

Meeting Minutes Board of Management September 10, 2019 @ HDTC-BIA Office 6pm

Attendance: Paul S, Jim C, Sergeant Lynds, Clair C, Marjorie Crew (Council), Taylor Hughes (Ec Dev)

Jim called the meeting to order and welcomed everyone for coming out.
Our guest speaker Patty Peters from Connecting2CK.ca was unable to attend this month but request to come the next meeting.

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

Police Report: A hard copy of the police report was provided and reviewed.

A motion was made to Approve the Police Report first by Marjorie and second by Clair. All were in favour, yes. Motion was approved.

Jim C 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 Paul and second by Nancy. Meeting Minutes were approved.

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

Board Reports:

Chairman: Jim Carrington:

Annual General Meeting (Nov. 27, 2019 6/6:30pm Location: Soar Innovations. Cater: Frenz) Cost has been negotiated to \$100 rental plus food and a cleaning fee if required.

Co-Chair: Paul Shettell:

Mini lights in the trees – have been ordered. Municipality (Public works) have agreed on a shared cost.

Summer Student – next year reapply

Municipal Life Cycle / Beautification & Magazine. Paul will visit all the 6 other BIAs in Chatham-Kent to get their input on individual needs and then have one cohesive approach to go to the Municipality in request of a By-law on Life Cycle / Beautification.

Succession Planning (includes a possible grant for summer student next year). Currently we are looking to fill the position of Office Administrator/Project Coordinator through Indeed.

Secretary: Clair Culliford: Correspondence

Request for Sponsorship (Positivity Day in CK) approval via email was approved by the majority.

Request for Sponsorship (Skating) was not approved at this time.

Strategic Planning: Our current strategic procedure is being reviewed.

Upcoming Art show at the Mall Sept. 13-15th and Newsletters from OBIAA, Economic Development and Soar Innovation Introduction.

Office Update: Connie- N/A Paul to respond:

Santa Claus Parade is Nov.15, 2019 6:30pm. Connie has the parade application and staging volunteers set to go. Float applications are \$10 to apply to be in the parade. Jamie Rioux will be Santa again this year and Enbridge (AKA: Union Gas) will decorate and pull the Santa Float again this year. Engie is our top sponsor again. New this year, Teksavvy has agreed to sponsor the Santa Float as well as Apollo. Thank you to all and the others that are coming in with in-kind sponsorships.

FEO Membership due \$220.00 and will be paid for this upcoming year. We will also look into applying for the FEO Top 100 Festivals for 2019 RetroFest and RM 40th Anniversary.

Newsletters have been produced for Fall and Winter 2019. Our 10th Edition. They were delivered by hand (thank you Carleane) this week.

Discussion on Benches – removal caused some social media uproar.

The Mayor and Amy are getting groups together to create an event for the whole month of December. HOME FOR THE HOLIDAYS.

Treasurer: Jeff Comiskey: N/A Financials were reviewed by all. Jim C suggested that everything looks in place for this year's financials. A second laptop was purchased due to the theft last year of the two laptops. We will need this for a student or any office help. Only other over-line item was insurance and that was also due to the theft last year.

MCK Representative: Margorie suggested there will be opportunities for grants for the Not-For-Profit sectors. Details to follow.

MCK Representative: Taylor Hughes: discussed the Digital Mainstreet Grants that the Municipality is putting out to help the small businesses get this grant.

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

New Business:

Paul suggested that Taylor follow up with the Win-This-Space idea.

Question: Are there any updates on the Levy? Answer, the Levy is the same.

Question: Should we be increasing that amount as there is a 0.08% increase of all taxes?

What would that look like for Chatham? We would need to look into this to have a correct answer.

A motion was made to Adjourn this meeting. First by Paul and second by Marjorie. All in favour, meeting adjourned. Next meeting: October 8, 2019

Signature of Chair:

Signature of Secretary:

The image shows two handwritten signatures. The top signature, in blue ink, is written over a horizontal line and appears to be 'Paul Sullivan'. The bottom signature, in black ink, is also written over a horizontal line and appears to be 'Dan Sullivan'. The signatures are stylized and cursive.