

**OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING**  
**THURSDAY, APRIL 9, 2015**  
**204 OTTAWA STREET NORTH 8:00 A.M.**  
**MINUTES**

In Attendance:

M. Black	K. O'Brien	W. Kemp
A. Jackman	T. Cabral	M. Anderson
P. Hayes	H. McKinney	A. Becker
N. Leo	M. Green	J. Newman
E. Grad	T. Mark	

**1. Welcome and Introductions – N. Leo**

**2. Minutes from March 2015 Meeting – N. Leo**

**Motion** by M. Black to pass the minutes of the March 2015 meeting with Amendments  
2<sup>nd</sup>: H. McKinney  
Carried

**3. Farmer's Market Manager/Events Coordinator's Contract- N. Leo**

**Motion** by M. Anderson to accept amendments to Contract for Farmer's Market Manager/Events Coordinator's Contract and move forward with signing.

2<sup>nd</sup>: M. Black

\*Tony Cabral declares and noted interest thus unable to discuss and vote

- a. Contract will be signed April 9, 2015 with two executives and T. Mark

**4. Executive Director Resignation- N. Leo**

- a. Gift: The Board will/has purchased a departure/Thank gift for P. Hayes. Beautiful glass cut vase (\$140 +HST) from Remember when and Flowers will be presented to P. Hayes
- b. Hiring Committee to be formed: M. Anderson, N. Leo, M. Black, H. McKinney, T. Cabral- Meet **April 14, 8:00 AM BIA**
- c. Social Media: H. McKinney to take over Twitter and Facebook in the interim
- d. Chairs of committees should meet with P. Hayes to follow up on any open projects
- e. M. Green to offer any support he can during this time especially with City Hall
- f. Hard drive has been purchased and back ups made of both T. Mark and P. Hayes' computers
- g. Phone/email: monitored by T. Mark and pass on info to appropriate Committee Chairs
- h. Full Board Meeting: **Thursday, April 23, 2015, 8:00 AM BIA—to go over Hiring Committee process**

**5. Board Member Resignation – A. Jackman**

- a. HR committee to take on application process

- b. Physical and Digital Application to go out to all merchants and building owners to fill the vacancy on the Board
- c. Deadline **April 30, 2015**, all applicants will be brought to the next Board Meeting in May for a vote

**6. Treasurer's Report – W. Kemp**

- a. Reports are good and up to date
- b. J. Newman reports that the Audits are unofficially complete, assuming there are no more questions. Hope to have drafts of financials at next meeting

**7. Committee Updates**

**Events –M. Anderson/T. Mark**

- a. Buttons and Bows: Much better performed, more people on the street than the past, great positive comments from customers and merchants- Suggested to send a thank you to Barbara
- b. Sew hungry: Things are in full swing!
  - i. 30 trucks are confirmed, confirmation with resteraucutns are being finalized
  - ii. Posters are ready for Merchants and the community
  - iii. Lots of good and new sponsorships plus some cost savings have occurred, thus the budget is on track
  - iv. Special Truck: Harvest Truck by the Living Rock. Living rock is also providing 20 volunteers for the event
  - v. Suggestion for a poster or promo material to be taped to each truck to promote shopping on Ottawa Street to people in line

**Marketing - T. Cabral**

- a. Sponsorship information has come back from media outlets, finalizing dates and getting copies ready for Sew Hungry

**Beautification – W. Kemp**

- a. Brackets are coming to the street.
- b. Inventory of benches and new benches are planned to come. Working on logistics.
- c. New Street ground planters, hope to have the in by the Fall
- d. Keep storefronts Clean, Please! Also notify the BIA of graffiti, especially before Sew Hungry

**HR Committee Report- A. Jackman**

- a. Great meeting with P. Hayes about the performance of David L. Intent to help him do the best job for the street
- b. Code of Conduct policy in progress

**Pan Am – P. Hayes/A. Becker**

- a. Reports on meetings from PanAm- More information can be found at [www.cityofhamilton/PanAm](http://www.cityofhamilton/PanAm)

**8. Thank you to Patty!!!!**

**9. Dismissal**

**Next Meeting: Thursday, April 23, 2015 & Thursday, May 14, 2015**