

## Board of Management Meeting Minutes January 9, 2018 @ HDTC-BIA Office 6pm

Attendance: Jim Carrington, Sgt Jim Lynds, Paul Shettell, Heather Slater, Clair Culliford, Chris Glassford, Connie Beneteau, Heather Woodhouse, and Courtney Wells.

Jim Carrington **called the meeting to order**, welcomed all for coming and welcomed **Heather Slater**. Heather Slater introduced herself as the Manager of the Capitol Theatre. She is part of the Municipality as well as the arts community. Each person at the table introduced themselves and what they do here.

Guest: **Chris Glassford** – came tonight to propose Summit Shows take on more at RetroFest 2018. Last year Chris did the music on stage, the sound and the lighting for RetroFest while BBBS did the beverage garden. In his package (hard copy) he proposed that he continue to do all that plus the beverage garden. The proposal shows a more themed retro-bar experience with Sons of Kent beverages. The hard copy proposal outlines his procedures, use of fencing, legal information, security and paperwork. Insurance will be covered by Summit Shows, naming the City and BIA as riders. Additional benefits: added marketing and cross marketing; themes for an experience; a fee or donation as space could have been used for additional vendors. Tents will be rented.

Sgt. Lynds inquired: “How do you acquire an S.O.P as a private entity?” Chris said “we have to apply as a Municipal Significant Event”. Sgt. Lynds asked “just for the beer garden, specifically?”

Heather W. recommended that we reach out to BBBS and ask them if they could do both. Connie Nan last year said they could not do both. They could not financially support that as they did it the year before and they were willing to back-out of RetroFest completely if they had to do the music. That’s how Chris got involved last year. Heather asked how did BBBS get the SOP without the Municipal Significance? They are a charity so they didn’t need one. A business like Ribfest how is in it to make money for their business also has to apply for the Municipal Significance. Paul: What did Genevieve say? Connie Gen said we need to have a letter from the BIA asking to make RetroFest a Municipal Significant Event. We also asked legal at the Municipality and they said “do the due process, what Gen said to do”.

We all agreed we need to act quickly as there is only so much time to apply for an SOP or no one will get it. Sgt. Lynds is contacting AGCO for a direct answer.

### ***Added information after the meeting: Answer from AGCO:***

A question on the Municipal Significant section for the SOP. Can a private business get a SOP under the MSS section to operate a beer to tent for Retrofest even though the beer tent is to be licensed for less than 1000 people. The event itself draws approx 15,000 people a year. The BIA cannot be associated with the SOP and a private individual wants to run the beer tent portion however can only obtain the SOP under the Municipal Significant portion of the guidelines.

**Subject:** Re: Municipal Significant status  
Simple answer...yes

- BIA to contact Legal again with this information.

Jim Carrington requested that we move to #6 **New Business Election for the Executive Board Members** and some have to leave.

- **Chairman:** Are there any nominations? Paul S. nominates Jim Carrington. Jim accepts if there are no other persons are wanting the position. Seeing none, Jim accepts. Heather Woodhouse 2<sup>nd</sup>. All in favour, voted yes, with no one apposed. Jim is Chair.
- **Co-Chair,** Jim has been very busy with Sons of Kent and believes he could use the help of a co-chair again this year. Jim also stated that we need to start grooming NEW people so they can continue in positions of the Board of Management for the HDTC-BIA. Courtney nominated Paul Shettell. Paul accepts if no other persons are wanting the position. Seeing none, Paul accepts. Heather Woodhouse 2<sup>nd</sup>. All in favour, voted yes, with no one apposed. Paul is Co-Chair.
- **Secretary,** Jim Carrington nominates Clair Culliford. With some clarification, Clair agrees to accept the position. Paul 2<sup>nd</sup> the nomination, all in favour, none apposed, motion is carried and Clair is Secretary.
- **Treasurer:** *with no one currently wanting to accept Treasure position, Jeff Comiskey has agreed and reconfirmed, that he will maintain this position until someone else can step-up and take on the role as Treasurer for the BIA.*

