

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, JULY 12, 2018
3 BRITANNIA AVE 8:00 A.M.
BOARD MINUTES

N. Leo
K. O'Brien
E. Grad
W. Kemp-Regrets

K. James
M. Anderson
D. Trikas-Regrets
H. McKinney
M. Burns

M. Heddle
A. Jackman
M. Carruth

1. Welcome and Introductions – N. Leo

2. Minutes from June 14, 2018 Board Meeting – N. Leo

MOTION to pass the minutes of June 14, 2018 board meeting.

1st M. Anderson 2nd E. Grad Carried

3. Treasurer's Report – W. Kemp

- a. BIA \$90,113.98 (Includes \$8,892 from Sew Hungry Grant)
- b. Cont \$6,828.55
- c. Up to date Bank leger is presented and available for office review

4. Committee Updates

Events/Marketing – M. Anderson/M. Burns

- a. BIA Commercial: Draft is done and working on Voice over. Expecting to be done end of July beginning of August. Committee is happy with the progress.
- b. Spec Ad for community day in Go Section
- c. Events this summer are going well
- d. Starting to Book suppliers for Sidewalk sale and Christmas as attractions get booked up quickly for these time frames. Looking forward to getting more members involved.
- e. Sew Hungry 2018 had a surplus of \$2,0390.23 and will be used towards other events. Would be in a deficit without the grants.

Beautification – W. Kemp

- a. Garbage Bins: large amount of tagging has occurred on bins. Needs to be cleaned.
ACTION: M. Burns to contact the city as it is their property.

5. BIA Advisory Committee Report- M. Burns

- a. Meredith from the City discussed the Kiosks in other bias. We do not have one, but would like to participate in the future.
 - i. Took initiatives to make maps for that are not inclusive to the BIAs
 - ii. Way finding signs are still slowly going up
- b. Carlo's role has been filled by Julia. She is now the main contact
- c. Process/Procedure for new board nominations. Recommended to strike a nomination committee. Before AGM. M. Burns has all docus.
 - i. Separate email to go out for nomination

- ii. H. McKinney will assist in visiting 4 candidates that have shown interested and invite them to August meeting
- iii. Instead of striking a committee the election will become an agenda item to be dealt with as part of the board

6. BIA Coordinator–M. Burns

- a. Officer Silva requesting the BIA to participate in Town Hall meeting with Centre on Barton about crime. Board agrees to participate and will put the invitation out to merchants when information becomes available.
- b. Kerry from DownTown BIA suggested to share intern between all BIAs. Logistics seem challenging, and who would pay for it? Board not interested at this time
- c. J. Charlton request to take pictures on behalf of the BIA. After discussion, Board declines offer.
- d. Signage for window is ordered. Rising signs \$35.00 with \$60.00 installation. Far exceeds the best price from the other quotes.

7. Other

- a. Michael Carruth seeks election to the board
Motion by N. Leo to nominate M. Carruth to fill vacant position to the board until November 2018.
1st M. Anderson 2nd H. Mckinney Carried

Follow up:

- Market assessment update- John Archer: Need to set date and once complete have a follow up document on process
- BIA Levy changes, report at August meeting

8. Dismissal

Next Meeting: August 9, 2018