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**Meeting Minutes**  
**Board of Management**  
**October 11, 2022: Zoom or at 237 King St. W**

**Attendance:** Jim Carrington (Co-Chair) Zoom; Nancy Dudley (Co-Chair); Connie Beneteau (BIA); Clair Culliford (Secretary); Hetty Hunter (Airline Café) Curtis Lemieux (Willys 420); Anthony Wilson – Ec Dev.; and guest: Benjamin Nydam.

Nancy welcomed everyone back. We wished Nancy a happy birthday. Nancy called the meeting to order.

*A motion was made to approve the Agenda first by Clair and seconded by Hetty. All were in favour. Motion carried.*

**Guest:** Benjamin Nydam - Systems Engineering Cell: 519 437 5649  
Arc Business Elevations Inc. [www.arcelevarations.com](http://www.arcelevarations.com)

We had hardcopies of Ben's presentation. We will email everyone who was not here in person a copy of the presentation. Ben provides owners with specific solutions to elevate their businesses. They consult, generate spreadsheets, development and programming to optimize processes in bookkeeping and account solutions. They also do H.R. solutions, marketing, promotion, website and protection for those with custom automated tools to help eliminate errors.

Nancy asked if he works with all sectors of businesses? Does our membership have the option to work with you?

Ben answered with we would like to help BIAs and then expand to other sectors. Understanding how things work. Ben likes to work alongside, as a jack-of-all-trades approach. That way you can tie all things together and be more efficient. Nancy: succession planning is a helpful tool to have. Clair: this sounds very interesting. Basically, businesses hire you (one person) instead of hiring several different persons. You can take care of H.R as well as I.T, etc. Nancy asked about pricing and depending on the amount of work and duration needed, the fee was basically within an acceptable range. Nancy also said that something like this would need to be approved in the next year's budget.

Police Report: Sergeant Cowell emailed his report previously to the meeting. The report showed calls for service down and nothing out of the ordinary. Clair identified that the suspicious number of persons was very low. He was curious as to why. Nancy suspected it was due to the education of officers but we can ask him, later.

*A motion was made to approve the Police Report first by Clair and seconded by Jim. All were in favour. Motion carried.*

Nancy asked if there were any business arising from the previous Meeting Minutes? Seeing none, she asked for a motion to accept the Meeting Minutes.

*A motion was made to accept the Previous Board Meeting Minutes first by Hetty and second by Jim. All were in favour and Meeting Minutes were approved.*

Nancy asked if there were any declaration of conflict of interest? No conflicts were identified so she started with the Board Reports.

Board Reports: Co-Chair: Nancy asked if current board members were interested in staying on; if not we will need to recruit new board members.

Secretary: Clair: Grant writing for 2023 has begun and Reconnect Grant for 2022 still requires post-writing to be completed.

Business Excellence Awards on October 19<sup>th</sup> has identified business persons from within our boundaries. Tiffany from prem; and Curtis from Willy's 420. There is a BIZ Connect tomorrow night at Loaded 2 Go if anyone was interested in attending. The latest copy of OBIAA newsletter is available. Crowfest has 24 businesses participating in their Squawk the Block window decorating contest.

Office Updates: Connie: The new banner design has not been submitted as of yet, due to Crowfest taking up a lot of their marketing time. These will be designed and paid for before the end of they year in order to have them in this year's budget as approved this term. Santa Parade is live this year and same route as 2018. We have invited Port Huron 'Big Red' band again this year. However, the cost is higher and the number of players is lower. It has been approved to have them come over the boarder if they can at their requested amount of money. Crowfest, the BIA was much more involved that originally planned as our name is on the special events application. Therefore, our reputation is now involved. More businesses participated or were involved than even what was for RetroFest. That tells us that the businesses were very interested in this event this year.

We have a meeting with Matt Torrance over the future of audits.

Treasurer: Paul Shettell was unavailable so Nancy reviewed the financials with the attending members. Nothing out of the ordinary was identified and no question were asked.

MCK Representative: Anthony Wilson had nothing to add at this time.

Nancy asked if there was any new business to report? Seeing none, Nancy asked for a motion to adjourn.

*A motion was made to adjourn the meeting, first by Clair and second by Hetty. All were in favour and meeting was adjourned.*

Next Meeting: AGM November 23, 2022

Next Board Meeting: December 6, 2022

Signature of Chair:  Electronic Signature

Signature of Secretary:  Electronic Signature

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## Meeting Minutes – INFORMATION MEETING ONLY

### Board of Management

December 6, 2022: Luncheon at Satellite Restaurant - Noon

**Attendance:** Paul Shettell (Treasurer); Connie Beneteau (BIA); Clair Culliford (Secretary); and guest: Andrew Thiel (Abstract Marketing); Liz Nauta (Myrtles Flower Market); Bill Hedden (Maint)

Connie thanked everyone that could attend the final meeting for 2022. Unfortunately, this meeting will be an information meeting only as there is not a majority in order to make any motions or any approvals.