Jim asked for a motion to close all other nominations for now. *Motion to close all other nominations first by Courtney and second by Clair. All in favour? Yes. Motion approved.*

Sgt Jim Lynds hard copy of YTD **Police Report**. There are 718 calls for 2017 in the BIA boundaries. This month there were 71 calls. Some discussion on the well-being of James, the homeless guy that was residing in Zonta park. Sgt Lynds asked if there were any questions? Will there be any charges in 2018 for police assistance for events like Retrofest or Santa Parade? Jim answered, not for 2018 but the budget is coming and changes could happen.

*A motion was made by Clair to accept the police report. Courtney second the motion. All in favour? Yes, moving on.*

Any business arising from the **Previous Board Meeting Minutes**? *Seeing none, a motion was made to approve the previous meeting minutes, first by Paul, second by Clair. All in favour? Yes. Minutes are approved.*

**Approval of Agenda:** Jim asked that the Approval of the Agenda line item be moved to line item #2 on the Agenda list. *A motion was made to Approve the Agenda first by Paul and second by Clair. All in favour? Yes, Agenda approved.*

**Declaration of Conflict of Interest:** Seeing none, moving onto the Board reports.

#### **Board Reports:**

**Chairman:** Jim Carrington discussed DTIC 2018 and that we have had some issues getting together. "We will still make every effort to get all the merchants to participate." Jim feels that DTIC was successful but agrees there will be some changes. Connie has been requested to

**Declaration of Conflict of Interest:** Seeing none, moving onto the Board reports.

**Board Reports:**

**Chairman:** Jim Carrington discussed DTIC 2018 and that we have had some issues getting together. "We will still make every effort to get all the merchants to participate." Jim feels that DTIC was successful but agrees there will be some changes. Connie has been requested to forward event dates for downtown Chatham. Heather asked the board if we have ever done a NUIT BLANCHE (A contemporary art event that magically transforms Toronto's streets and parks into an artistic playground with exhibitions, live performances and creative programs. Colourful, thought-provoking and dramatic) or **Beakerhead** (Year-round programming and community-connecting culminates in a five-day citywide spectacle consisting of over 60 events centered around delightfully bizarre engineered installations and artworks. 130,000 people took part in 2016, with 2017 shaping up to be the biggest year yet! Why? Because Creativity is Crucial) Heather S said she can reach out to them.

**Co-Chair:** Paul Shettell: Farmer's Market informed the board that we have been having meetings through Glen Norton to have a Market this year. We also met with the Canada Day committee and we have two benches still left to be repaired and put down after the Spring. (one from Valtech that city damaged and one that we found had a damaged leg and could not be bolted down).

**Secretary:** Connie informed the board of the following CONVENTIONS available for 2018: FEO 2018 Hamilton – Create the Experience: February 28 to March 2, 2018. OBIAA 2018 Collingwood – Resilient + Real April 15 to April 18, 2018. Ontario's Southwest Tourism Conference March 20 & 21, 2018 Leamington Hotel & Conference Centre  
RADIO CK – wants to start up with regular weekly interviews  
Discussions on the issues surrounding RetroFest: Policing, costs, bridge-out, and sustainability.  
RADON Workplace Challenge, hard copies distributed.  
Smart City Challenge involvement

**Treasurer:** Jeff Comiskey: (Financials- Paul Shettell) Hardcopy and asked for any questions about the budget? No questions, just identified an increase in infrastructure/beautification due to the approved repair of all the benches downtown and increase in Special Events due to taking on Santa Claus Parade.  
**MCK Representative:** Brock McGregor (N/A)

*A motion was made to approve the board reports first by Courtney and second by Paul. All in favour? Yes. Reports approved.*

**New Business:** No new business.

*A motion was made to adjourn first by Paul and second by Clair, all in favour? Yes. Meeting adjourned.*

**Meeting Adjourned.** Next meeting: February 13, 2018 6pm

**Signature of Chair:**

**Signature of Secretary:**