

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

In Attendance:

A. Jackman	M. Pitton	W. Kemp
N. Leo	M. Anderson	J. Newman
M. Howes	E. Grad	M. Heddle
K. O'Brien	G. Norton	K. James
M. Black	T. Mark	
T. Cabral	A. Becker	

1. Welcome and Introductions – N. Leo

*All phones should be turned off and any received phone calls taken discreetly out of the meeting.

*All media please identify themselves

2. Minutes from October 8, 2015 Board Meeting – N. Leo

Motion by T. Cabral to pass the minutes of the October 8, 2015 meeting

2nd: M. Black

Carried

3. Minutes from October 5, 2015 Special Meeting-N. Leo

Motion by W. Kemp to pass the minutes of the October 5, 2015 meeting with Amendments

2nd: T. Cabral

Carried

4. Minutes from October 25, 2015 AGM Meeting-N. Leo

Suspended- to be approved at 2016 AGM not during regular board meeting

5. Treasurer's Report – W. Kemp

- a. Financials for October have been sent out and here are no major changes to report. We are currently on budget for the year we have set out.

6. Committee Updates

Marketing - T. Cabral

- a. Marketing had to push to get copy approved out for Small Business Saturday for the radio and CHCH
- b. Christmas posters have been forwarded membership and is used for the ad in the spec
- c. CHCH shoot on November 27- Theme Christmas tables will feature merchants from all across the street
- d. Santa Clause parade: request to create reusable banners in the parade. 20' banners at \$290 each x 2

Motion by M. Anderson to purchase 2 banners fro the Santa claus parade approx \$500 and for future use.

2nd: T. Cabral

Carried

Beautification – W. Kemp

- a. Christmas Wreaths are up early as of November 1 (try to get them up after Remembrance day)
- b. In the New Year we will have to decide if we go with the same company for outdoor décor- will audit current wreaths to ensure they are working.
- c. Request for the city to audit lighting of globes. Timing and function are off.

HR - A. Jackman

- a. Hand out Quick tip sheet on Ottawa street and BIA

Motion by T. Cabral to accept the Quick Tip Sheet for BIA living document to be used and distributed to membership.

2nd: M. Pitton

Carried

- b. Code of Ethics Document- Handed out and will be emailed out. For all to consider of the next two months and possibly approve at January Meeting.
 - i. How it will work:
 1. Before signing must read By-Law no. 14-253 and feel confident with its contents
 2. Sign two copies- one for personal, one to be kept on record at the BIA
 3. Resign signing every year at AGM or as new Board Director joins the BIA
 4. Copies stored in filing system at the BIA
 - c. Revised Contract for Independent Contract workers
 - i. Included a confidential clause with regards to what is written in the contract.
 - ii. Alterations to job descriptions and requests for appropriate dress code to be added (eg. No open toe shoes). Cheques are also not to be signed unless they are accompanied by a log sheet

Motion by A. Becker to accept changes to the new contracts and job descriptions with suggested amendments.

2nd: A. Jackman

Carried

- d. Independent contract worker Tony Mark contract
 - i. T. Cabral declares disinterest in the following matter and exits the meeting with T. Mark

Motion by M. Pitton to offer 2016 contract to T. Mark of \$40,000 to fill the position of BIA coordinator specifically Administrator and Farmer's Market Coordinator.

2nd: M. Black

Carried

Events –M. Anderson/T. Mark

- a. Christmas Shopping Day/Shop Local Saturday
 - i. Hot Chocolate stations x3 to be on the street
 - ii. Colouring contest for three age groups
 - iii. Gift wrapping station at the BIA
 - iv. Spec will have the poster and posters are in the windows of merchants and on social media.
 - v. Southern Smoke will be roasting chestnuts.
 - vi. Email will go out to membership with details
- b. **NEW** summer events “Saturdays in July” will have 5 themed Saturdays to encourage shopping on the street
- c. There has been some new members join the events committee
- d. Sew Hungry-planning has started
 - i. Major improvements to happen including live music, beer tent to draw more attention. Looking for more sponsors to cover all costs of bands and beer tent
 - ii. Board all agrees to be open to investigate music and beer
 - iii. Next events meeting December 3 at 8:00 am at the BIA

150th Canada Anniversary (2017)—Ann Becker

- a. Looking for members. Email Anne Becker to join.

7. BIA Advisory Committee Report- T. Mark

- a. They have established a Code of Conduct subcommittee for all BIAs to end up using.
- b. Hamilton Film office is reviewing the policy of filming in BIAs
- c. Will contact parking enforcement about parking challenges in the market and meters as bylaw officers are standing waiting for meters to expire.
- d. SEAT-new application will be available in December. Will be applying for the entire year of events.
- e. In Contact with Horizon Utilities to see what can go on the poles. They are coming with a new contract. Unsure if there is a cost. Currently there is not.

8. BIA Coordinator Administrator– T. Mark

- a. Current tenant has technically gone. Left keys and have paid rent for November 2015. However, offices need to be cleaned up and we will need to investigate a third party to clean them.
 - i. W. Kemp and N. Leo look into putting it up for rent with real estate.
- b. New leak in the middle of the ceiling. Will look into getting quotes for repair.
- c. BIA to look into new signage for exterior.

9. BIA Coordinator for Marketing and Events Discussion

- a. Present copy of job description
- b. Met with Executive and Committee chairs to discuss the role and need of this position

- c. Part time position at \$18/hour, Monday- Friday 10-2 with optional Saturday and evenings for events
- d. Police background check needed
- e. Plan:
 - i. Jan 5 post job description on Indeed, kijiji, charity village-Need some funds to post
 - ii. Jan 23 Deadline of submissions and portfolios
 - iii. Jan 26-30 all members of the hiring committee will look over all candidates and leave comments on comment sheet
 - iv. Feb 4 interviews will begin
 - v. Hiring committee brings candidate to board meeting
 - vi. End of Feb-New person implemented
- f. Action: construct a hiring committee
Motion by M. Anderson to create a hiring task force to deal with hiring for the position of BIA coordinator
 2nd: M. Black
 Carried
 - i. T. Cabral to chair he task force with M. Black, and Rosie to assist

10. Extra Board Meetings-M. Anderson

- a. There will be no December board meeting added, but HR will discuss and come up with a recommendation for January whether or not to have a July/August Meeting.
Motion by M. Black for the HR committee to take on changes to Board meeting additions.
 2nd: T. Cabral
 Carried

11. Proposed Amendment to ByLaw 14-253- N. Leo

- a. Final discussion on ByLaw changes-any signed letters need to be dropped off or scanned to T. Mark and/or A. Jackman.
Motion by N. Leo to accept the expansion of Section 1(a) of article 4 of procedure Bylaw
 2nd: T. Cabral
 Carried
 Opposed: M. Pitton
 Absent: H. McKinney

12. Other

13. Dismissal

Next Meeting: January 14, 2015