

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, MAY 14, 2015
204 OTTAWA STREET NORTH 8:00 A.M.
BOARD MINUTES

In Attendance:

M. Black	T. Cabral	J. Newman
A. Jackman	H. McKinney	J. DiNardi- Greta's Flair
N. Leo	W. Kemp	T. Mark
E. Grad	M. Anderson	Corry-Sinfully Sweet
K. O'Brien	A. Becker	Rosanne-Sinfully Sweet

Regrets: L. Olson

- 1. Welcome and Introductions – N. Leo**
- 2. Minutes from April 23, 2015 Meeting – N. Leo**

Motion by W. Kemp to pass the minutes of the April 23, 2015 meeting

2nd: M. Anderson

Carried

3. Hiring Committee Report

- a. Interviews were conducted with several candidates, however the Committee voted unanimously to hire Lauren Olson.

Motion by T. Cabral to formally hire Lauren Olson on a three month probation as the BIA Coordinator for Marketing and Events.

2nd: W. Kemp

Carried

Abstain: J. Newman, K. O'Brien

4. Treasurer's Report – W. Kemp

- a. Audit is still ongoing.
- b. J. Newman and W. Kemp will fill out the Governance inquire (this is a questionnaire for how the BIA monies are delegated.)
- c. Awaiting June 1 Levy

5. Committee Updates

Marketing - T. Cabral

- a. Calendars are now on display upstairs that detail the type of advertising the BIA is undertaking-TV, Print, Radio, This ensures better yearly coverage
- b. L. Olson will continue to work on profiles for all BIA Business and post on the Blog and social media websites

Beautification – W. Kemp

- a. Hanging baskets are expected to be in by the end of the month.
- b. Upcoming meeting with the City about new litter container pilot program
- c. Request for a new map of the street to be done that illustrates furniture
- d. June 5- City will meet with Beautification to discuss the placement of the upcoming new street furniture. Not likely to have them installed for the PanAm games. All furniture has been chosen and approved with regards to the upcoming streetscape plan approved in 2014.
 - i. We are not being charged for the installation of the furniture as it is being covered by the manufacture!

HR - A. Jackman

- a. 4 candidates put forward to be on the Board of Director, one not viable as the property owner is already on the Board

Motion by A. Becker that any candidate nominated to be on the Board of Directors should appear at a minimum of **one (1)** regularly scheduled Board Meeting prior to the BIA Board of Directors voting and be actively involved in the BIA.

2nd: H. McKinney

Carried

Abstain: M. Black

- b. Request for all viable nominees to be present at the next meeting and the board will vote at the end of the next meeting.

Events –M. Anderson/T. Mark

- a. Sew Hungry:
 - a. Praise to T. Mark and L. Olson for a great Sew Hungry
 - b. #s: 42,000 people est. 4-8 pm double the people in the afternoon; 31 trucks including Living Rock, who also provided 18 volunteers throughout the day.
 - c. Placement issue: Will be resolved for next year and the Events committee has also ready brainstormed on how to make it smoother
 - d. No Health or Physical issues reported, however Porta-potties did not arrive, so there is \$1,300 from the budget unused- Company went out of business and neglected to inform their clients.
 - e. Associated Partners: were demanding of space but accommodated. However they paid last minute and this will not be tolerated next year.
 - f. *\$4977.31 in surplus* and officially a self-sustaining event. Digital posters and websites will be changed- Next SEW HUNGRY MAY 6, 2016

- b. What's Next? Sidewalk sale. On June 20 brainstorming for the next Sew Hungry, Moving on the Shop Local campaign with marketing for Global shop local in November.

Pan Am – A. Becker

- a. We are assuming OSN is not on the torch relay as they did not do the trial down the street
- b. June 22 torch will leave Hamilton stadium
- c. Flag Banners: PanAm has offered banners to go across the street at \$1000 cost, but we are a truck route, so no go. Suggested that we fly the 12 countries flags that play in the Soccer games, will also have 4 PanAm street banners that the PanAm will be responsible for
- d. \$5000 City of Hamilton monies to be used as programming expense
- e. Information Meetings for restaurants, merchants and community will be finalized
- f. Porta Potties: will order one Wheel chair accessible washroom to be housed at the BIA for the two weeks we host the International food court
 - a. Request to investigate a wheelchair ram to be made for back door of BIA
- g. Entertainment on the Street: Prouse Pottery, Interactive artwork at Earls Court Gallery, possibly exercise demonstration and encourage other merchants to come forward with something.
- h. Volunteers: applied for 5 volunteers everyday during PanAM- waiting on confirmation
- i. IheartPanAm-application online for merchants to highlight their organization and offer a promotion
- j. Encourage merchants to stay open until 8 PM on game nights
- k. Next Meeting May, 20, 2015

6. BIA Coordinator Administrator – T. Mark

- a. Parking at Farmers market: changes will be using 2C and part of 2B, signs are being changed
- b. Farmer's Market sign: May 27 replacement hopefully, waiting on gas and hydro to inspect
- c. BIA Advisory Committee
 - i. SEAT wants comments on process of serves
 - ii. OBIAA looking for comment on Ontario Municipal act with regards to BIAs
 - iii. City of Hamilton Commercial assessment of Ottawa Street is coming up either 2016 or 2017

7. Other

- a. Public Washroom statement: Can not state that the BIA has a public washroom as insurance does not cover it- anyone who uses it, must ask permission
- b. Sinfully Sweet: Corry and Roseanne

- i. Comment on Sew Hungry and how their issue was handled. Would like more respectful language used while discussing issues. Chair N. Leo suggest that the best way to resolve issue is to meet with all parties involved and ensure that this does not happen again.
- ii. Suggestion for formal complaint document to be drafted

8. Dismissal

Next Meeting: Thursday, June 11, 2015 - 8:00 AM