



LEAMINGTON B.I.A. Board Meeting *MINUTES*

Thursday, March 23, 2017 8:45 a.m.

Gabriele Furniture Board Room, 55 Talbot St W, Leamington ON

1. **CALL TO ORDER** – Chair Lisa Bradt called the meeting to order at 8:50 a.m.
Attendance:
Members of B.I.A. Board: Lisa Bradt, Shelly Gabriele Gale, Gerard Rood, Wendy Parsons, Shawn Bodle, Stephan Viselli, Chad Riley, Chad Robinson
Members of Council absent: Bill Dunn, Hilda Macdonald
Members of Administration: Kelly Baillargeon
Guests: Michelle Fortier (Bank Theatre)
Absent: Cindy Lasi

2. **AMENDMENTS TO THE AGENDA** – Lisa asked that the Treasurer’s report be added and that Shawn provide an update on the Spring Pots.

Moved by G. Rood, seconded by L. Bradt to approve the amended agenda. **CARRIED**

3. **REVIEW & APPROVAL OF PREVIOUS MEETING MINUTES** – there were no requests for changes to the AGM minutes but to remove the goals and projects list. It was suggested that the AGM minutes be provided to the Royal Bank to confirm that changes in signing authority are to be made.

Moved by L. Bradt, seconded by G. Rood to accept the amended AGM minutes and to proceed with a copy to the Royal Bank. **CARRIED**

The February meeting minutes were discussed. Kelly will email out copies.

Moved by S. Gabriele, seconded by L. Bradt to accept the minutes. **CARRIED**

4. **REPORT FROM COUNCIL REPRESENTATION** – Lisa advised the Board that Leamington has purchased the 2 buildings west of Shotton Park on Talbot Street. The structures will be demolished and the park expanded. The parcels are wide at the front but narrow at the back. This may provide more space for the Mill Street block party and help to beautify the UpTown.

5. **TREASURER’S REPORT** – Shelly provided a handout of the current financial statement. She reviewed some key updates.

Moved by L. Bradt, seconded by G. Rood to accept the report. **CARRIED**

6. **2017 AGM REVIEW** - there was a good turnout. Everyone agreed that the meeting went very well. It was discussed that the guest speakers provided helpful information. Everyone enjoyed the food that was provided by the UpTown businesses for the meeting.

7. **BOARD MEMBER SIGNING AUTHORITY** - it was discussed that there are currently only two active Board members that have signing authority. Kelly recommended that we should have four people authorized to sign cheques. Shelly and Chad Robinson volunteered to sign cheques when needed.

Moved by L. Bradt, seconded by G. Rood to accept the volunteers. **CARRIED**

8. **SPRING POTS** - Shawn discussed the Spring Pots. Pete from the Leamington Horticultural Society has been speaking with him. The Easter decorations will cost \$55 for each of 12 pots with half the cost to be borne by the Horticultural Society and one half by the B.I.A.

Moved by S. Gabriele, seconded by L. Bradt to approve the Easter pots and cost sharing.
CARRIED

9. **CANADA 150 CELEBRATION** – Preparations are well under way with plans to close Mill Street West and have a band at the Leamington Arts Centre. Lisa and Kelly will continue to follow up on organizing same including liquor licensing, requirements by Town administration and contacting participants for the market and booths.

10. **OB.I.A.A. ANNUAL CONFERENCE** – Kelly, Lisa and Cindy are planning to attend the Conference next week and have been registered.

11. **ONGOING PROJECT UPDATES**

- a) Monthly Business Profile Promotion - Stephan asked that the information be sent to him and he will organize advertisement on radio with the B.I.A. information included. Kelly stated that she would forward the monthly profile to Stephan for his reference.
- b) CIP - there is a small amount of CIP funding available but most of it has been allocated. The idea is that this funding will carry over to the new program to be started this fall. Lisa commented that she hopes for B.I.A. input to the new Leamington CIP program.
- c) UpTown Business Guide - the UpTown business guide will be going out soon. The intent is to have it go out before the birding season in May. Kelly commented that we will update the photos on the front cover.
- d) Facebook Updates & Shares - there was general discussion regarding this. Everyone was asked to promote the B.I.A. and UpTown businesses through their Facebook links and sharing information that is made available.
- e) Parking Signage & Council Approval - Lisa commented that we have to pay for the signs and the maintenance of them. Lisa and Kelly will put the locations on a map and present it to Council on Monday night to get approval to move ahead.
Lisa noted that projection signs were asked for over one year ago. These are not allowed in Leamington. Chad Robinson suggested that we offer to work with Leamington on the sign bylaw to allow for projection signs with the necessary restrictions.

12. **B.I.A. MEMBERSHIP REQUESTS/COMMENTS/CONCERNS** - none were brought forward.

13. **CURRENT/ONGOING CONCERNS** - Clerk Brenda Percy is still working on updating the by-law for the B.I.A.

Lisa suggested that our updated bylaw should include provisions for executives to expend up to an amount of \$500 for emergency payments. It was also suggested that we add email votes as an alternative.

Council wants to move ahead with registration and licenses but it is still working on the process. Licenses will require renewal each year. The BIA suggested that HST #'s and Master Business Licenses from the Province be included in the revised license process. This will be discussed with Hilda and Bill at the next meeting. Chad Robinson will seek support from the Health Unit. An update on property standard by-law revisions will be discussed at the next meeting as well.

14. **NEW BUSINESS** - Lisa noted that Tourism Windsor Essex Pelee Island (T.W.E.P.I.) will be promoting a staycation in the Devonshire Mall through April. Leamington is to do a booth. There will be two days and we need may need volunteers for April 28 and April 29. Kelly suggested that we ask businesses for promotion materials to bring to the booth. The materials can be handed out to people who are interested.

15. **ADJOURNMENT**

Moved by C. Robinson, seconded by G. Rood to adjourn at 10:15

CARRIED

The next Board meeting will be held on April 20th, 2017 at the Gabriele Board room.