

Meeting Minutes-November 2017 Board of Management

November 14, 2017 @ HDTC-BIA Office 6pm

Attendance, Nancy Labadie, Sargent Jim Lynds, Courtney Wells, Clair Culliford, Connie Beneteau, Paul Shettell, Jim Carrington, and Brock McGregor.


1. **Call to Order:** Welcome all
2. **Guest Speakers:** Lesley Grand had requested time to introduce the new manager of the Capitol Theatre Heather Slater but unable to attend.
3. **Police Report** by Sgt Jim Lynds. Hard copy distributed. Noted that calls are up in the downtown for this month. 4th Street had 23 incidents due to compliance checks which will increase the numbers. Zonta Park resident, is a complicated social issue. The CK Police and other agencies continue to re-establish his housing as he has chosen to remain outside. Sgt Lynds stated that “sometimes it looks like we are not doing anything but behind the scenes we are working on resolving the issue.
Question to ponder, how is the Chatham Hope Haven going to affect the downtown area?
Motion to approve the Police Report first by Courtney and second by Nancy. All in favour. “yes”.
4. **Business Arising from the Previous Board Meeting Minutes:** *Seeing none, moving on.*
5. **Approvals from Previous Meeting Minutes**
Motion to approve the previous meeting minutes first by Nancy and second by Brock. All in favour. “yes”.
6. **Approval of Agenda:**
Motion to approve the agenda first by Brock and second by Nancy. All in favour. “yes”.
7. **Declaration of Conflict of Interest:** *Seeing none, moving on.*
8. **Board Reports:**
 - **Chairman:** Jim Carrington:
Sons of Kent are working on the Annual General Meeting for the BIA and Business After Hours Event. The AGM is on Nov.30th and the letters will be mailed out.
Heather Woodall is a new Board Member for anyone who missed last month’s meeting and Ben Fieldhouse requested to resign from the board.
 - **Co-Chair:** Paul Shettell:
Money spent of benches today is approximately \$11,000.00, only a couple left to repair and paint.
It is in my (Paul’s) opinion that the budget for 2018 to remain the same as 2017 levy.
 - **Treasurer:** Jeff Comiskey: (Financials) Paul Shettell reviewed the financials with the board members. All numbers are in-line with budget with the exception of the bench repairs (Infrastructure).

- **MCK Representative:** It was suggested to Brock McGregor that the Municipality change to lighted signage from Bridge due date to the new June 2018 completion date instead of December as originally thought.
 - **Office Admin/Project Coordinator:** Connie Beneteau
 - Santa Claus Parade: lots of floats and all are very large (75-foot floats). There is concern that there is not enough room to stage everyone. Another concern is some participants will not be able to cross over the 3rd street bridge due the bridge not being solid (no horses, small children, or dogs)
 - Shooting stars are all up.
 - No more mini-lights in the trees. They were all cut down during tree trimming and construction.
 - Conferences: OBIAA April 15-18, Collingwood (early reg. \$649); FEO Feb.28-Mar.2 in Hamilton (early reg. \$449)
 - Donation Requests:
 - Chatham Hope Haven, no specific amount. *Board requested to wait.*
 - Radio CK-new business downtown. They are offering advertising in exchange. *Jim C motioned to approve request and second by Nancy. All in favour? Yes.*
 - Chatham-Kent Women's Centre request only to help showcase the colour purple and help advocate for violence against women. *Approved.*
 - Grant writing has begun for RetroFest 2018; 5th Street bridge being closed now until June 2018 will affect the Cruise Route (May 2018).
 - Volunteer appreciation night will be planned as soon as the parade is over.
 - Garbage receptacles: 1 of the new ones has been damaged. The hinges have been broken off the lid. Replacements for these bins will cost. Also, the metal receptacles have to be moved and stored somewhere.
 - The events on King Street require the hydro on the lampposts to work during daylight. Connie to email Council to initial conversation.
- Motion to approve Board Reports first by Paul and second by Clair. All in favour. "yes".*

9. **New Business:** *We no longer have the mini-lights on the trees.* Is there another option than the strings of lights? We (Jim) would like to look into that. (spot lights, see what Belle River did).
 Clair had a question about who started the chimes on 5th Street? No one knows.
 Jim stated that there were a lot of people at the cenotaph this year for Remembrance Day. He was very proud to see that. Brock stated the Bradley Centre has a good turnout also.

Motion to adjourn, first by Brock and second by Clair. All in favour. "yes".

10. Meeting Adjourned. Next meeting: Christmas Lunch -location TBD

Signature of Chair: ~~Jim Carrington~~ 
 Co-chair: Paul Shettell

Signature of Secretary: Temporary, Connie Beneteau 