

St. Marys Business Improvement Area (BIA) Board Meeting Minutes

Date: Monday, Jan. 8, 2018

Location: Town Hall, council chambers, 2rd floor, 175 Queen Street East, St. Marys, ON

Time: 6 p.m.

Board members in attendance: Julie Docker-Johnson, Sue Griffiths, Carey Pope, Cindy Taylor (via telephone), Cathie Szmon

BIA Staff in Attendance: Andrea Macko, Secretary/Communications

General Members in Attendance: Maggie Richardson, Chantal Lynch, Cal Ptashnik, Larry O'Hearn, Robby Smink and John Stevens

Staff in Attendance: Trisha McKibbin, Director of Corporate Services; Kelly Deeks, Manager of Economic Development

Agenda Items

1.0 Call to order and confirmation of Quorum

2.0 Declarations of Pecuniary / Conflict of Interest

3.0 Additions to the Agenda (to be added in Section 10.0 Other Business)

4.0 Approval of Agenda

Motion: Cathie

Second: Carey

5.0 Approval of Meeting Minutes from Oct. 16, 2017 BIA Board Meeting (attached)

Motion: Sue

Second: Cathie

6.0 Delegations

None

7.0 New Business

7.1 Welcome, Kelly Deeks, new economic development manager, Town of St. Marys

Kelly introduced herself to all those in attendance and gave a brief history of her professional background.

8.0 Project Updates & Committee Reports

8.1 Draft constitution review

The draft constitution was reviewed in great detail, led by constitution committee member Chantal Lynch. Once the board approves a version of the draft, it will be reviewed by the town for legality and consistency. The final draft of the constitution will be approved by BIA members at the Annual General Meeting (AGM). Town council will give the constitution its final approval after the AGM.

8.2 Secretary position

Andrea Macko resigned as BIA secretary and communications co-ordinator. In order to hire a replacement, the board passed the following resolution:

THAT we fill the contract position of administrative assistance and communications coordinator and this position will be posted publicly.

Motion: Cathie

Second: Carey

9.0 Correspondence

9.1 Santa Claus Parade parking feedback

The majority of feedback received was positive, with the consistent negative being the timing of the closure. A later closure would keep more shoppers downtown.

It was suggested that a meeting be held in the spring to refine the parking ban so it is better for everyone in the community.

10.0 Other Business

None

11.0 Agenda Items for Future Meetings & Date of Next Board Meeting

The next meeting is Monday, Feb. 12.

12.0 Adjournment – 8:20 p.m.

Motion: Cathie

2018 BIA Board Meeting Dates

January 8	February 12	March 12	April 9
May 14	June 11	July 9	August 13
September 10	October 8	November 12	December 10

BIA Board: Julie Docker-Johnson (Chair), Sue Griffiths (Treasurer), Councillor Carey Pope, Cathie Szmon, Cindy Taylor

BIA Staff: Andrea Macko

Town of St. Marys Staff: Trisha McKibbin (Director of Corporate Services), Kelly Deeks (Manager of Economic Development)

For Information: Brent Kittmer (CAO/Clerk)

2017 Budget

as of Oct 11/17

Objective:

BUDGET: \$45,000			budget		
Task	Assignee	Description	Deliverable	\$	\$
Ghost walk		revenue neutral -		\$	250
Social media		Fbook posts	july	\$	25.00
Christmas is Golden - subcommittee			christmas crackers, singers	\$	8,000
Heritage BYOP		3-6 event on street co-ordinate with Heritage Day	posters, counter cards, tablecloths, games, chalk, ad, helpers, ad	\$	1,000
Heritage Festival		sponsorship		\$	1,600
Ambassador program			aprons, , embroidery, bookmarksx2	\$	750
Fall Décor				\$	500
Santa Claus Parade-Kinsmen		sponsorship		\$	1,000
			old dma \$	\$	500.00
Customer Appreciation-Giving Day					250
Keeping Town Clean and Safe					
lighting project		random acts of kindness, treats		\$	32,042.19
		capital funds		\$	-
Running an Organization					
obiaa membership			membership	\$	250
agm		present 2016 wrap up, 2017 plans	refreshments prizes	\$	250
admin support			mar, apr, may, june, july, aug, sept	\$	5,000
bank fees				\$	50
internet				\$	300
audit				\$	950
gst costs		portion of gst not recoverable from govt		\$	700
office supplies			markers	\$	250
				\$	12.65