

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, NOVEMBER 9, 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 October 12, 2017 Board Meeting – N. Leo

MOTION to pass the minutes of October 12, 2017 board meeting.

1st M. Anderson 2nd: E. Grad Carried

3. Treasurer's Report – W. Kemp

- a. BIA \$13,233.25
- b. Cont \$13,877.17
- c. Awaiting approx. \$30,000 from CIP and Parking revenue in the next couple of weeks

4. Committee Updates

Events/Marketing – M. Anderson/M. Burns

- a. Christmas Shopping Day: All things are organized and going well. Christmas tree and Décor still needed.
- b. 2018 City Enrichment Grant applied for. Will know in April 2018
- c. Working on Tourism Grant next
- d. Sponsorship for Sew Hungry. Tom and Jordan are assisting M. Burns with music for SH at no cost.
- e. Free parking November 25 – December 24.
- f. **ACTION:** M. Burns to look into changing parking lot times in the back lots to 6 pm instead of 9 pm

Beautification – W. Kemp

- a. Hanging baskets are going up next week with Christmas banners for Nov. 16
- b. Banner Arms: two lines are touching banner arms. Classic display will not touch the arms until they are removed. W. Kemp following up on this
- c. Invoice to Classic Display of est. \$13,000 owed. We are waiting for the City to reimburse us.
Motion to use monies from contingency fund to pay Classic Display for Invoice of \$13,000 (80% only) for banner arms and upon receipt sent to City for reimbursement from Urban Renewal Grant.
1st M. Anderson 2nd K. James Carried
- d. Old Banner Arms: City wants arms back. 11:30 pm Nov 16, Thursday will be returned. M. Burns with N. Leo to meet them for receipt. City to pick up Nov. 17

- e. Nov. 19 Pole décor. Few volunteers. Maggie to get extra quotes. Need twine, staple guns, step ladders and bows. Meet at 9:00 am

*Committees to present 2018 Budgets at December Board Meeting

5. BIA Advisory Committee Report- M. Burns

- a. Meeting next Tuesday: New BIA video to be previewed, with BIA app proposal phase.

6. BIA Coordinator–M. Burns

- a. Marketing study is in progress. P. Hayes is not involved in the process.
 - i. Emphasized that they talk to shop owners, not employees
- b. BIA Newsletter to go out tomorrow.
- c. New Business: Cheese shop is coming

7. Other

- a. Lease 3A Britannia: Lawyers have approved, capacity at 18. All docs including footprint. Front Paved area would belong to BIA with two parking spots.\$1,790 +HST. Shed for Farmers' Market to be relocated to property. Merchants have called about the move. 3 Britannia wants to become part of the BIA.
 - i. Pending motion to accept to be done via email
 - ii. Seek written permission from current lease owner to use BIA facilities for other alternative uses. Action: N. Leo to approach
- b. BIA parameters and boundaries to be 2018. This is a very long process.

8. Dismissal

Next Meeting: December 14, 2017