

Ottawa St N B.I.A Board of Directors Meeting
July 11, 2019
3 Britannia Avenue, 8:00 am
Minutes

Attendance:

M Anderson	M Carruth	R Gallant	E Grad
M Heddle	K James	W Kemp	H McKinney
M Spadafora	A Terveld		

Regrets: S Bertolozzi

1 – Welcome – M Anderson

2 - Guests N Leo

3 – Approval of Minutes from June 13th Board Meeting – M Anderson

-MOTION20190711.01 1st W Kemp, 2nd M Heddle, Carried

4– Treasurer’s Report – W Kemp

-BIA Balance \$73,180.24

-Awaiting \$20,000 from Main Street Revitalization from the City of Hamilton, email sent to Julia

-Contingency Budget \$16,327.75

-BIA office Computer has been purchased and paid for

-Motion to accept KPMG 2018 BIA Audit Report

-MOTION20190711.02 1st A Terveld, 2nd M Carruth, Carried

-Motion to pay \$3780.00 Additional Insurance for Sew Hungry

-MOTION20190711.03 1st W Kemp, 2nd A Terveld, Carried

5 – Committee Updates

- **Events/Marketing**

- BIA Executive has been filling in where needed to keep the events and marketing going

- Customer Appreciation Day – Lego Display, Springers Meats is donating 100 hot dogs, Murray’s will cook them in the Parkette, live music groups. Posters are completed. Distribution by James from

- SEAT application for Customer Appreciation Day needs to be completed – Moline was missing the food vendor information. M Heddle, W Kemp

- N Leo is coordinating insurance for the time being. She needs to know the details of Customer Appreciation Day to confirm with our insurance company that they will be providing insurance under our current coverage and without extra cost to us. W Kemp to forward information to N Leo.

- **Beautification**

- Baskets are up and being watered every second day. Hanging basket is missing on west side at Main and Ottawa. W Kemp to contact Modine/Mallard.

- \$3400 carried over from 2018 to 2019 – to be used for Christmas swags and baskets.

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- Budget will be available for next meeting.
- \$20,000 Urban Renewal Grant may be available. W Kemp messaged Julia for update and will report back to us.

6 – BIA Advisory – we have missed the last few meetings but we are receiving the minutes. A Terveld volunteered to attend moving forward.

-Julia sends a list of all the activities in the Hamilton BIAs have SEAT applications for. A Terveld asked to be added to this list to keep up on what is happening in other BIAs.

7 – BIA Coordinator – N/A

8 – Other

-Temp Placement Resource information from M Heddle with regards to the filling the temporary coverage of the BIA Coordinators Position while C Johnston is on leave. Contact Daniel Carin(?) at College Boreal for BIA approved Temporary workers.

-M Heddle and W Kemp to research Grants for Sew Hungry, find out what has been applied for and what we still need to submit an application for.

-Jennifer has offered to Volunteer her time to help out in the BIA office until we know whether or not C Johnston will be returning (or we hire a new Coordinator). We need to re-assess the situation after we receive the 6 week Doctor's Report and status.

-When Mercury removes bike lock ups, benches and signs they have to cut off the bolts or cut the steel poles. When they re-install them, they drill new holes in the cement. Instead of doing this for each film date, which would create a lot of new holes in the cement on the sidewalks, they may not replace some things until the very end of the process.

-Mercury/NBC are paying a monthly fee to the BIA for business interruption. We need to resubmit our legal Name and HST information to NBC to process the cheques.

-R Gallant will be organizing Food4Kids again this year, possibly Sept and/or Dec. Good participation last year by restaurants and sold out for participants.

-K James informed us that she submitted an Incident Report to Hamilton Police #19661611

-BIA Board Meeting Minutes are to be transcribed by Monday following the Board Meeting

-Approved minutes from the previous month are to be sent out with the Newsletter 9 days after the Board Meetings (second Friday after the meeting)

-Agenda, past months minutes and Farmers Market updates to be sent out 4 days (Monday) before the BIA Meeting. J Vandermarel Prouse to send A Terveld the updates the Thursday before the meetings.

-Any additions to the monthly Agenda should be sent to A Terveld

Dismissal

NEXT MEETING: Aug 8, 2019