Our Guests: Andrew Thiel who has participated on the BIA Board in previous years. He had a hand (a very big hand) in Crowfest this year. Liz is from Myrtles Flower Market and believes she has a lot to learn as this is all new for herself. Bill is our paid volunteer (maintenance). Bill puts in more hours than what he is paid for by attempting to keep the streets cleaned on an ongoing basis.

There will not be a motion to approve the agenda.

There will not be a police report as Sergeant Cowell is off at a Conference this week.

We did review the last meeting minutes (October as there was not a board meeting in November) but no approvals were made. Therefore, October's approvals will have to be at the next board meeting in the new year.

As neither Jim or Nancy was available, Paul started the board reports (information). We have a new council Connor Allin. We wrapped up the AGM and budget request for 2023. Andrew asked if we had recap for the year. Paul said that we completed all in person RetroFest; Crowfest; Santa Parade; new Winter banners; and new cement flower pops to replace the parkette between Spanks and Goldcoast. A lot new businesses have come into downtown since the pandemic but we have lost a few also. With inflation being so high, we have to look at raising the levy.

Clair (secretary) did not have any correspondence but did want to discuss a couple of topics. First, with all the wind we have had currently and the crows back, he noticed one business with several black totes not having any lids on them. The garbage from these unlidded totes was everywhere. Is there something the Municipality can do to help this situation? Can they suggest to the businesses that they get new ones? Can the BIA subsidize the purchase of new ones for businesses as we understand that residence get the blue totes from Waste Connections for free but businesses have to buy them. Perhaps we can help and put our logo on the bins. It was suggested that we make a video of how many black totes still line up downtown before garbage pickup.

Second, Clair checked all the shooting stars currently on the lamp posts. He said that out of 16 stars, only 6 of them are on at night. Clair asked if the Public Works would get a boom truck and check them. We did explain that a boom truck requires closing off the street and the businesses have said that that has happened enough and they do not want to see it closed down again. Andrew suggested that the St. Clair College that put up lights for Crowfest were more than happy to assist in community efforts at no cost. This would still mean closing down the road at peak Christmas shopping time. We may need to wait.

Connie: (Office Updates): The RetroFest Banners have been ordered and the Summer Banners are changing to Welcome Banners. This allows them to go up earlier in the spring and stay later into the fall if necessary. The design was shown to the attendees, who liked the design.

The Talking Trees were perfect before Santa Parade. We had two speakers on top of the Theatre which allowed the talking trees to be heard from the street. Now each night the trees talk and sign but unless you are in a car, all you see is the mouth move with no words. As we think these trees with the Municipalities "Light Up Chatham-Kent" program, we think these are a real asset and should look into having speakers on top of the theatre for the people coming out and walking the sidewalks during the evening.

Teksavvy proposal was shown to the board members. Andrew suggested we ask for a better price by bundling the internet with phone. I did inform Paul that we would lose our bell email address that he uses.

Connie went over all the costs associated with the Special Events Application put forth to the Council on Monday Night.

Already enforced: were ESA Fees (\$350+); Socan & Re:Sound Fees (vary); Locate fees (\$400) for each and every event in the park, even if it's the following week and a Band Shell deposit of \$300.

New Fees: Road Closure Fee per application (\$150); Barricade requested fees = \$10 per barricade (RetroFest uses up to 40 barricades \$400) then again at Santa Parade same totaling over \$1000.00 in one year. Payment for On-site supervisor in the park facilities by Municipal Staff or other professional will be charged to the organizer. (\$?); To maintain green space, if event requires vehicles set-up on grass a damage deposit of \$1500. Will be held to ensure recovery after the event. Then there is a rate for deposit to utilize the park of \$1000 or \$1500 or \$5000. Events out side of the season (April thru Oct) can be subject to another fee. Then paid duty officers, security company's insurance naming the municipality, and volunteer clearance checks.

Paul (Treasurer): Reviewed the financials to-date. The Levy has not gone up in years but the rate of inflation has. Also, where the Audits were completed by the Municipalities 3<sup>rd</sup> party auditor, we now require to hire our own at more than double the cost previously. Andrew asked where you are over in beautification because of the purchase of banners were not planned, can you not have a plan for capitol costs for future events like banners or benches or whatever you need to replace? What are the plans for this upcoming year? Paul said that the board usually sets that out in the new year. We need to have a discussion on the levy or expanding the boundary. Ask Kay at OBIAA as we are sure many other BIA are experiencing the same dilemma with every rising cost and ask what others are doing. "What if we sold the downtown name?" Like naming the bridge? Connie's job/work load and experience if done in Windsor would be \$75,000.00 pay. Andrew asked if we can have different tier levels for some businesses. "Give the retail businesses a break".

Next Board Meeting is scheduled for January 10, 2023 6pm