

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

Date: Thursday, February 15, 2018

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

Time: 6:30 p.m.

Board members in attendance: Julie Docker-Johnson, Sue Griffiths, Cindy Taylor, Cathie Szmon

Absent: Carey Pope

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

General Members in Attendance: Bruce Barnes, Maggie Richardson, Chantal Lynch

Staff in Attendance: Kelly Deeks, Economic Development Manager

## **Agenda Items**

### **1.0 Call to order and confirmation of Quorum**

Called to order at 6:34pm

### **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: Cindy

CARRIED

### **5.0 Approval of Meeting Minutes from January 8, 2018 BIA Board Meeting (attached)**

Attendance corrected- Bruce Barnes and Mary and Casey Van Den Berg were not at the January 2018 meeting. Larry O'Hearn, Robby Smink and John Stevens were at the meeting.

MOTION: That the meeting minutes from the January 8, 2018 BIA Board Meeting be approved with amendments for attendance.

Motion: Cathie

Second: Sue

CARRIED

## **6.0 Delegations**

None

## **7.0 New Business**

### **7.1. Introduction of new BIA Administrative Assistant**

Esther DeYoung introduced herself and briefly outlined her background.

### **7.2. THAT Cathie Szmon be named new treasurer of the board**

Since Cathie is proposed to be the new treasurer of the board, she will need access to the banking information.

MOTION: That Cathie Szmon be named the new board treasurer and past board member Andrew Hodges removed from the bank signing authority and Cathie Szmon added.

Motion: Cindy Second: Sue

CARRIED

## **8.0 Correspondence**

An email update from beautification committee member Jane Graham was received. The committee outlined plans to place flowers on the Victoria and Wellington Street bridges.

## **9.0 Project Updates & Committee Reports**

### **9.1 Treasurer's Report/2018 Working budget**

- We are waiting for the 4th instalment from 2017 from the Town. It is adjusted to account for vacant stores.
- Trisha McKibbin is finalizing the Strategic Plan prepared at December 2017's BIA meeting.
- The board discussed a number of potential projects including associate memberships and plaques to recognize businesses when they open and when they reach 5 years in business.
- The amount for the Ambassador Appreciation is a bit high as the BIA is putting on two recognition events this year. The amount for the Administrative Assistant is higher this year as we did not have the position for the whole of 2017 and we do for 2018.
- A few relationships with the Town were discussed. Kelly Deeks informed the board she will find out if the Town will participate in Doors Open this year. She also noted a Heritage Festival sponsorship package will be created. The BIA is hoping to work with the town on a public art project. Chantal Lynch inquired about minimum wage training and Kelly noted she may organize a training session.
- Discussion ensued on the importance of adding winter lights on side streets. Chantal Lynch suggested the winter lights line should be amended to include

maintenance cost. It was agreed that this is a capital item and will be moved to the Unused Money area.

MOTION: To approve the working budget in principle with percentages to take to the AGM in order for the membership to vote to pass the 2018 budget

Motion: Cathie

Second: Sue

CARRIED

MOTION: For the BIA to become members of the Stratford Tourism Alliance with a cost of \$175.

Motion: Cathie

Second: Cindy

CARRIED

MOTION: To submit an ad in the Stratford Tourism Alliance's shopping guide if still possible at a cost of approximately \$450.

Motion: Cathie

Second: Sue

CARRIED

## **9.2 Ambassador Appreciation Evening**

Cathie reached out to restaurants and eateries to cater the evening. Jennies replied and will cater the AGM at a cost of \$10 per person.

## **9.3 Annual General Meeting**

Cathie reached out to restaurants and eateries to host the AGM. Jennies, Stonetown Coffee Company and O'Leary's Creamery replied.

MOTION: To hold AGM at Stonetown Coffee Company pending further details

Motion: Cathie

Second: Cindy

CARRIED

MOTION: To extend the meeting past 8pm.

Motion: Cathie

Second: Sue

CARRIED

Potential AGM Agenda:

- 1) Highlights
- 2) 2017 Year in Review
- 3) 2018 budget
- 4) Question and Answer
- 5) Committee sign ups

## **9.4 Constitution Updates**

No update

## **10.0 Other Business**

None

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

Next meeting: March 5, 2018- AGM, 6pm

-Jeff Wolfe, Engineering Specialist for the Town, to discuss construction on Wellington Street from Queen St to Park St. during summer 2018. He will be invited to April's meeting.

-Jed Kelly, Public Works Manager, to speak about parking for the Christmas parade. He will be invited to May's meeting.

## **12.0 Adjournment – 8:07 p.m.**

Motion: Sue

Second: Cathie

Meeting adjourned

## **2018 BIA Board Meeting Dates**

<del>January 8</del>	<del>February 15</del>	March 5	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, Councillor Carey Pope, Cathie Szmon (Treasurer), Cindy Taylor

**BIA Staff:** Esther DeYoung

**Town of St. Marys Staff:** Kelly Deeks (Economic Development Manager)

**For Information:** Brent Kittmer (CAO/Clerk)