
Meeting Minutes
Board of Management
January 8, 2019 @ HDTC-BIA 6:00 pm

Attending: Nancy Labadie, Sergeant Jim Lynds, Connie Beneteau, Clair Culliford, Heather Slater, Marjorie Crew, Paul Shettell, Jim Carrington, Taylor Hughes.

Jim C welcomed everyone. Jim had Taylor introduce himself. Taylor has served our community in multiple capacities since he started with the Municipality of Chatham-Kent in April 2013 as a By-law Enforcement Assistant in Building Development Services. In 2015, Taylor joined the Housing Services team as a Tenant Relations Analyst and fast forward to 2018, he began working as a Business Development Analyst before transitioning to being a part of Economic Development Service as a Business Consultant. Taylor welcomes you to connect with him via email: Taylorh@chatham-kent.ca, phone: 226-312-2023 ext. 2031 or mobile: 519-350-5063.

Paul asked if Taylor will be assigned to the BIAs similar in capacity that Geoff Wright was in. Taylor said that right now his instructions are to make himself available if needed, only.

A motion was made for the approval of the agenda, first by Nancy and second by Clair. It was asked if there were any questions? See none asked if all were in favour. Yes. Motion was approved.

A hard copy of the Police Report was distributed to each board member by Sgt Jim Lynds. The Year-To-Date was 839. The Liquor License Act was high this month due to Holiday activities.

A motion was made to receive the Police report first by Clair and second by Nancy. It was asked if all were in favour. Yes. Motion was approved.

Jim asked if there were any Business Arising from the Previous Board Meeting Minutes. Seeing none, we moved on.

A motion was made to approve the previous Meeting Minutes, first by Nancy and second by Paul. It was asked if all were in favour. Yes. Motion was approved.

Jim asked if anyone had a declaration of Conflict of Interest. Seeing none, we moved on.

Board Reports:

➤ **Chairman:** Jim Carrington reiterated his announced that the AGM that Jim will not Downtown in the City. Currently it will not reoccur unless someone else takes it over as facilitator.

➤ **Co-Chair:** Paul Shettell welcomed and introduced our new designated Councilman, Marjorie Crew. Paul said that we are currently working on groups or persons that have expressed interest in becoming an associate membership.

Paul discussed our "Wish List" that we were working on with Marjorie. Items were the Crosswalk; the Boardwalk on the Thames; and the mini-lights in the trees downtown. Marjorie wanted to know more about the lights.

The topic of Service verses Retail was discussed. Services now are greater than the retail businesses in our downtown. There are models in other BIAs that work for the service businesses. "We can make it work here also".

➤ **Secretary:** Clair Culliford: Correspondence from Blackburn Radio with a special this year to bring previous customers back. This special was well received by the members. There was a discussion as to why we do use 99.1 Radio more than Blackburn. Nancy recommended that we commit to different times and take advantage of the specials. Rogers Hometown Hockey had emailed us to thank the BIA for all their hard work. Rogers Hometown Hockey also emailed and said that they appreciated the BIA and the Downtown Businesses for their generosity and the crowds that came out. Clair showed the Board 4 different conference opportunities for this year. As we attended FEO last year, we will have a member (Connie) attend the OBIAA conference this year. We usually alternate those two each year. Also, the OSW in just in London, Ontario so we usually attend that one also.

➤ **Office Update:** Connie-

- 3rd Party Audits – almost completed 2016 and 2017 with Deloitte. The Bookkeeper had to assist which will increase her normal costs in this year's budget.
- The HDTC-BIA was nominated for the Chatham-Kent Chamber of Commerce, Business of the Year. Paperwork will be completed and submitted.
- Business After Hours-NFP (Jan.16th), Clair has agreed to attend the Business After Hours. He will have marketing material available before that date.
- Homelessness issue. Original meeting minutes were generated but needed to be approved prior to sending out. We will try to set up the next meeting with stakeholders soon.

➤ **Treasurer:** Financials were reviewed. Paul wanted to know what the line item EMPTX 1,264.46 was. Answer: Payroll remittance. 2019 Budget has the same levy as previous year. Some line items were adjusted due to COLA (cost of living). Our cash flow is in the positive.

➤ **MCK Representative:** Marjorie Crew informed us that she asked to be on our board. Paul and Jim told her that we are happy to have you on our board.

New Business: Paul discussed with the current board members that there maybe a concern with him continuing to hold an executive position. It was agreed that with his past experience and his dedication to assisting the downtown businesses, it was unanimous that he continues his capacity on the HDTC-BIA.

No one new has identified they wish to have an Executive Position on the Board for 2019. It was asked if all the current Executive Board Members wish remain in their capacity for this new year. Each one was asked and each person agreed. Jim & Paul Co-Chair, Clair-Secretary, Jeff – Treasurer (asked prior to the meeting by per Paul), and Nancy Public Relations.

A motion was made that the current executive board remain the same for 2019, first by Nancy and second by Marjorie. It was asked if all were in favour. Yes. Motion was approved.

Next meeting: February 12, 2019. *A motion was made to adjourn the meeting, first by Clair and second by Marjorie. All were in favour. Yes. Motion was approved.*

Signature of Chair: _____

Signature of Secretary: _____