

**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.

1<sup>st</sup> W. Kemp      2<sup>nd</sup>: 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.

1<sup>st</sup> M. Anderson      2<sup>nd</sup>: 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.

1<sup>st</sup> N. Leo      2<sup>nd</sup> 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.

1<sup>st</sup> K. James      2<sup>nd</sup> 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.  
 1<sup>st</sup> M. Anderson      2<sup>nd</sup> 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.  
 1<sup>st</sup> M. Anderson      2<sup>nd</sup> 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.