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**Meeting Minutes**  
**Board of Management**  
March 12, 2019 @ HDTC-BIA 6:00 pm

Attending: Nancy Labadie, Sergeant Jim Lynds, Connie Beneteau, Clair Culliford, Marjorie Crew, Paul Shettell, Taylor Hughes and Sharon Tinney (guests).

Taylor: Economic Development Service as a Business Consultant 519-350-5063. Economic Development just got their 3rd Ec-Dev person and one more to fill. No one is officially assigned to the BIA as of yet.

*A motion was made to Approve the Agenda first by Nancy and second by Marjorie. It was asked if all were in favour. Yes. Motion was approved.*

A hard copy of the Police Report was reviewed for both January and February. January there were 33 calls verses 45 last year. February totals were 48 calls versed 60 last year at this time. The Chief has requested an increase in foot presence in the downtown core.

*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.*

Paul 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 Clair. It was asked if all were in favour. Yes. Motion was approved.*

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

**Board Reports:**

➤ **Co-Chair:** Paul Shettell discussed the Farmer's Market. John really wants to see a farmer's market downtown. The idea sounds fabulous and we have the resources in Chatham-Kent but farmers just have their businesses and they don't want the extra. There are markets in Windsor that do great and we have our Wednesday Market here in Chatham already. We discussed more about the Sarnia store front idea. But we have Van Zelst's Market here on King and they sell consignment and Lorrie's Country Nook. Is it possible that they may want to share space? The boards final comment was that we have exhausted all avenues with Farmer's Markets. We can facilitate meetings but we cannot run any operation roles. The CIP (facade improvement program): Paul believes the funds have all been spoken for. It is good that these funds always get used up. Also, once someone has used the program once, they can never use it again. The old Waymur Building is scheduled to be occupied in October for gear to income housing with 5-6 retail on the lower level. JP Construction plans on 1 retail and 8 apartments. The Old YMCA is getting 60 International students in September and the Condos have had some work done recently. Other discussion on businesses that have opened and ones that have closed in our area.

➤ **Secretary:** Clair Culliford: Reviewed a couple of Newsletters (OBIAA; Hope Haven; and CK Chambers. Clair discussed this years ARTcrawl and how ARTspace is connecting with Lawn Summer Nights and would like the downtown businesses to participate. They will be put on a list/passport and they would have some sort of art display. This is July 26. Clair also informed everyone that he will be doing Tours every Saturday in the Summer for a total of 12 events.

➤ **Office Update:** Connie-

We are still waiting to hear how received the business of the year. RetroFest 2019 has had a lot of changes for this year. We will be conducting a Ms. RetroFest on that Saturday. No vendors in the park on Friday due to the park being fenced in. and the Foundation is doing a 50/50 electronic draw. So many charities will benefit this year from RetroFest and RMs 40<sup>th</sup> Anniversary event June 21/22.

➤ **Treasurer:** Financials were reviewed. Paul informed the board that our 2016/17 Audit has been completed. No other concerns with the financials.

➤ **MCK Representative:** Marjorie Crew informed all that the Budget was passed. She did speak to some Municipal people about the mini lights in the trees that use to be up and got cut down. More discussion is necessary.

*A motion was made to approve the Board Reports, first by Clair and second by Marjorie. All were in favour? Yes. Motion was approved.*

#### **New Business:**

- a) Sharon was asked if she would like to sit on the Board. Sharon agreed. Paul nominated Sharon and Nancy second the motion. It was asked if all were in favour and all approved.
  - a. *Motion was passed that Sharon Tinney from RBC be a Board Member for the Historic Downtown Chatham - BIA.*
- b) Next board meeting we will issue confidentiality form and invite Randy Myers Senior Account Manager/Directeur Principal from bdc to present in April.
- c) Taylor wanted to express to anyone of the small businesses that if they are struggling, it is his job to assist them. His department does presentations that can benefit businesses, retail or services on start-up; already up and running; or looking for Provincial funding.

*A motion was made Adjourn first by Nancy and second by Clair. All in favour, yes. Meeting adjourned.*

**Next meeting:** April 9, 2019 6pm at the HDTC-BIA office

Signature of Chair:



Signature of Secretary:

