

## Meeting Minutes Board of Management July 7, 2020 @ HDTC-BIA Office 6pm

**Attendance:** Clair Culliford (Secretary), Nancy Dudley (Public Relations), Connie Beneteau (BIA Office.), Larissa Delaey (Student,) Stephanie Simmons (Board Member), Jordan Kniaziew (Board Member), Taylor Hugh (Municipality of CK: Ec. Dev), and Paul Shettell on-phone (Co-Chair).

Nancy called the meeting to order. She welcomed and thank all who could attend.

*A motion was made to Approve the Agenda first by Clair and second by Stephanie. All were in favour? Yes. Motion was approved.*

Sergeant Doug Cowell is unavailable to attend meetings due to the Covid-19 situation and no report was submitted for review.

It was asked if there were any business arising from the previous 'Board Meeting Minutes'. On the last meeting it was suggested that we take a look at the overall parking in our downtown. This will be postponed for now. The outdoor patios have been a big success downtown. 2 of the BIA's tents were loaned to Loaded2Go and 4 additional tents were loaned to Chilled Cork to assist with their patios and the comfort of their customers. Nancy asked if there were any other business arising from the Previous Board Meeting Minutes?

*Seeing none, a motion was made to accept the Previous Board Meeting Minutes first by Clair and second by Jordan. Meeting Minutes were approved.*

Nancy asked if anyone had a declaration of Conflict of Interest. Jeff Comiskey through email, declared a conflict of interest on the decision of the Covid-19 Disinfectant. Jeff will not vote on the matter.

### **Board Reports:**

Connie reported for the Chair. We introduced Larissa, our summer student for 2020 to the Board. Temporarily, the office doors will be open on Monday; Tuesday; and Wednesday only due to Covid-19.

We have new businesses downtown: Northside Pool Supply; Loaded 2 Go; Garden Patio on King; Herbology; Digital Bean; Action Group and Perucan.

**Secretary:** Clair submitted for the Board's review the newsletters from Hope Haven and the CK Chamber of Commerce. Clair also had an email from CK Small Business Recovery Grant Program and an email requesting that BIA distribute 50/50 posters to its businesses downtown. The Board offered the BIA to send it out electronically and could have posters in the office if businesses wanted to pick them up. Connie will follow up with the request.

### **Office Update:**

Connie submitted the quotes for the Covid-19 Cleaning for: Green Rhino; First Choice Disaster Restoration; and First on Site. (BELFOR was not submitted to us by this meeting). It was determined by the Board present that the cost to even cover a portion would be substantial.

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*A motion was made to use money for Marketing/Advertising to “give back to the business”, first by Stephanie and second by Nancy. It was asked if all were in favour. Yes. Motion was approved.*

Planning a Christmas Open House by the merchants has begun. Purple Pansy and Barrypatch Collectibles contacted the BIA to share with all the businesses that they would like to do their Open House in November like last year. The office emailed the idea out to all businesses for their input. Connie asked if we could make a motion to add a section for “Voting Electronically” to our procedures.

*A motion was made by Paul to add a section to our procedures to include: Voting Electronically. The motion was then second by Nancy. All were in favour to accept the voting electronically section in the procedures. Motion was approved.*

Jordan & Stephanie with the assistance of Larissa will follow up with four media companies. Gatta Creative; 42 North; Wader Likes Media; and Exordia Creative. We will request a quote and a timeline for our ideas for a video. Larissa will be available for assistance up to 24 hours per week for this project. Jordan and Stephanie will generate an initial budget for the project. Both the selection of the company and budget will be submitted via email to the rest of the Board Members.

*A motion was made to accept the Marketing Media-Event idea with a funding of a minimum \$5,000 to a maximum of \$7,500 to be used for the creation of a video that would benefit the BIA Membership as a whole. The motion was made first by Jordan and second by Nancy. It was asked if all were in favour. Yes. Motion was approved.*

**Treasurer:** A hardcopy of the financials were given to all the Board Members. Nancy asked if there were any questions pertaining to the hard copies. Seeing none, we moved on.

**MCK Representative:** Taylor Hughes mentioned Belleville BIA who had a multi-vendor Marketing Place on e-commerce. All the businesses had one place on-line that people could shop on. Connie informed the Board that Gigit here in Chatham-Kent was doing something similar and we might want to look into it. It has a multi-platform for both Not-For-Profit as well as Business. Connie will email the Board Members the presentation for their review. Taylor also spoke on the current Digital Main St Grant as of July 1, 2020. If you had applied before, you can still apply again.

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

**New Business:**

Recently there has been some issues downtown. Frank’s Music Centre has had their window broken again and with the other issues he has identified has exhausted his optimism for our downtown. The police have been notified. Kniaziew Optometry staff caught someone urinating on their building, and the person approached the staff. Police were notified. There is a homeless person residing in the corner of parking lot #10. Municipality has been notified. On the positive side, the hanging baskets are improving now that we have a better watering setup. The heat is still relentless so the watering is continuing every day but at night. We spoke to Maureen at Soars Innovations and they have planted their alley way and are looking at grants for more Green spaces.

*A motion was made by Paul to shut down the Board Meetings for August and resume in September. Added to the motion was that if a decision had to be made on the Media Company that it would be done through email. This motion was second by Clair. All were in favour. Motion was approved.*

*A motion was made to adjourn this meeting. First by Stephanie and second by Nancy. All in favour, meeting adjourned.*

The next meeting will be scheduled for September 8, 2020 at 6pm

Signature of Chair: \_\_\_\_\_



Signature of Secretary: \_\_\_\_\_

