

**OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING**  
**THURSDAY, MARCH 12, 2015**  
**204 OTTAWA STREET NORTH 8:00 A.M.**  
**MINUTES**

In Attendance:

M. Black	E. Grad	T. Mark
A. Jackman	K. O'Brien	W. Kemp
P. Hayes	T. Cabral	
N. Leo	H. Mckinney	

Regrets: J. Newman, Ann Becker, M. Anderson, W. Fletcher

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

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

**Motion** by W. Kemp to pass the minutes of the February 2015 meeting

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

Carried

**3. HR Committee Report and Discussion – A. Jackman**

- a. HR is now ready to look into an HR policy and have created an outline.
  - i. HR found that the city hall governance lecture was very helpful
    1. All board members, old or new, need to read the City of Hamilton BY-Law No. 14-253. Extra copies available. Recommend you read this prior to next board meeting to come with questions and understand your role here.
  - ii. We also plan to explore/understand, review, and write job descriptions for other service providers that we currently retain
  - iii. Our next meeting is March 27, 2015, 8:00 am- Painted Bench
- b. Templates contracts for Ottawa Street BIA Contract Associates
  - i. **Motion:** The Board proposes to accept the contracts for the Ottawa Street BIA Farmer's Market Manager/Events Coordinator/Executive Director to be presented to the Contract workers for their signature(s)- Put forth by A. Jackman  
2<sup>nd</sup>: W. Kemp  
Carried
- c. Performance Review in real time solution
  - i. Request for HR to create a form for comments/concerns/praise
  - ii. Time Sensitivity: a request with individual, commenter, and HR member
- d. Mobile Market Clarification
  - i. The Mobile Market currently does not "exist". It is considered a BIA initiative, worked on by both the FMM and ED. In the future, it will stand alone from the Farmer's Market and the BIA

#### **4. Treasurer's Report – W. Kemp**

- a. No report available from accountant, waiting for results from audit

#### **5. BIA Advisory Committee Report – P. Hayes**

- a. Small grant program to extend the cigarette butt containers. Exploring how we can obtain and maximize these monies and program.
- b. Excellent in Properties Award Ceremony: over 450 in attendance, E. Dunham won Young Entrepreneur Award and Medium Business. 10 of 13 BIAs participated this year.

#### **6. Committee Updates**

##### **Events –M. Anderson**

- a. Sew Hungry: Invites to selective trucks are out. 20/30 have responded positively. Sponsor packages/events card are at the printers. Waiting on Seat Approval. Upcoming meetings with sponsors and quotes for supplies.
- b. International Women's Day: miss communications with the flower provider. Too cold out for the flowers, thus dropped off at various stores for distribution.

##### **Marketing - T. Cabral**

- a. New Yearly plan to shop local on Ottawa Street being designed and implemented. The Hamilton Spectator Branding Placement ads begin Saturday.
- b. Meetings with CHCH, and others for Media sponsorship for the year.
- c. Digital media kit is ready. Designed to reach others immediately, cheaply, personally, and professionally.

##### **Beautification – W. Kemp**

- a. Meeting with Glen Norton- est. 52 new plant hangers to be installed. Approval for additions to Street Furniture and some other items that relate to the long-term planning.
- b. 30 new planters are being resourced, and research on how to maintain them yearly is being explored.

##### **Pan Am – P. Hayes**

- a. General information last Friday with members was well received.
- b. Trucks are being booked for "Food Court" on Ottawa Street during PanAm.
- c. Promotions: Exploration and intention to implement some form of Ottawa Street relationship to PanAm promotions. Encouragement to join the I HEART PANAM program- free swag, listings ect. See Patty for forms and further info.

**Next Meeting: Thursday, April 9, 2015**