Historic Downtown Chatham BIA
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Meeting Minutes
Board of Management
December 13, 2019 @ Sons of Kent – 12:00 pm

Attendance: Paul S, Office Doug Cowell, Clair C, Marjorie Crew (Council), Nancy D, Mike Plante, Heather Slater, Michelle (Bookkeeper); Stephanie S; Jim C; and Jeff Comiskey.

Jim Carrington called the meeting to order and welcomed all for coming. Jim had everyone introduce themselves.

A motion was made to Approve the Agenda first by Nancy and second by Clair. Jim asked if there were any questions. Seeing none, he now asked if all were in favour? Yes. Motion was approved.

A hard copy of the Police Report was distributed by Office Doug Cowell. Fourth Street had a total of 10 incidents that were calls for service. Clair asked if the new owners of the Abiding house were being more proactive? They have notices on the doors excluding unwanted persons; they offered the police keys to the premises and they have assigned security. Officer Cowell said that keys to premises do not really work. A code on a pad would work much better as it is locked into their system and identified when needed to the officer on duty. Clair also asked if our reports were online and open to the public. McLean's has a report that lists all of Chatham's crimes.

A motion was made to Approve the Police Report first by Jeff and second by Paul. 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 Councilor Crew 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 asked Nancy to introduce the new Office Administrator Alison McLean. Nancy welcomed Alison and wished her the best of luck with a lot of opportunities and challenges and personal growth in her new position. Alison appreciated the kind words.

Co-Chair: Paul Shettell deferred the Municipal Life Cycle update to Councilor Crew. Marjorie said that we have the concept of one document for all 7 Chatham-Kent BIAs with the common items and an appendix for each individual community as all BIAs have different concerns. There is still some consultation required to be completed. Target timing is Spring 2020. We are hoping to have some dollars set aside to help complete all jobs on the lists.

Secretary: Clair Culliford: OBIAA Strategic Planning (register deadline Jan.7, 2020). In order to register with this program, we require a minimum 5 volunteers to commit to the program. We now have Clair, Nancy, Alison, Stephanie, and Mike that

said they will commit. Alison will register each person by the due date. Dates required to be on the webinars are Jan.7, Jan.28, Feb.18, and March 16th (March to be confirmed).

Office Update: Connie was approached by a member asking if the BIA would like to offer a "Roast" to a longtime merchant and business owner that is closing. The Board feels there has been many long-term businesses that have closed and we did not have a get-together for them. Therefore, we would have to decline offering this suggestion. If someone outside of the BIA offers a get-together, we will definitely attend.

Jeff motioned that we do not arrange this get-together. Motion as second by Paul. All agreed.

In the past, the Library has requested to put up their banners on our poles which lasted a couple of year. This year the Legion asked to put up banners just before Remembrance Day. Next year they wish to put them up a month before Remembrance Day (Note: there is a problem with the Legion banners being 2 inches too short for our current poles and our banner size). Now the Rotary wants to put up banners for a month before the Legion because it's their 100th Anniversary. (Nothing is set in stone yet until they find out more on costs and permission).

A motion was made generate a new procedure: An annual application with a form to be filled out with all pertinent information on a request to use our Banner Poles first by Nancy and second by Councilor Crew. All in favour. Yes. Motion approved.

This will accommodate the situation where: if there 4 groups wanting their banners up during the same period, it will be a lottery of sorts as not everyone will be able to be accommodated. Also, no other banners will go up during RetroFest but the RetroFest banners and Winter Banners or shooting stars go up after Remembrance Day.
OSW Tourism conference. A member from the Board usually attends this conference besides the FEO and/or OBIAA. This year the Tourism Conference is at the Bradley Centre. Do you approve Alison's attendance at this conference? All approved. Alison will register with the Conference for OSW Tourism.

Treasurer: Jeff Comiskey reviewed the hard copy that was submitted to all for review. The only outstanding column was the Beautification line item that showed the mini-lights for the trees as over budget. Also, we have increased for Bookkeeper's amount to come into the office twice per month instead of once per month in order to allow an easier transfer from one office staff to a new one.

MCK Representative: Councilor Margorie Crew mentioned that the broken Sear's windows are boarded up. The By-law allows the windows to be boarded for up to 6 months.

MCK Representative: Taylor Hughes was unable to attend but Paul spoke on the Win This Space. Paul is hoping to start this up in the new year.

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

New Business:
No new business was suggested.

A motion was made to adjourn this meeting first by Jeff and second by Nancy. All in favour, meeting adjourned.

The next meeting will be January 14, 2020 6pm.

Signature of Chair:_____

Signature of Secretary:_____