
Meeting Minutes
Board of Management
June 16, 2020 @ HDTC-BIA Office 6pm

Attendance: Paul Shettell (Co-Chair), Clair Culliford (Secretary), Nancy Dudley (Public Relations), Connie Beneteau (BIA Office.), Jeff Comiskey (Treasurer), Stephanie Simmons (Board Member), Jordan Kniaziew (Board Member).

Paul S called the meeting to order. He welcomed everyone and thanked everyone who continued to work behind the scenes for the HDTC-BIA. The last meeting that was conducted before the quarantine was March 2020. As many things have changed since the Covid-19 pandemic, we would treat this meeting as a new start of the year and move forward. There will be items we can continue with but others will not happen this year. The City has changed what services they have offered as well.

A motion was made to Approve the Agenda first by Clair and second by Stephanie. All were in favour? Yes. Motion was approved.

Police Report: Regrets were offered by Sergeant Cowell. No report was forward to the HDTC-BIA for this meeting.

Paul asked if there were any business arising from the Previous Board Meeting Minutes?
Seeing none, a motion was made to accept the Previous Board Meeting Minutes first by Jeff and second by Clair. Meeting Minutes were approved.

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

Board Reports:

Co-Chair: Paul shared on Jim Carrington's behalf the letter of resignation from Alison MacLean and accepted Connie Beneteau to return.

Accessibility Parking:

Paul had a meeting with Jordan about his request for the accessibility parking spot on Fourth Street. It was approximately 8 years ago where the merchants on Fourth Street requested that same spot as a loading zone. While we are unable resolve his concern, we did agree that we need to do an overall strategy for parking downtown, including accessibility. It was agreed that Chatham has an aging population and we should be preparing for that and moving forward. Jeff recommended that we start a review. Paul agreed.

Outdoor Patios:

1. Patios on private property –remove some parking spaces to install additional seating
2. Patios on municipal property – Sidewalks

Municipality would close parking spaces immediately adjacent to the patio, build accessible ramps that allow pedestrians to get to and from the sidewalk into the closed parking spaces and erect safety barriers to separate the closed parking spaces from cars traveling on the street. The actual cost of the ramps and barriers

would be split on a pro-rata basis among the interested businesses. A form for "Expression of Interest" would begin the process.

Hedden Maintenance:

Municipality had determined that this year due to the pandemic that there would be no more amenities for this year. The Municipality did install the flower baskets but we are now responsible to have them watered on a regular basis. This required a small tractor, and a watering system. We hired Bill Hedden to maintain the flowers.

Options for giving back to the membership (with acquiring the CK Together money from the Municipality):

A Digital Main Street program. This would include assistance from the original programmers. However, since the discussion began, the Federal Government has reinstated this program to all business.

A non-grant program and a Gift Card Program that has been previously looked into with a BIA top-off for the gift cards. With further discussion, it was determined that a gift card program would only benefit the retail and not the service sector. Another issue was the CK Together grant was also being looked at by the Economic Recovery Task Force which did acquire those funds.

New idea: perhaps we can offer a disinfectant opportunity. This could give back to any business if they chose to utilize the offer. We need to find out more on costs; and how many would be interested. We will look into this and get back to the Board for any approvals.

There is also advertising assistance which would include the summer student for assistance. Jordan and Stephanie will investigate hiring a professional to create a marketing video to promote Downtown and post-pandemic.

Secretary: Clair Culliford: Newsletters from OBIAA and Digital Main Street Grant. Clair also expresses Frank's Music Centre's concern with closing off King Street.

Office Update: Connie-

The HDTC-BIA had to complete an audit for the year 2019. We believe they have finished with their requests for documents and are waiting for their response.

Researched all giving back options to share with the Board. Together CK Grant; Digital Main Street program; the Gift Card Programs; the Summer Student Grant. The BIA applied for a summer student grant and was approved. We are waiting for information from the grant to move forward with hiring; DCC proposal to close off King Street; Outdoor patio information forward to membership and social media.

48 hanging baskets; 2 flower boxes; 3 gateway gardens; and the parkette at Municipal Parking Lot#10 all need watering and weeding.

Office needs to be maintained with extra cleaning (vacuum had to be fixed); filing; paying bills; window updates; phone answered; emails answered; social media

New businesses opening downtown. Updates to documents.

Tents and tables returned, fixed and put away.

Shooting stars still need to be returned (Monday) 2 tables and charging station needs to be returned.

Benches need to be installed somewhere.

Treasurer: Jeff Comiskey reviewed the hardcopies with the Board. It was noted that the Sponsorship money line item will not happen for this year. We will still move forward with the Santa Parade in hopes that we can facilitate that event this year. Again, it was recognized that Office Staff line item will be over as we had two office staff while training. Jeff reminded everyone that these are unprecedented times with unprecedented measures. Things will be a little different than when we had the Annual General Meeting last November.

MCK Representative: Margorie Crew – N/A

MCK Representative: Taylor Hughes - N/A

A motion was made to approve the Board Reports, first by Nancy and second by Clair. It was asked if all were in favour. Yes. Motion was approved.

New Business:

On a normal year, the HDTC-BIA would take July and August off from meetings. This year the Board due to quarantine were unable to meeting for April and May already. Paul asked the Board if they would like July and August off or continue to meeting? Nancy felt if there is a need to make a 'emergency' decision, we can do that electronically through email. Jeff felt that we should schedule July with a tentative date for the 7th.

A motion was made to adjourn this meeting. First by Stephanie and second by Nancy. All in favour, meeting adjourned.

The next meeting will be scheduled for July 7, 2020 at 6pm

Signature of Chair:



Signature of Secretary:

