



**Minutes of the November 15, 2017  
Annual General Meeting**  
Hustle & Heart, 10 Prescott Street, Kemptville

**Meet & Greet** - 6:00 pm – 6:30pm

**Annual General Meeting** - 6:30 pm - 7:40 pm

**Board Members Present:**

Debbie Wilson, Stephanie Gilmer, Connie Lamble, Chris Melnick-MacDonald, Lee McIlvenna, Paul Cormier

**Absent:** Stephen Bent, Blair Hamilton

**Staff Present:** John Barclay

**Open Annual General meeting:**

**Motion to open the meeting:** Moved by Paul Cormier, seconded by Chris Melnick-MacDonald, all in favour

**Review of Agenda and motion to accept:** Moved by Stephanie Gilmer, seconded by Chris Melnick-MacDonald, all in favour

**Reports**

**Annual Address**

Debbie Wilson, Chair, provided an Annual Address to the Members (see Appendix 1)

**Financial Report**

John Barclay, Executive Director provided a Financial Report on behalf of the Treasurer, Stephen Bent (see Appendix 2)

**Pop-Up Shop Report**

Chris Melnick-MacDonald provided a Report on the Pop-Up Shop Initiative:

To be noted: A concern expressed by Allan Gutman related to the right of way and property rights of the building that he had just purchased in the downtown.

**Expansion Report**

John Barclay provided a report on the BIA Expansion project and led a discussion on some of its details.

### **Nominations to the Board of Management**

Debbie Wilson and Paul Cormier explained the Nominations Process and invited members to put their name forward for the Board of Management.

### **Member Discussion**

Member discussion focused on the expansion project details.

### **Close of the Annual General Meeting**

Motion put forward by Stephanie Gilmer, seconded by Lee McIlvenna, all in favour

**Minutes authorized by:**

A handwritten signature in black ink, appearing to read "Paul Cormier". The signature is written in a cursive style with a large, stylized initial "P" and "C".

**Paul Cormier, Secretary to the Board of Management**

## Appendix 1

### **2017 Annual Address**

Deb Wilson, Chair

Welcome everyone. Thank you for attending our Annual General Meeting. As Chair, I'm pleased to deliver the 2017 Annual Report.

Before I begin, I'd like us all to take a moment to remember the good work and leadership that the late Terry Butler provided to Old Town Kemptville BIA. He was a true Friend of Downtown and as a Councillor fought tirelessly for the revitalization of the downtown and we're eternally grateful for his efforts.

Thank you also to members of the Board of Management, both present and past for their dedication and hard work. Unfortunately, Blair Hamilton and Stephen Bent, our Treasurer, could be here tonight. Thank you also to Municipal staff and Council for their continued support of the downtown.

I'm going to briefly touch upon some of the highlights of 2017:

First and foremost is the growth of several existing businesses and growing number of new businesses that established themselves downtown this year.

Expansions: Array Hair Studio purchased the building at 119 Prescott which enabled Richardson Hair Design to open in their old space at 201 Prescott. Join them with their official ribbon-cutting at noon on Dec. 1st.

Voice2Net expanded their business by moving two doors north to 148 Prescott which has enabled Kemptville Kids Therapy Services to open for business through our Pop-Up Program. Their official ribbon cutting is also on Dec 1<sup>st</sup>.

The Dill Flower Studio found a new home at 33 Clothier Street. Formerly an Associate member at the south end of town, they are now more centrally located between Benson Auto-parts and 416 Tire.

New businesses opening their doors in 2017 include the professional engineers of ISI Controls Inc.; Setanta Solutions Inc, another professional IT service; Exit Realty By Design at 310 Prescott and the Integrated Business Solutions Group at 28 Clothier Street East. Up in the Rideau-Sanders Triangle, Andrew Beveridge CPA relocated his office to 200 Sanders beside Twice the Fun Games and across the street at 215 Sanders, the North Grenville Times now has an office on the ground floor.

The new growth downtown hasn't all been just professional services however. We've seen new investment downtown - new owners of the mixed martial arts studio (formerly Tekken MMA), new owners of the Brewing Oasis, as well as new owners of

the South Branch Bistro (formerly the Branch Restaurant) and the Clothier Mills Motel across the street. The Bowen Approach is now located at 3 Clothier and Get Cronk'd a new fitness business opened at 9 Clothier. GlowSport - Kemptville, The Glow Entertainment Company opened at 29 Clothier Street East. By the Prescott Bridge both 10A and 10B Prescott are now occupied. This location, Hustle & Heart, also serves as the downtown address for Willow & Rose and Nowtaskr. The Prim Shed at 419 Rideau Street and the Posh Plum at 207 Prescott opened recently. The Posh Plum cuts their ribbon and hosts an Open House also on Dec 1<sup>st</sup> - it's going to be a busy afternoon! Finally, New Energy Kreations renovated a showroom at 132 Prescott, which has greatly improved the streetscape of that section of Prescott. That's not all, there's more to come in the months ahead, too.

