

OLD TOWN
KEMPTVILLE
BUSINESS IMPROVEMENT AREA
Shop, Dine & Explore!

DRAFT MINUTES
OTK BIA Board of Management Meeting

Meeting Location: Meeting Room #2 (2nd floor via elevator), Municipal Centre

Date: April 18, 2018

Time: 6:00 – 7:30 pm

Attendance:

Board Members: Connie Lamble, Donovan Arnaud, Kim Smalridge, Lee McIlvanna, Stephen Bent, Debbie Wilson

Regrets: Paul Cormier, Stephanie Gilmer, Chris Melnick-MacDonald,

Absent: Blair Hamilton

Staff: John Barclay

Guests: Matt Gilmer (Eco Dev Officer), Herb Cloutier (Kemptville Live)

Call to Order – Deb Wilson

Motion to: open the meeting by Donovan, seconded by Kim - CARRIED

Review of Agenda and Motion to: approve by Lee, seconded by Donovan - CARRIED

Disclosure of Interest - John Barclay signaled his intention to run for a seat on Council

Review of previous Board minutes and Motion to: adopt by Kim, seconded by Lee - CARRIED

Deputations - Herb Cloutier outlined the current plans for a Kemptville Live "warm-up" event on July 18th, to be held in Riverside Park that he is managing through his new company, Jamming Around Man Productions. The free event will include local musicians and free spaces for vendors from the Farmers' Market, the BIA and local non-profit organizations, family friendly entertainment and activities and hot air balloons. The Old Town Kemptville BIA is the stage sponsor and will contribute funds to the event.

REPORTS

Financial Report & Cash-flow Projection - Stephen Bent delivered the Financial Report. With the deposit of \$2,107.40 (Municipal Pop-Up Shop Grant), the BIA is back into a positive cash flow. The draft audited statements for 2017 were presented and reviewed Motion (appended) to: approve the 2017 draft audited statements by Stephen Bent, seconded by Connie Lamble - CARRIED

Community Grant Application Update provided by John Barclay - our grant application has been conditionally approved pending Council's approval of the BIA's 2018 Budget, which in turn, could not happen until the 2017 draft audited statements were approved by the BIA Board.

Governance Report

Stephanie Gilmer's resignation email was presented. Motion (appended): that the Board of Management of the Old Town Kemptville BIA accept, with regret, the resignation of Stephanie Gilmer as a Director of the Board by Donovan, seconded by Lee McIlvenna - CARRIED.

Agendas & Committees Reporting Procedures - John Barclay reported on the BIA's March 29th meeting with Brian Carre (CAO), Phil Gerrard and Matt Gilmer of the Eco Dev Department in which Committees of Council procedures were discussed and how the BIA might improve compliance. As a result, Minutes will be uploaded to our website as they become available and we will have a consistent location (Municipal Centre, Room #2), day (every Third Wednesday of the month) and time (6:30pm) for our monthly Board meetings. We will also follow as close as possible the Municipal Agenda format.

The 2018 Business Plan & Budget have been submitted and we are looking to present both to Committee of the Whole (May 7th)

Draft Agenda for Meeting with NG Senior Management will be finalized and forwarded to the CAO before the next Executive Committee Meeting.

Committee Reports

Executive Committee - The Executive did not meet this month.

Expansion Committee - An information meeting for BIA Members and Associate Members will be held at the Library on Thursday, May 24th from 6pm to 9pm

Parking Committee - Connie Lambie reported that the Parking Committee has yet to meet. Committee members include: Bill Kollard, Marcus Dickie, Su Ouelette, Stephanie Gilmer, Spencer Koens, Andrew Beveridge and Matt Gilmer

Pop-Up Shop Steering Committee - Now that the 2017 Pilot Program has been completed and the Pop-Up Shop Program has become a permanent program of the BIA a Motion (appended) to dissolve the Committee was made by Lee, seconded by Kim - CARRIED

Events Committee - Motion (appended) to: strike an Events Committee as a standing committee of the BIA by Connie, seconded by Donovan - CARRIED - Kim Smalridge will Chair this committee.

Programming Reports

John Barclay provided details on the successful 2018 Easter Bunny Trail and the first Facebook for Business 101 Workshop. Both were very well received and attended. The 2017 Kemptville Pop-Up Shop Program wrapped up and the 2018 Program will start soon with a new marketing campaign. The second Pop-Up Shop's Grand Opening was held on April 6th and received good press coverage. An Evaluation Report will be delivered to GCFDC on April 25th and distributed to all funders, sponsors and will be uploaded to the BIA website. The 2018 Festival Fan Campaign will start recruiting participating merchants soon and Music in the Park planning continues with Herb Cloutier. The Downtown Business & Resident Survey continues; 77 responses so far; the goal is 300 responses.

Municipal Report

Donovan reported on the 2018 Rural Summit (not a Municipal event) and on the Economic Development Advisory Committee - no date set for the next meeting; new Terms of Reference will be presented at the next Council meeting.

Matt Gilmer reported that the Main Street Revitalization Funds recommendations by staff will be presented at Committee of the Whole on May 7th and that the Community Improvement Plan applications are due May 31st. No date set yet for the installation of the new Free Parking signs.

Other Business - none

Close of Meeting Motion to: adjourn by Lee McIlvenna , Seconded by Connie Lamble - CARRIED