Meeting Minutes

Board of Management

*Tuesday April 19, 2016 @HDTC-BIA*

ATTENDANCE: Jim Carrington, Paul Shettell, Lesley Grand, Jaclyn Gillier, Katie (Zimmer) Vilaranda, Clair Culliford, Nancy Labadie, Jeff Comiskey, Ben Fieldhouse, Connie Beneteau

Meeting called to order by Chair

Special presentation from Guest Speaker: Zonta Club & the Municipal Horticultural Department in regards to the green space beside the Perry Molema Memorial Park. Request letter of support on concept from the BIA. BIA requested more plans with details.

Police Report: Sgt Jim Lynds not in attendance; Paul Shettell provided updates on his behalf

* “Lock it or Lose it” program will be happening again with tentative May date
* Sat. May 7 is the community drug drop off day at the court house on Grand Ave

*Motion by Jaclyn G and Jeff C to accept the report. Carried.*

Business arising from the previous minutes:

* Katie had a meeting with the Young Professionals Group. It is in agreement that the BIA cannot take the organization over.

Approval of previous meeting minutes:

*Motion by Nancy L and Jeff C to approve minutes. Carried*

Approval of Agenda:

*Motion by Jaclyn G and Katie V to approve agenda. Carried*

Declaration of conflict of interest:

* Jeff was not able to vote on the donation request from the Chatham Business Social Network (BSN)

Board Reports

Chairman: Jim Carrington

* The latest updates regard Retrofest and Downtown in the City

Vice Chairman: Paul Shettell

* Discussed spoke to the latest news arising from council meetings
* Updated the board with updates on new neighbours and renovations happening within the Downtown core

Secretary: Jaclyn Gillier

* Thank you letter received from Molema family for donation in Sophia’s honour.

Treasurer: Lesley Grand

* All financials are in order and up to date

MCK Representative: Brock McGregor

* Not in attendance

*Motion by Lesley G and Katie V to approve the reports. Carried*

Downtown Updates:

Office updates & RetroFest: Connie Beneteau

* Insurance increased this year for the BIA
* Update on “Pitch-in Week” and the work that Connie & her team of volunteers have been up to
* Updates on the changes to RetroFest to try and make this event more self-sustainable.
* Retrofest planning is on track

Downtown in the City: Katie Vilaranda

* Clair Culliford has joined Katie to help with this event
* Discussed how this can be better listed on the BIA website
* Art Crawl is not able to partner with the summer date
* Stores will receive better clarification on the event soon

Downtown in the City ~ Extravaganza: Jim Carrington

* The board received updates for the September event which included confirmation of participation prices, sponsorship request packages, and participation

Farmer’s Market: Paul Shettell

* Still waiting to schedule a meeting with the Farmer’s Market organizer

New Business

* Lesley announced that the Capitol Theatre will be hosting Song Circle again on the patio
* BSN requested a financial donation of $250 for a fundraiser prize that would benefit a non-profit organization inside the BIA boundaries – Motioned to accept a lower amount of $100. *Motion by Paul S and Nancy L to approve. Carried.*
* Paul Shettell has been attending the Council meetings.
	+ *LED street lighting replacements*
	+ *C.I.P program*
	+ *Capital Budget May 8th, Engineering study for streetscape*

Meeting Adjourned

Next meeting May 10, 2016

*Motion by Paul S and Nancy L to approve Adjournment. Carried.*

*Signed: Chair: Jim Carrington\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Secretary: Jaclyn Gillier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*