

**Ottawa St N B.I.A Board of Directors Meeting**  
**Sept 12, 2019**  
**3 Britannia Avenue, 8:00 – 10:00 am**

**Attendance:**

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

**Regrets:**

**1 – Welcome – M Anderson**

**2 - Guests – Bill Cartwright**

**3 – Minutes – MOTION20190912.01** to approve Aug meeting minutes, 1<sup>st</sup> Ariane Terveld, 2<sup>nd</sup> Michael Carruth, carried

**4 – Treasurer’s Report** - \$60,251.97 Bank Balance, @\$7800 from CIF for Sew Hungry, contingency \$10,019.75, still no cheque for Main St Revitalization. W Kemp is getting updates from the city for this payment. \$5000 installment from Mercury Productions was received. Our 2018 audit is complete.

**5– Committee Updates**

**-Events/Marketing – M Heddle, E Burton**

- Organizing the results of the sidewalk sale, will finalize at next Event Meeting
- next meeting Tues Sept 17, need more members
- starting to plan for Christmas Shopping, SEAT application was received.

**-Beautification – W Kemp**

- baskets are coming down in late Sept, Christmas baskets and swags will be ordered shortly.
- Parkette – Maintenance and planting requests - companies are not responding to quotes or those who do, quotes are very costly. It seems to be too small for Landscape businesses but too big for a single person. Emily emailed Tammy Law, Operations Services, at the City and has generated a service request to tidy up the parkette. A Terveld to research local community gardeners to see if they are interested.
- Kerry, research on banners, one brand, for consistency, would work best on all signs and banners, brighter colours work better, vertical writing seems easier to read for drivers, tree near Memorial needs to be trimmed as it obscures the branding there.

**6 – BIA Advisory – E Burton**

- Hamilton and The Tiger Cats are hosting the Grey Cup next year and the city wants the BIAs to be involved in the committee to organize events and advertise. Details to follow.
- Nov 30 Shop Small Saturday event (coincides with our Christmas Shopping Day) promoted by the City
- Small Business Week events Oct 21-26, Tues Oct 22 business owners can meet with city service providers regarding grants, licensing, Human Resources, etc.,
- Motion was approved for our city grants for 2020.
- Coffee with Your Councillor during Small Business Week, details to follow, Emily will contact N Nann and S Merulla’s offices to see if they are interested and/or available.

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- Ottawa St BIA submitted letter to support Hamilton's Bid for OBIAA Conference April 2021
- Re-Envision the HSR presented their results of the public survey
- City is in Phase 1 with parking lot meter upgrades, installing credit card machines in all the municipal lots
- Oct 14-20, NOSH week, please contact [nosh@hamilton.ca](mailto:nosh@hamilton.ca) to be included in city wide marketing and on website
- Insurance – BIA Advisory would like to source a group insurance for the BIA and its members, A Terveld to keep in touch with other BIAs and coordinate with them to start the search

**7 – BIA Coordinator – E Burton**

- Newsletter is almost done for next week
- 411 smart search listing, annual membership is \$600, we are not renewing, no available data from 411 to support the cost
- updated the rental properties page

**9 – Other -MOTION20190912.02** Bill Cartwright nominated by W Kemp to replace S Bartoluzzi (resigned in Aug) as a member of the BIA Board, Michael Heddle 2<sup>nd</sup>, carried.

- Introduction of E Burton as new BIA Event & Marketing Coordinator
- Perfume store at 225 Ottawa St N received a grant to update the façade but nothing has been done for years. In the interest of the improvement of the street, we should follow up as to the status of the grant and any renovation schedule. E Burton to contact Judy Lam at the city.
- R Gallant and M Spadafora - FoodForKids event is tentatively planned for first week of December 2019/Christmas Shopping Day. Donation boxes for stores who are interested in participating. R Gallant will talk to the group and advise us how to proceed
- we have to submit the TSBW decisions, please send your choices to A Terveld
- MOTION20190912.03** to seek legal consultation to clarify our human resource administration procedures and contracts, 1<sup>st</sup> R Gallant, 2<sup>nd</sup> W Kemp, carried.

**-AGM - MOTION20190912.04** to approve 2019 AGM location at Simply Italian Bakery, Wednesday November 13, 6pm with a budget of \$450.

1<sup>st</sup> R Gallant, E Grad, carried

- J Davis to send us the listings for all the property owners re: distribution of AGM information
- Budget must be approved at the October Board Meeting to be ready for the AGM

**Dismissal**

**NEXT MEETING: Oct 10, 2019, 8-10 am**