about 2018 spring baskets and compare to Mallard farms. And Ensure quality is comparable to price points.
4. Christmas Bows: The want for more Christmas decoration has been requested in past years by merchants, but the Board needs more hands/volunteer power. Lights are not feasible for 2017, will research it for 2018. Memo to go out to the Merchants to request help to decorate the street for Sunday, Nov. 19 install. ACTION: M. Burns to send out communication. W. Kemp to lead the team.

7. BIA Advisory Committee Report- M. Burns

- a. Westdale BIA suggested that the City of Hamilton become the umbrella insurance for all BIAs. This is being investigated.
- b. City of Hamilton Logo: Use of City of Hamilton Logo on promotional materials, we can get movies back through a grant. \$250-500.
- c. Business Excellent awards nominations by Dec 12. ACTION: Bring forth nominations by November Board Meeting for approval. Mention at AGM

8. BIA Coordinator–M. Burns

- d. Sobi Street Mural: Unveiling Wed. Oct 18 reception
- e. YWCA- has received funding and demolition may start by end of November.
- f. ACTION: M. Burns-ensure all Board Minutes from 2017 are posted in the office prior to AGM
- g. Website: Updates are done. Calendar is working and merchants can submit events and workshops. Merchants need to be reorganized as they are not fully alphabetical. Phone numbers are back and glitch has been fixed.

9. BIA AGM Update

- h. November 8, 6 pm: Letters have been sent out and handed out to street. New list was used which was constructed by Carlo. Also mentioned in the news letter.

10. Other

- i. Parking ByLaw: request for greater and more attentive presence as there are many parking in the no stopping, no parking zones and lack of turn over (people parking all day in 2hr spots)
ACTION: M. Burns to make a call to Bylaw with suggestions and locations
- j. Associative Partnership document updated. Please review
- k. Lease: 3A Britannia: N. Leo Spoke with lawyer to reviewed a lease. Stated it was a standard lease. Working on finalizing things. BIA to possibly take possession Nov. 1 with immediate sublease. New landlord has offered manpower to move BIA quickly. Note: Double check maximum occupancy and there may be an emergency Board meeting in October to settle this issue.
- l. S. Clarke: email was distributed to unknown members by S. Clarke which was brought to the Executive Board's attention. Email shared in hard copy with the Board. **See attached.** Any further questions on this email can be directed to N. Leo for clarification.
 - i. Email memo: A few merchants brought the email to M. Burns attention, but no major concerns noted.
 - ii. M. Burns has kept track of tasks she has completed that were S. Clarke's responsibility during her time with the OSBIA
 - iii. New Interim FM Manager has discovered discrepancies in S. Clarke's book keeping and collection of stall fees. There are monies of approx. \$1000 that the vendor says S. Clarke collected in Cash, which the FM Handbook clearly states cheque or etransfer only. Vendor provided Receipt. No bank deposit or onsite invoice found at the BIA.
 - iv. On two occasions the FM debit card was used for personal use. \$40 in the FM account has not been given receipt.
 - v. One personal use of the BIA debit card for gas and reimbursement was received.
 - vi. Lost "Way Finding Program" from the City of Hamilton with was to get directional signage (\$10,000 project) because S. Clarke opted out on behalf of the BIA.

- vii. Possible Action: Statement of events made and seek Police investigation

11. Dismissal

Next Meeting: November 9, 2017