

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, JUNE 14, 2018
3 BRITANNIA AVE 8:00 A.M.
Board Minutes

N. Leo	K. James	H. McKinney -Absent
K. O'Brien	M. Anderson	M. Burns
E. Grad	D. Trikas	M. Heddle
W. Kemp		A. Jackman

Guest Mike Carruth from Down the Street Food Co.

1. Welcome and Introductions – N. Leo

2. Minutes from May 10, 2018 Board Meeting – N. Leo

MOTION to pass the minutes of May 10, 2018 board meeting.

1st M. Anderson 2nd M. Heddle Carried

3. Treasurer's Report – W. Kemp

- a. BIA \$95,155.48 including levy \$65,885.34 including HST rebate for 2017 \$18,731.95
- b. Cont. \$7,009.16
- c. Monthly reports are in binder in the BIA office for review
- d. Monthly cash distribution requested by not received from accountant
- e. Will email to the board regarding moving fund will be attached minutes.
- f. W. Kemp requested a 1% increase to BIA levy. Reason: the parking revenues are down and there has been a change in how the BIA Boundaries are taken into account. ACTION: M. Burns to check City procedure and discuss with other BIA Colleagues and report back.
- g. KPMG is giving full attention to the 2017 audit.

4. Committee Updates

Events/Marketing – M. Anderson/M. Burns

- a. Sew Hungry: \$1452 funds after expenses
- b. Shop Hop: Shop local event this weekend. So far good participation from merchants. Will be supporting "Walk a Mile in her shoes" with the YWCA in the Parkette
- c. Summer Events: Canada Day- Give away Cake; Community Day- Carnival in the parkette; Blast from the Past

Beautification – W. Kemp

- a. Hanging baskets were found not acceptable. M. Burns to discuss with Neil Schofield with Horticulture.
- b. W. Kemp suggested discussing invoice with board when it is received for the hanging baskets.

MOTION for the Beautification to receive \$3,000 from the HST rebate xmas baskets plus \$3000 for xmas swag.

1st N. Leo 2nd K. James Carried

5. BIA Advisory Committee Report- M. Burns

- a. Graffiti: city has hired two students to inventory graffiti and report back. It's an ongoing issue with merchants being victims of vandalism. Request cleaning supplies from city. M. Burns to follow up with the city.
- b. International Village BIA wants to reformulate parking revenues. Consider relooking at the budget as they may lose parking revenue from the LRT being put in.
- c. Carlo is to maintain position and continue to be our main contact
- d. David has requested an extra hour/week from 6 to 7 hours per week. Discussion on start time, must be during daylight 6/5am not at 4 am as items could be missed and simply unsafe.

MOTION to increase David's hours from 6 to 7 per week as long as work is completed during daylight hours.

1st W. Kemp 2nd D. Trikas **Motion not Carried**

ACTION: M. Burns and W. Kemp to communicate board's decision to David

6. BIA Coordinator–M. Burns

- a. Hamilton Police Business Refit Plan: M. Burns had a hand in writing their business plan for 2019 community perspective and what they need to look at. The plan will be drafted and review sent to the participants.
- b. Received \$7,842 City enrichment grant for Sew Hungry which we wouldn't have been able to put on such a fantastic event without
- c. Accessibility grant is coming up. We will have a discussion with current landlord to make a joint venture. **ACTION:** M. Burns to investigate grant and report back
- d. Window Vinyl Quotes: Vector \$400, Gorilla Graphics \$800, Rising signs is third quote.

MOTION to invest in the lesser amount quote for vinyl decals to go on window.

1st. D. Trikas 2nd E. Grad Carried

7. Other

- a. A. Jackman will formally resign from the BIA Board as of July and will send a letter.
- b. Note: D. Trikas will be away from July 4 – Sept 6, 2018

8. Ottawa Street BIA Commercial Market Assessment Update and Presentation by John Archer of 360 Collective (9AM)

- a. John Archer declined to show up and rather request a separate meeting for presentation.

9. Dismissal

Next Meeting: July 12, 2018