In 2017, the number one priority in our Business Plan was Marketing the Downtown. People need a reason to come downtown and to do that they need to know what's happening. We continue to develop a powerful Facebook presence promoting downtown events like the recent Women's Curling Classic and promoting BIA member and Associate member businesses. Since January of last year the our Facebook page "Likes" have grown 20% from 1,575 to 1,889.

In 2017, we also continued to improved communication with members, residents and community partners through the distribution of our email newsletter. The "Kemptville e-News" has increased it's subscriber base from 243 last January to over 380 today. It's become an important source of information about downtown events, issues and activities for local media as well as key decision makers in North Grenville.

In 2016, the Municipality received funding to execute a Downtown Business Attraction Strategy and they developed some great promotional material in 2017. Unfortunately, due to a lengthy Internal Program Review the strategy's roll-out was delayed. We look forward to it's implementation in 2018.

However, the BIA's Pop-Up Shop Program was finally launched this year. The Pop-Up Shop Program has already enabled two businesses a low risk opportunity to test the market for their services downtown. Chris Melnick-MacDonald Chair of the Pop-Up Shop Steering Committee will provide an update on this successful Program after my Report.

The BIA has struggled over the years to provide value to members within a very small footprint and to those associate members outside of it. The 2015 McSweeney Report highlighted our lack of resources and pointed out that the way forward should involve increasing our membership area and therefore budget. John will give you an update on the progress of our Expansion Committee later on.

So, all in all, 2017 was a year of accelerated business investment downtown. There's every indication that it will continue next year. 2018 will see further growth of both the downtown and the BIA itself. Thank you

## Appendix 2

### Financial Report

**Old Town Kemptville Business Improvement Area  
Statement of Operations  
For the 10 Months Ended October 31, 2017**

	12 Mos. Budget	10 Mos. 2017	12 Mos. 2016	
<b>Revenues</b>				
Taxation	25,000	<b>25,000</b>	25,000	Note 1
Grants & HST Refund	<u>2,100</u>	<u>0</u>	4,821	
	<u>27,100</u>	<u>25,000</u>	<u>29,821</u>	
<b>Expenditures</b>				
Municipal repayment	2,000	<b>2,000</b>	2,000	Note 1
Salaries and management fees	15,000	<b>18,137</b>	16,108	
Grants	0	<b>0</b>	848	
Marketing and communications	7,900	<b>1,599</b>	481	
Programing	0	<b>0</b>	2,385	
Pop-Up shop program	2,500	<b>3,719</b>	0	
Kiosk	1,000	<b>0</b>	0	
Signage	0	<b>0</b>	8,354	
Supplies (refund)	500	<b>-300</b>	274	
Special events	0	<b>0</b>	0	
Contingency	<u>0</u>	<u>0</u>	<u>0</u>	
	<u>28,900</u>	<u>25,154</u>	<u>30,450</u>	
Annual Deficit	-1,800	<b>-154</b>	-629	
Accumulated Surplus, Beginning of Year	<u>8,046</u>	<u>8,046</u>	<u>8675</u>	
Accumulated Surplus, End of Year	<u>6,246</u>	<u>7,892</u>	<u>8,046</u>	

Note 1: An overpayment by the Municipality of North Grenville occurred in 2014. This overpayment is to be repaid at a rate of \$2,000 per year with \$4,000 remaining at the end of the fiscal year ended December 31, 2017

Note 2: This Statement of Operations is prepared on a cash basis.

Note 3: Accumulated Surplus is the difference between the assets and liabilities of the organization.

**Minutes of the November 15, 2017  
Board of Management Meeting**  
Hustle & Heart, 10 Prescott Street, Kemptville

**Board of Management Meeting - 7:40pm – 8:20 pm**

**Open meeting**

Motion to open the meeting by Stephanie Gilmer, seconded by Lee McIlvenna, all in favour

Review & Motion to accept the Minutes of:

Board of Management Meetings of Sept. 20: motion by Paul Cormier,  
Seconded by Chris Melnick-MacDonald, all in favour

Review of Agenda and motion to accept:

Motion put forward by Paul Cormier, seconded by Chris Melnick-MacDonald, all in favour

**Election of Officers:** There was no requirement to elect officers, since all executive positions are filled and there are no retirements

**Matters Arising from Minutes & Financial Statements**

Motions to:

Ratify 2017 Christmas Expenses: Motion by Paul Cormier, seconded by Chris Melnick-MacDonald, all in favour

Appoint a Finance & Audit Committee: Motion to name Stephen Bent as Chair, Andrew Beveridge and Connie Lamble as members put forward by Stephanie Gilmer, seconded by Connie Lamble

Accept the Events Committee's Terms of Reference: Motion put forward by Paul Cormier, seconded by Lee McIlvenna.

**Close of meeting:** Motion to close put forward by Paul Cormier, seconded by Stephanie Gilmer, all in favour

**Minutes authorized by:**



**Paul Cormier, Secretary to the Board of Management**