**HDTC-BIA Meeting Minutes**

 **Board of Management**

**December 13, 2016 @ Frendz 12:00pm**

Attendance: Paul Shettell, Brock McGregor, Sgt. Jim Lynds, Connie Beneteau, Lesley Grand, Katie Zimmer-Vilaranda, Jeff Comiskey, Clair Culliford, and Jim Carrington.

Greeting: Jim Carrington

Jim C. called the meeting to order and thanked everyone for coming to our final meeting for 2016.

Police Report: Presented by Sgt. Lynds

Sgt. Lynds reviewed the Police Report. The report numbers are normal compared to previous years. He stated that on January 1, 2017, new legislation is coming.

Paul reiterated that in November we had meetings with the Emergency Services and that we will be inviting them to all Board Meetings in 2017.

 *Motion to approve the police report, first by Brock and second by Katie.*

*All in favour, yes.*

Business Arising From Previous Meeting:

Discussion on presentation submitted to the HDTC-BIA on equal representation from property owners and communications within the Municipality. The HDTC-BIA has Brock McGregor on the Board as our direct communication to the Municipally. We feel we have hit our milestones that were presented and approved at the previous AGM. A letter will be issued.

*Motion to approve discussion and agree to issue a letter, first by Clair and second by Katie. All in favour, yes.*

Approval of Meeting Minutes:

*Approvals from Previous Meeting Minutes, first by Paul and second by Jeff. All in favour, yes.*

Agenda:

*Approval of Agenda, first by Brock and second by Jeff. All in favour, yes.*

Declaration of Conflict of Interest:

*Declaration of Conflict of Interest: Seeing none, we will move on.*

**Board Reports:**

**Chairman:**  Jim Carrington:

* We will contact the merchants and see who wants to be on the committee for the DTIC-Extravaganza 2017.
* At the AGM, we recognized that everyone was there to support our efforts that we have been doing over the year(s). We are confident that 2017 is going to be a good year, with the sidewalks approved through Council; DCC involved in new branding and activities for this year.
* DCC has announced that they will not be doing Santa Claus Parade any longer. This may force on the BIA another event because we (Downtown Chatham) has to have a Santa Parade. Only question is who will be doing it. Jim would like people to think about it for now. Lesley agreed, we cannot be the only community that does not have a parade. Jim said it is a lot of work. Brock suggests we put a call-out to other organizations like the Good fellows or United Way.

**Co-Chair**: Paul Shettell:

* At Council meeting during the Bridge Report, the Council decided to separate the Sidewalks out of the Bridge Report to be voted on individually. Otherwise the sidewalks would have failed with the Bridge Report. RFP should go in this coming March. We will have input to where and when sections should be done.
* The BIA had a meeting with Deb Veccia on the new, larger flower baskets for Downtown. The flowers come in April and if they can’t go up due to sidewalk construction, they have a place to store them and the current benches, etc. We can relocate their positions on the sidewalk as the need comes up.
* Heather from Apollo informed the BIA she would like to be on the Board. Currently the Board positions are full but she is still welcome to attend the meetings.
* Adult Language and Learning expressed their apologies for the extra garbage set out and was spread by the crows.
* Business After Hours this year for the Not-For-Profit event is January 18, 2017. The Board has agreed to do this event again with the Capitol Theatre. Paul motioned to purchase marketing items for these types of events. Brock second. All in favour, yes.
* Paul motioned to pay for advertising in the CK Travel Guide again this year. Brock second it and all in favour.
* Discussion on CK Senior and Child Magazines. These are branded editorials on Downtown Chatham. Katie suggests that we do more of “what you can do downtown”. Jeff suggest we look at including the Professional Services in our editorials.

**Secretary:** Katie Zimmer-Vilaranda

* Downtown in the City – Monthlies were well received for 2016. October was exceptionally busy and believed to be because of all the cooperation of activities from DCC all the way to the Capitol Theatre.
* Discussed DTIC Monthly for 2017: Warmer months only. From May to November.

**Treasurer:** Jeff Comiskey:

* Financials were not available due to bookkeeper’s holidays. They will be emailed out to the board once the November Financials are completed.
* Monies available at year end can be considered to re-furbish the benches as they are in need of repair and paint. Also would like to look at bike racks. Paul has been looking at quotes.

**MCK Representative:** Brock McGregor (sidewalks have been covered)

*Motion to accept the Board Reports first by Brock, and second by Jeff. All in favour, yes. Board Reports accepted.*

**New Business:** Seeing none, motion to adjourn first by Brock, and second by Jeff. All in favour, yes.

**Meeting Adjourned.** Next meeting: January 10, 2017 6pm