



## Meeting Minutes Board of Management

Oct. 13, 2020 at the HDTC-BIA office 6:00pm

**Attendance:** Clair Culliford (Secretary), Nancy Dudley (Public Relations), Connie Beneteau (BIA Office.), Taylor Hugh (Municipality of CK: Ec. Dev), Mike Plante (Board Member) and Marjorie Crew (Municipality of CK: Council)

Via phone: Sergeant Cowell

Via email: Paul Shettell (Chair), Stephanie Simmons (Board Member), Jordan Kniaziew (Board Member),

Note: Meeting Minutes were produced after emails have been received.

Nancy called the meeting to order and welcomed who were able to attend.

*A motion was made to Approve the Agenda first by Clair and seconded by Mike. All were in favour. Motion was approved.*

Everyone was supplied with a hard copy of the Police Report. Sergeant Cowell updated us on the CCTV project. Marjorie mentioned that there are recommendations that have been made for the businesses moving forward. She suggested that the individual owners be visited by Doug and the BIA, together. Hope Haven (men's shelter) has not reopened but they continue to feed the homeless men. The Bike Patrol has been seen around but there is only 2 Auxiliary officers and they are not dedicated to downtown.

*A motion was made to accept the Police Report first by Marjorie and seconded by Clair. All were in favour. Motion was approved.*

Nancy 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 Clair and second by Mike. Meeting Minutes were approved.*

Nancy asked if there were any Declaration of Conflict of Interest. None

### Board Reports:

**Secretary:** Clair Culliford: Correspondence: Digital Main Street Grant has reopened for businesses to apply even if they applied before. However, there is some confusion if the previous grant request has not been finalized, then they have not been able to reapply. OBIAA newsletter and the Chamber of Commerce newsletters were shared.

### Office Update: Connie

4<sup>th</sup> Street Parking. The question was asked of the merchants on 4<sup>th</sup> Street if they approved of changing the loading zone to a handi-cap spot. The majority on 4<sup>th</sup> Street said that they utilize the loading zone for their shipments. They did agree that they would like a handi-cap spot but not to take away the loading zone. Further questions to Municipality (Mark C) if that is possible. Then we will go back to the merchants for their input. Currently the Loading Zone will remain.

AGM – A date has to be determined as there are timelines that must be met with the mailing requirements and by-laws. A Zoom type meeting will most likely be the option. Things change daily with Covid-19. Connie will look into the options/dates/times and costs available.

Beautification downtown (reinstallation of services). The Municipality of Chatham-Kent has reinstated their normal services. They will begin with the Legion Banners and as it is not a time-crunch to have the

Winter Banners up for Santa Claus Parade, they can have them up a little longer this year. However, if we get new lamp posts and the poles are stationary to our Banner height, the Legion Banners will no longer fit.

Video update & Media Marketing: The results of the Video Marketing Media are very good. A report will be generated on results of the paid advertising. The Mini-Videos that the Summer Student produced were very well appreciated by the merchants that were able to get done the short time she was here. Together CK Grant. The grant must be written for RetroFest 2021 by the end of this month. Connie will be looking at completing that and submitting it to the Municipality. A draft RetroFest 2021 Budget has been completed.

As we are unable to have a Santa Claus Parade, we decided that we will do "A Month of Santa" Event. It was approved at the last meeting to support this new initiate in light of the Covid restrictions. Merchant's Christmas Open House – H4TH new dates are November 12, 13 and 14. Connie submitted a request for support for H4TH.

*A motion was made to accept the request for funding to a maximum of \$2,400 with receipts first by Mike and seconded by Clair. (Stephanie abstained as she is part of the committee for H4TH) All were in favour. Motion was approved.*

Last year on short notice we were asked if we wanted a Christmas tree. We have been offered a 19' Blue Spruce (\$100) delivery if we want it. Connie will have to see if we have a spot for it (DCC or Muni) and if someone will donate to install a safe base. It would be beautiful if we could get it.

Lastly, we were going to do a collection during a month of Santa but a group is doing "The Gift" which is like May 16<sup>th</sup> Miracle and we don't want to compete with them. It was suggested that maybe we just do toys for Goodfellows or Teddy bears.

The Financial reports were reviewed by the attendees.

MCK Representative: Margorie Crew spoke on the cameras coming to downtown and that costing has been approved. No one can confirm a rumor about a Methadone Clinic coming to our area. She did explain that a clinic of that type is only considered a "commercial business" and we may not know if they were planning this clinic.

MCK Representative: Taylor Hughes informed us of their next webinar on Thursday.

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

No new business. There was a discussion on removing Board Members that have not attended in a year. No motion was made at this time.

*A motion was made to adjourn this meeting. First by Mike and second by Clair. All in favour, meeting adjourned.*

Next Board Meeting: November 10, 2020

HDTC-BIA AGM Meeting proposed: Nov.25, 2020

Signature of Chair: \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_