



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

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

Date: **March 21, 2018**      Time: **6:00 – 7:50 pm**

**Attendance**

**Open meeting** – Deb Wilson

*Motion to:* open the meeting: Moved by Paul Cormier, seconded by Stephen Bent, all in favour.

Review of previous meeting EC & Board minutes *Motion to:* approve by Paul Cormier, seconded by Lee McIlvenna, all in favour

Review of Agenda and *Motion to:* accept by Kim Smalridge, seconded by Connie Lamble, all in favour

Disclosure of interest: None

**Financial Management**

Financial Report & Cash-flow Projection – Andrew Beveridge provided regular financial information to the BoD

**Committees**

Kemptville Pop-Up Shop - John Barclay provided information as follows:

- ☛ There is a second Grand Opening: Compassionate Support for Stressful Times - April 6th at noon with Open House to follow
- ☛ The EODP final claim will be submitted by 22 March, 2018 to Heather Lawless, who is looking forward to the BIA's next application.
- ☛ There is still no word from Phil Gerrard, regarding the EDC's contribution

BIA Boundary Expansion – Stephen Bent provided information as follows:

- ≡ The Committee is looking for a meeting date in April to meet with current BIA members
- ≡ Then, the Committee will meet with potential members outside the footprint in June, July and August
- ≡ The request for expansion will go to the new Council, once elected in November

Parking - Connie Lamble stated that she had nothing to report

**Governance**

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Business Plan & 2018 Budget Presentation to Council: Andrew Beveridge stated that the auditors will provide a draft for BIA BoM approval. This should then go to Council, so that the Business Plan and Budget will likely be presented by the BIA in April.

### **Programming - John Barclay**

Facebook for Business Workshop Update; this is planned for Thursday, 22 March, 2018 and is fully subscribed with another date being planned for the fall. Liza Leduc is the resource for this program. There is an opportunity to make workshops such as these regular events.

Easter Bunny Trail Update; there are 13 Participating locations confirmed for Saturday, 31 March, 2018. John Barclay will be dropping off ballot boxes to the contributing businesses for the draw.

Community Grant Application - John Barclay, *Motion to:* approve by Paul Cormier, seconded by Kim Smalridge, all in favour

Visitor & Recreation Guide Drafts – John Barclay provided a briefing on the Guide preparations

Festival Fans Campaign – John Barclay will bring this to life after the Bunny Trail event has been completed

### **Relationship Management - Municipality**

Municipal Update – Matt Gilmer presented information on the Community Improvement Program starting April 26th with a deadline of 31 May for applications. It was suggested that some of the funds from the Main Street Revitalization Fund might be placed in the CIP, if that was possible

Main Street Revitalization Funds Suggestions - *Motion:* moved by Connie Lamble, seconded by Lee McIlvenna, all in favour. Be it resolved that three ideas to be presented to the Municipality regarding use of the Main Street Revitalization Funds : 1) Parking as a priority for the downtown; 2) Development of a downtown website; and 3) Accessibility for challenged people to the Rotary Park area

Downtown Business Survey - John Barclay presented the revised questionnaire for the survey.

Draft Agenda for Meeting with NG Senior Management – Suggested Agenda items included: Parking; Communication Protocols; Boundary Expansion; Main Street Revitalization; and the CIP. John Barclay asked the BoM to get additional ideas to him for placing on the agenda with North Grenville's Senior Management Team

### **Other Business - None**

**Close of meeting** *Motion to:* close by Stephen Ben, seconded by Paul Cormier, all in favour

Next Board meeting: Wednesday 6pm, April 18th - Location TBD