



Minutes

OTK BIA Board of Management Meeting

Meeting Location: **Hustle & Heart, 10 Prescott Street**

Date: **Oct. 18, 2017**

Time: **6:00 – 7:30 pm**

Open meeting – Deb Wilson

Attendance

Deb Wilson (Chair), Chris Melnick-MacDonald (Vice-Chair), Stephen Bent (Treasurer), Donovan Arnaud (Council Representative)

Regrets: Lee McIlvenna, Blair Hamilton, Paul Cormier

Absent: Connie Lamble, Stephanie Gilmer

Guests: John Barclay (Executive Director), Allen McAvoy, Deron Johnston

Note: Since quorum was not met, this became an information meeting.

Disclosure of Interest - none

Review of October 11, 2017 Executive Committee meeting draft minutes - tabled

Review of September 20, 2017 Board meeting draft minutes - tabled

Review of Agenda

Financial Management - Andrew Beveridge was away ill and could not report
Pop-Up Shop Funders Report & Interim Claims - John Barclay indicated an Interim Claim would be submitted to the GCFDC's EODP by month's end.

Executive Director's Report – (Programming, Marketing & Promotion) - John Barclay gave his report detailing plans for Kreepy Kemptville, coordinating with the Municipal Trails Promotion staff regarding 5K Bike 'N Brunch. Marketing and Promotion of businesses and events downtown continues to go well

Governance

Annual General Meeting - Notices will go out, refreshments discussed. There will be a quick Board Meeting following the AGM to appoint the Executive and to cover motions that could not be completed this meeting due to lack of quorum.

Business Plan Review - set date at the next Board meeting

Board & Committee Development - Stephanie Gilmer's resignation was noted with regret. Stephanie has left World Hope Canada and is no longer eligible to sit on the Board of Management

Committee Reports

BIA Expansion Steering Committee Update – Stephen Bent delivered an update on the progress of the Committee and answered questions. A meeting with key building and business owners outside the current footprint is scheduled for October 27th.

Kemptville Pop-Up Shop Steering Committee Update - Chris Melnick-MacDonald provided an update. Two applications have been approved. The issue regarding insurance has been resolved to the Municipality's satisfaction. An Interim Claim can now be submitted and there was a discussion about how to increase the number of applications

Events Committee - the Terms of Reference was tabled for approval at the next Board meeting.

Municipal Update - Donovan Arnaud reported on the EcDev Internal Review. It's completed and will be available online. John will download and circulate to the BIA Board for Review. Next it will go to the Economic Development Advisory Committee before a final draft goes to Committee of the Whole. Donovan will miss the AGM as he will be away of vacation for two weeks starting Nov. 14th

Relationship Management

North Grenville Chamber of Commerce - Deb Wilson reported on ongoing correspondence about setting a joint meet and greet between the two Boards
Municipality - BIA 2018 Budget Request Meetings - Deb Wilson and John Barclay met with all four Councillors to review the presentation they made to Council on Sept. 25th.

Other Business - none

The meeting ended at 7:35 pm

Authorized by



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