



APPROVED MEETING MINUTES

REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

TUESDAY, DECEMBER 8TH, 2015 6:30 p.m.

LOCATION: UXBRIDGE ARENA (WILLIAMSON ROOM)
UXBRIDGE, ONTARIO

Present: Robin Maclean, Elaine Leigh, Dorothy Jovkovic, Councillor Fred Bryan, Councillor Gordon Highet, Facilitator Sari Pandopulos
Guests: Councillor Pamela Beach, Brian Maclean, Cheryl Hinzal, Joanne Stamptopolus, Jim Byers, Dave Granic, Mary Taggart, Mayor Gerri Lynn O'Connor

- I. **CALL TO ORDER** 6:29 p.m. by Facilitator re: Chair & Vice-Chair had emailed into submit their resignation & in their absence the Facilitator asked for a Director to take over the meeting as the acting Chair so Robin Maclean volunteered.
- II. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF** Elaine Leigh for printing & advertising
- III. **DELEGATIONS** - none
- IV. **ADOPTION OF MINUTES**
 - For meeting dated Nov 10th, 2015 Motion by Fred 2nd by Elaine
Vote CARRIED
- V. **MATTERS OF BUSINESS**
 - **Board of Management** Robin opened the floor & called for nominations to take on the role of BIA Chair & Vice Chair. Robin submitted his name for Chair & Elaine submitted her name for Vice Chair.
 - No other nominations were made. Vote CARRIED.
 - **2015 Budget Update** Dorothy circulated a budget recap & shared it with everyone. Questions were raised about the Christmas décor since the bows are in very terrible condition. Comments made that the supplier should have mentioned it before the installation. It was

confirmed that the RIM is only for the up/down not the replacement bows so they have already been added as part of the 2016 budget considerations. Pricing had been looked into with Shear Display and locally, Keith's Flowers had been contacted, however, the wreaths are stored off site so the process for attaching the bows would need to be planned out before the install. It was also confirmed that there are invoices which the Board needs to sign off on & there is an invoice with an overbilling that the Board will need to review since the invoice is double the quoted amount for the printing of the shop Uxbridge ballots. It was confirmed that due to the transition in the Board the December budget meeting with the Township had been deferred so the BIA 2016 budget presentation to Council will take place in the January.

VI. PORTFOLIOS UPDATES

- **Procedural Bylaw** Elaine has been working on the bylaws with the Township & confirmed that changes are being modified in batches. She read the revised version which is being submitted into Council. The Board supported the changes.
Change 1- As per attachment. Motion to accept by Fred, 2nd by Gordon
Vote CARRIED
Change 2 – As per attachment. Motion to accept by Dorothy, 2nd by Gordon. Vote CARRIED
A question was asked about the size of the BIA Board to which is was mentioned that the Township is run by 7 Directors so the BIA is being aligned to the same structure.
A question was asked about Councillor attendance to which the Mayor confirmed that it had been addressed.
- **Beautification** The tree lights were discussed & it was mentioned that the lights at the Youth Centre had been cut so there is currently only one tree downtown that needs service. The BIA will need to purchase lights and hire a contractor to handle any further repairs needed.
- **Events** The Shop Uxbridge promotion was recapped & it was mentioned that the 2nd Early Bird draw is coming up on December 16th so a location from which the ballot would be selected was drawn by the Mayor. Further tasks that require attention include replenishing ballot stock at participating locations around town, swapping out full boxes, collecting the ballot boxes after January 12th when the promotion ends, picking up the ballot drum from Canadian Tire, planning the January 17th draw & prize payouts. The Mayor was invited to pull the winners name to which she requested that we email Kris at the Township to confirm her availability. A question was asked about the availability of any of the guests who are interested in joining the Board as Directors coming to help pick up the ballot boxes from around town. The Board also discussed the ballot inventory and requested that the ballots be moved from Little Acorn to Dorothy's office at

Uxbridge Travel since Susan is no longer on the Board. It was also suggested that we contact Debbie at the Township to arrange for full ballot boxes to be stored at the Township.

- **Administration** Robin advised everyone that the Facilitator has submitted her resignation so the contract will be ending at the end of the year. Therefore, there will be a change in Facilitator that the Board will need to address & plan for. Approval of invoices was addressed & it was confirmed that Elaine would sign off on invoices and submit them into the Township for payment. Robin confirmed that several names had been received for consideration to join the BIA board as Directors & acknowledged that it would be handled at the next meeting.

VII. **NEW BUSINESS** A letter from the Uxbridge Youth Centre had been received in the mail which addressed a Rotary Member's complaint about the Youth Centre's procedures & role in the community. A copy would be scanned and emailed to the Board. The Santa Hut was discussed & confirmed that arrangements will need to be made to transport the hut back to the Parks Yard. A new member driven, Guys Shopping Night initiative was mentioned & will be shared via social media. A Win This Space/Second Wedge Brewery update was shared & it was confirmed that St. Catharine's has expressed interest in duplicating Uxbridge's award winning initiative. It was confirmed that the garden at the Train Station will now be looked after by Uxbridge Horticultural Society as per discussion with Sari & Chris.

- 2 questions were asked by guests. First about the Board appointment process to which Robin confirmed that it will be handled as outlined in the bylaw. The other question was asked about the bows on the wreaths to which Elaine replied that she would look into getting an answer. The Mayor suggested that a Question & Answer period be added to BIA meeting agendas so that items on the agenda may be further clarified.

VIII. **ADJOURNMENT** 7:06 p.m.

Next BIA Board Meeting: Tuesday January 12th, 2015, 6:30 p.m.
Uxbridge Arena Williamson Room