

OTTAWA STREET B.I.A BOARD OF DIRECTOR'S
EMERGENCY MEETING
THURSDAY, DECEMBER 21, 2018
MINUTES

N. Leo	K. James	M. Heddle	K. O'Brien
H. McKinney	M. Carruth	E. Grad	W. Kemp
M. Anderson	D. Triaks	M. Burns	A. Terveld
S. Bertolozzi	R. Gallant		

Welcome and Introductions – N. Leo

1. Closed meeting to discuss the challenge presented by four members of the Ottawa Street BIA in regards to the AGM & recent election on Nov. 14th
 - a. The group has included Julia Davis and Judy Lam on these communications and the group has met with the above mentioned city representatives
 - b. The Board of Directors needs to make a decision to keep the election results as they stand or to hold a re-election
 - c. Issues brought up in the challenge letter:
 - i. According to procedure by law the BIA must give notice 30 days prior and 15 days prior of AGM

M. Burns' report the timeline of distribution:

- d. 1st communication was sent out Wednesday, Oct 10th (36 days prior with notice of AGM date)
- e. 2nd communication was sent out Monday, Oct 22nd (24 days prior candidate list went out 6 days late of the suggested deadline)
- f. 3rd communication went out Wednesday, Oct 31st (15 days prior with updates candidate list and AGM member package)
- g. Oct. 16 delivered by hand with AGM notification to stores and Thursday, November 1st mailed with the package and invite

2. Issue of contention #1

- a. Late distribution of the 30 day communication – went out 6 days late to members
- b. The Canada Post distribution was also late however is not a requirement as per our procedure by law
- c. The initial late communication was contested by Julie DeNardi at the time, the City was brought in to comment and we were advised that we could continue to host the AGM on the original date set by the Board of Directors so there was no need to re schedule the AGM

3. Issue of contention #2

- a. Proxy vote: in an email Beverly from Bra Makers Supply had asked if she could send her Manager Heather as a voting representative
- b. The by law says it must be sent in writing 15 days prior to AGM and we received this 12 days prior in an email

- c. We can void the proxy vote by removing a vote from each candidate or the first 11 either way the results would stand the same
- d. The last candidate voted in was with 18 votes and below that Dan Hawkins was at 16 the remaining to follow...

K. O'Brien mentions that the emails may not have been received by the members in question;

M. Burns uses Mail Chimp to distribute all member communications and is able to track openings by viewing the online report

- 1. Wednesday, Oct 10th communication was opened by
 - a. JMS Treasure Chest
 - b. Maxam Fitness
 - c. Greta's Flair
 - d. Orange Tree Boutique
 - e. Nova Sewing
 - f. and 156 other members
- 2. Monday, Oct 22nd communication was opened by
 - a. JMS Treasure Chest
 - b. Maxam Fitness
 - c. Greta's Flair
 - d. Orange Tree Boutique
 - e. Nova Sewing
 - f. and 156 other members
- 3. Wednesday, Oct 31st communication was opened by
 - a. JMS Treasure Chest
 - b. Maxam Fitness
 - c. Greta's Flair
 - d. Orange Tree Boutique
 - e. Nova Sewing
 - f. and 156 other members

These reports can be printed upon request. The Board agrees that the procedure by laws are guidelines and we did our best to meet the suggested guidelines.

MOTION to vote to keep the election results from the November 14th AGM as it stands
1st H. McKinney 2nd W. Kemp Carried