

## **Minutes**

### **OTK BIA Board of Management Meeting**

Meeting Location: **310 Prescott St.** Exit Realty By Design Boardroom

Date: **September 20th, 2017**

Time: **6:00 – 7:30 pm**

**Open meeting** – Deb Wilson

*Motion to:* open the meeting: Paul Cormier, seconded by Donovan Arnaud

### **Attendance**

**Board Members Present:** Debbie Wilson, Paul Cormier, Stephanie Gilmer, Chris Melnick-MacDonald, Stephanie Gilmer

**Staff:** John Barclay, Executive Director

**Guests:** Andrew Beveridge, Allen McEvoy, Juliana Melnick-MacDonald, Deron Johnston

**Regrets:** Stephen Bent, Connie Lamble, Lee McIlvenna,

**Absent:** Blair Hamilton

**Disclosure of Interest** - None

### **Review of 13 September, 2017 Executive Committee meeting minutes**

*Motion to:* accept the minutes: Paul Cormier, seconded by Donovan Arnaud

### **Review of previous Board meeting minutes**

*Motion to:* accept the minutes: Donovan Arnaud, seconded by Paul Cormier

### **Review of agenda**

*Motion to:* accept the agenda Donovan Arnaud, seconded by Paul Cormier

### **Financial Management**

Financial Report – Andrew Beveridge provided the financial report to 20 September, 2017

### **Executive Director's Report**

John Barclay provided a report on ongoing operations at the BIA.

### **2018 Budget Recommendations to Council**

The Board discussed and approved 6 recommendations to go to Council at the meeting of 25 September, 2017. John Barclay will prepare and submit a Power Point presentation to Cahl Pomminville. Debbie Wilson and John Barclay will be in attendance.

### **Governance**

Pop-Up Shop Coordinator Agreement

*Motion to:* approve and sign; Paul Cormier seconded by Donovan Arnaud

Appointments - *Motion to:* appoint Chris Melnick-MacDonald Vice-Chair of the OTK BIA; Paul Cormier, seconded by Donovan Arnaud.

### **Committee Reports**

BIA Expansion Steering Committee Report

John Barclay provided an update on the Expansion Committee activity (refer to the Executive Committee minutes of 13 September, 2017 for details).

Pop-Up Shop Steering Committee Report

John Barclay provided an update on the Pop-Up-Shop project: there are very few applications. The reasons are unknown and a more aggressive marketing campaign was suggested.

### **Municipal Update**

Information on Municipal Projects & Initiatives

Donovan Arnaud provided an update on the Municipality. He spoke of a new budget tool being introduced next year to facilitate requests for budget consideration from various groups, via Council members. Donovan also explained the current budgetary process that is based on the 2013 Strategic Plan. A new Plan will drive the budget for 2018.

Donavan Arnaud also announced that “applications” to Council are scheduled to end as of 1 May, 2018 (this will be confirmed); nominations for Council consideration have a deadline of 27 July; Municipal elections will be held on 22 October.

The first draft of the Economic Development Report is currently under review. Mayor Gordon, Donovan Arnaud and staff will do further work on the Report prior to going to Council.

## **Relationship Management**

### Partners/Stakeholders

A letter has been penned from the BIA to the Chamber of Commerce in order to establish a closer working relationship.

### Board & Committee Development

A discussion took place regarding the difficulty in enlisting interest in the Events Committee. Paul Cormier offered to write the Terms of Reference for this Committee to clarify its scope.

## **Other Business –**

The AGM was announced for 15 November and Chris and Juliana Melnick-MacDonald offered their venue for this event and also for the October 18<sup>th</sup> regular Board meeting. The Board gratefully accepted their kind offer. Andrew, Debbie and Paul will be providing treats for the reception after the AGM.

## **Close of meeting**

*Motion to:* close: Paul Cormier, seconded by Donovan Arnaud.

### **Next BIA Board of Management Meeting:**

October 18th at 6pm, 10 Prescott Street (Hustle & Heart)

Authorized by



Paul H. J. Cormier, Secretary of the Board  
of Management

Date: September 20th 2017

Board of Management Meeting