



**Minutes**  
**OTK BIA Board of Management Meeting**

Meeting Location: **North Grenville Public Library (Program Room), 1 Water St.**

Date: **Feb. 28, 2018**

Time: **6:00 – 7:45 pm**

**Attendance:**

**Board Members Present**

Connie Lamble, Donovan Arnaud, Kim Smalridge, Stephen Bent, Paul Cormier, Debbie Wilson

**Regrets**

Stephanie Gilmer, Chris Melnick-MacDonald, Lee McIlvenna, Blair Hamilton

**Staff**

John Barclay

**Guests**

Andrew Beveridge, Phil Gerrard, Matt Gilmer

**Open meeting** – Deb Wilson

*Motion to:* open the meeting: Paul Cormier, seconded by Kim Smalridge, all in favour

**Meeting Minutes**

Review of previous EC meeting minutes and *Motion to:* approve Paul Cormier, seconded by Stephen Bent, all in favour

Review of previous BoM meeting minutes and *Motion to:* approve Stephen Ben, seconded by Connie Lamble, all in favour

**Agenda Approval**

Review of Agenda and *Motion to:* approve Paul Cormier, seconded by Kim Smalridge, all in favour

## **Financial Management**

Current Financial Report – Andrew Beveridge provided a Financial Report  
Cash-flow Projection - Andrew Beveridge provided a Cash-flow Projection  
2018 Budget Review - Stephen Bent reviewed the budget. After thorough discussion Paul Cormier put a *motion* to increase the budget by 2%, to be part of the revised budget; seconded by Stephen Bent, all in favour.

## **Committees**

BIA Expansion Committee Update – Stephen Bent reported on the Information Update being prepared by Andrew Beveridge and John Barclay for presentation to Committee of the Whole on Monday, March 5<sup>th</sup>. We will be continuing with member and stakeholder consultations after the update to the Municipality.

Kemptville Pop-Up Shop Committee Update – John Barclay reviewed the funding situation, which is still with the Municipality. There is still one space available for a Pop-Up Shop and the listing is with Geraldine Taylor. It is located at 209 Sanders. Final EODP claims need to be in for end February (\$750). Part of the entire project is to write an evaluation report. This will help other municipalities, e.g. Prescott (Deron Johnston). We will be proceeding as a BIA to make the Pop-Up Shop pilot a permanent program of the BIA. Meanwhile, John and Kim made a presentation to the Youngsters of Yore and were warmly received.

## **Committees**

Parking Committee - Connie Lamble - Motion to: strike committee put forward by Connie Lamble, seconded by Paul Cormier, all in favour.  
Phil Gerrard commented on the Parking Study and the hopes that the Municipality could catch up with some of its recommendations. Matt briefed the BoM on the changes to Reuben Street, then Matt and Phil explained the plan to have parking next to the Legion, with connection to Prescott Street via a walk-way by the old high school.

## **Governance**

2018 Business Plan Review - Paul Cormier reviewed the changes to the plan. *Motion to: approve* put forward by Paul Cormier, seconded by Donovan Arnaud, all in favour

Board Development & Retention - Paul Cormier made some brief comments on the need to sustain the BIA's energies as we move into the difficult times of the upcoming provincial election in June and the Municipal elections in November.

## **Programming - John Barclay**

Business Directory Flyer & Downtown Business Survey; John Barclay briefed the BoM on Tom Graham's efforts to redesign and re-issue the publication. John will be coming back to the BoM with costs and a sponsorship plan.

John Barclay is looking for BoM feedback on a proposed Downtown Business Survey

Events: Easter Bunny Trail: John Barclay mentioned that 13 businesses were to be involved this year; as for Kemptville Live, John met with Karen Bédard and Herb Clothier, re. Music in the Park; there is a plan to attract vendors for the event, which coincides with the main event of Kemptville Live.

Workshops - Facebook for Business 101, is now confirmed for Salamanders of Kemptville on 22 March from 7:00 to 8:30 pm with Liza Leduc as resource. LinkedIn for Business 101 is planned for May, venue to be determined.

### **Relationship Management**

Municipal Update - Donovan Arnaud, Matt Gilmer and Phil Gerrard were in attendance to provide information on parking (see above) and on the Signage Project, i.e. destination signs for Kemptville.

Donovan announced that Brian Carré has agreed to a twice yearly meeting of the BIA Executive with senior Municipal Staff Members. The BIA will provide an agenda of the items to be discussed ahead of the meeting to allow for adequate preparation of Municipal Staff.

Phil Gerrard said that the report on the funding model for the BIA Pop-Up Shop would appear on 19 March. John Barclay said he would provide Phil with the expense report as he is preparing for the Grenville Community Futures Development Corp.

Phil Gerrard spoke to the \$49K Revitalization Grant from the province and requested that the BIA provide ideas for its usage. Since there is neither process nor timeframe, it was suggested that the BIA submit ideas sooner than later.

Kemptville & District Community Association - John Barclay reported on the first meeting of the KDCA, noting interest from the community. The writing of a mission statement is almost completed aimed at community cohesion and self-reliance.

Phil Gerrard spoke briefly on the occupancy load at Geronimo's (Lee McIlvenna)

### **Other Business**

2018 Management Services Contract - John tabled the covering letter for changes to the 2018 Management Services Contract. No motion was deemed necessary since contract extension had already been approved

Paul provided a short briefing on the success of the Friends of Ferguson Forest Winter Carnival.

Donovan Arnaud spoke to the May 27<sup>th</sup> 2018 annual Duck Race, run this year by the Navy League on behalf of the Rotary Club.

**Close of meeting at 7:45 pm:** *Motion to:* close, Paul Cormier, seconded by Stephen Bent, all in favour.

**Minutes authorized by:**

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

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