

Meeting Minutes
Board of Management
March 7, 2017 @ HDTC-BIA Office 6pm

Attendance: Jeff Comiskey, Sgt. Jim Lynds, Brock McGregor, Connie Beneteau, Lesley Grand, Jim Carrington, Paul Shettell

Chair calls meeting to order and welcomes all.

Hard copy Police Report by Sgt Jim Lynds reviewed. The lowest numbers since 2010.

Motion to accept the Police report first by Jeff and second by Brock. All in favour and motion passed.

Business Arising from the Previous Board Meeting Minutes: Sgt. Lynds was asked at the last meeting about the laws and vaping. "indicates that Vaping should be treated just like smoking a cigarette and anywhere smoking is prohibited so is vaping" Jim C suggest that Connie forward that email to all the merchants to make them aware. No other issues arising from previous Board Meeting Minutes.

A motion was made to for approval of the Previous Meeting Minutes, first by Paul and second by Jeff. All in favour and motion passed.

A motion was made for the approval of the Agenda, first by Paul and second by Jeff. All in favour and motion passed.

Declaration of Conflict of Interest: Seeing none, move to the Board Reports.

Board Reports:

Chairman: Jim Carrington:

Jim and Committee: Extravaganza had their first meeting. The second meeting is scheduled for Mar.21. There is an email from Mr. Canniff stating Positivity Day would like to partner in the events. We will invite Darrin to our next Extravaganza meeting.

The Downtown Chatham Centre has officially disconnected themselves from doing the Santa Claus Parade. We have asked Lynn to put out requests to other groups to see if they want to take it on.

Co-Chair: Paul Shettell:

Boardwalk presentation has been created and will be presented at the next Municipal Council Meeting. The Sidewalks are planned right after RetroFest and the beginning of the Bridge work as well.

Secretary: Jim C identified that there have been two letters of resignation for the board. First is Katie Zimmer-Vilaranda and the second is Meg Lyttle.

Courtney showed interest of making the Third Fridays continue. However, Courtney is not available to comment where we stand with this event. It was agreed that we will not start the Third Friday events until after RetroFest and therefore have additional time to see what her plans were.

Treasurer: Jeff Comiskey: (Financials)

February 2017 reviewed.

MCK Representative: Brock McGregor, no additional information.

Office Admin/Project Coordinator: Connie Beneteau

RetroFest: Next Meeting for Car-Guys is Mar.20th. Some sponsors have stepped up; Community Partnership Funding Grant approved, TD Grant approved, Engie approved. Still waiting on several other responses.

BigBrothers/BigSisters and still doing the Beverage Garden but Chris Glassford has agreed to step up and take on the Stage/Music. Fundraising will have to continue for the additional cost.

Quarter Auction Fundraiser, first time attempt. Mar.31 at the Wish Centre. Board has agreed to help sell tickets.

OBIAA Conference April 2 – 5. Office will be closed.

Pitch In Week: April 22 – 29. Looking for hands to help clean up downtown.

A motion was made to accept the Board Reports, first by Paul and second by Brock. All in favour and motion passed.

New Business:

Cogeco opportunity – Nancy L our media representative did a video showcasing Downtown Chatham. Looking forward to viewing the results.

FireFest: Informed the Board that in 2019, Brent would like the HDTC-BIA take over this event. He has another group looking at it but it will not be downtown. It has been suggested that we invite Brent to one of our next meetings to make a presentation and answer some questions the board may have.


Santa Claus Parade: 2nd discussion: The BIA cannot let the Santa Claus Parade “not” happen if no one steps up. We will have to do it and not leave it until the last minute when it will be much harder to plan. We may need to look at part-time help.


Canada Day: HDTC-BIA is not involved with Canada Day organizing. Connie has been asked if possible in a small way to assist with the Parade due to past experience.

TEDx: Pete Martin is planning this year’s TEDx and they have moved it into the Capitol Theatre. He was hoping the BIA could assist in organizing the “lunch” period with some of the businesses and cross social media advertising.

A motion was made to adjourn the meeting, first by Paul and second by Jim C. All in favour and motion passed.

Next meeting scheduled: April 11, 2017 6:00 pm

Signed by Chair: 
Jim Carrington

Secretary: 
Temporary, Connie Beneteau