



APPROVED MEETING MINUTES

REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

THURSDAY, JANUARY 15th, 2015 6:30 p.m.

**LOCATION: BIA Business Centre (19 Railway St. at YDHR Station)
UXBRIDGE, ONTARIO**

PRESENT: Susan Fumerton, Don Andrews, Andrea Stewart, Chris Auger, Dorothy Jovkovic, Robin Maclean, Ted Eng, Jennifer Stiles, Councillor Gordon Highet, , Sari Pandopulos

REGRETS: Cheryl Hinzl, Sonya Yake, Councillor Fred Bryan, Elaine Leigh

I. CALL TO ORDER 6:29 p.m.

- **Approval of Revised DRAFT Agenda** Motion by Susan – 2nd by Robin carried.

II. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

III. DELEGATIONS - NONE

IV. ADOPTION OF MINUTES

- meeting minutes dated December 9th, 2014 were revised to correct line 9 under Election of Positions section by adding Andrea Stewart's name Motion by Andrea - 2nd by Susan **Carried.**
- request that following months meeting date be added to each months minutes
- the meeting date change was discussed and it was confirmed that meetings will be the 2nd Tuesday of each month and run by the Vice Chair in the absence of the Chair

V. PORTFOLIOS/PROJECT PLANNER

- the portfolio overview was emailed to board members for review in advance of the meeting & several directors volunteered to be the Chair of a Committee. Emails & comments received from absent Directors were also shared for input.
- questions were asked about the term "working board" & comments were made that each Director already works full time at their prospective business

- and have limited time to volunteer to the BIA. Concerns were expressed that with a “working board” Directors would be taking on projects and not be able to complete tasks as needed for an effective program
- It was suggested that each Director could head a committee/portfolio. They could recruit volunteers from the general membership for input & ideas
 - The Director of the Portfolio would work together with their committee to identify options/opportunities, assign tasks, and update their project planner and then report back to the Board during the monthly meeting. They would be presenting 3 options for discussion following which a discussion would take place between all Directors on the board to enable them to have input and vote to approve the Committee plans
 - the Facilitator role is to take on the BIA’s day to day administration, deal with suppliers and help implement projects that the Board approves (this is standard process for BIA facilitators) .Committee chairs can request the Facilitator’s support with their portfolio for resources and ideas to keep the projects moving forward
 - it was clarified that the BIA board needs to maintain one point of contact. All correspondence is to be emailed to the Facilitator. The facilitator will acknowledge receipt of the email to the sender. Any documents, concerns, discussion points will be forwarded to board members if of an urgent nature. Otherwise, the email will be discussed at the monthly meetings. This process has worked well in the past so that members email boxes are not inundated with group discussions.
 - Discussions took place around the fact that advertising and promotion are inherent in each event and each director will submit budget considerations in their proposals. The facilitator will carry out advertising/promotion duties as directed by the Directors to maintain consistency and ease. After discussion Susan motioned that advertising and promotion will not be a stand alone portfolio and will be handled by the Facilitator – 2nd by Robin **Carried**
 - the portfolio listing was read to the Board and the names of the Directors who had volunteered were discussed. Portfolios were assigned and a motion was made by Gordon to establish the portfolios as per names discussed and that the membership committee portfolio be tabled to the next meeting which was 2nd by Chris **Carried**
 - Ted motion that each committee come back to the next meeting to provide a plan or report which was 2nd by Gordon **Carried**
 - It was suggested that a Google Doc be set up with the Portfolio listing which would enable everyone to access the information and update one document. The Facilitator will look into the set up
 - It was discussed that the background for each committee will be provided to the Committee Chair by the Facilitator
 - It was discussed that projects already established and being worked on will stay with the Facilitator and that new projects would be taken on by the Committee/portfolio chairs
 - updates about the Car Draw promotion were shared and the need for organizing volunteers to pick up the Car Draw ballot boxes was addressed.

Both Chris and Andrea offered to help with collection of the boxes on Feb 14th after 3 p.m. when the last ballots are being issued. Plans for the Car Draw on Feb 16th are to be handled by the Facilitator.

- It was requested that the Facilitator provide an update about WIN THIS SPACE and also create a DRAFT tender for the beautification watering program (as established in the budget) which the Board can review & discuss at the next meeting
- the Cosmos is waiting to confirm if the BIA will be rebooking an ad spot in the Uxbridge Community Guide to promote the BIA website and member directory. The board discussed advertising and Ted motioned to pass on advertising in the Community Guide for 2015 which was 2nd by Jennifer
Carried
- Portfolios are
- Beautification – Cheryl Hinzl, Event Planning – Jennifer Stiles, Revenue Streams – Facilitator, Expense Tracking – Dorothy Jovkovic & Robin Maclean, C.I.P (Community Improvement Plan)- Elaine Leigh & Councillor Gordon Highet, Procedural Bylaw – Susan Fumerton, Tourism – Elaine Leigh, Lease – Andrea Stewart, Boundary Expansion- Don Andrews & Dorothy Jovkovic, Hiring Committee- Robin Maclean, Don Andrews & Elaine Leigh. The Workshops/Training Portfolio was not assigned and was tabled for next meeting

VI. MATTERS OF BUSINESS

- **2015 BUDGET**
- The DRAFT budget submission had been sent into the Township .During the presentation, the Councilors asked questions and 2 questions were also asked by the citizens who were in attendance. Robin motioned to accept the budget as presented and submit it into the Township in a format as acceptable to Council which was 2nd by Andrea. **Carried** A copy of the budget will be sent to the Directors.
- **Expense Update**
- Dorothy circulated the monthly expense tracking report which showed approx. \$3287.72 still available in the 2014 budget however some invoices were still to be processed totaling approx. \$1200 & that the 2014 year end cut off may possibly be January 23rd. Dorothy also suggested that we have all the invoices/cheque requisitions reviewed before submission into the Township to improve tracking & coding accuracy. Dorothy and the Facilitator will further discuss a suitable process.

VII. NEW BUSINESS

- Susan motioned to have all emails to be sent to the facilitator alone and not to copy all Directors. The facilitator will acknowledge receipt of the email to the sender and the email will be discussed at the next monthly meeting 2nd by Andrea. **Carried**
- Gordon made a recommendation to have Directors have discussions face-to-face if there are issues to discuss and avoid emails

- Susan also mentioned her experience as past vice-chair and recommended that the weekly meetings which the chair, vice chair and facilitator should continue to meet weekly to sign off invoicing and handle any urgent issues that arise between monthly meetings
- comments were made about the request for monthly budget updates and it was confirmed that these are already presented to the Board monthly during the expense update
- Communication to be on the next agenda
- Comments were heard about snow shoveling and the bylaws which are not being enforced to ensure sidewalk safety in the downtown area
- feedback was heard that more expenses need to be spent on promotion and advertising for the businesses not on salary, cars, and also more volunteers because things are not directly spent on businesses
- Feedback heard that the budget presentation went well
- Comments shared that the Uxbridge BIA has a significantly smaller budget than Port Perry and that they also have a paid Facilitator and a Business Centre
- Feedback about the promo Car parking downtown was shared and it was confirmed that the Board wants the Car visible in the community so they car is to park around town however a ride to pick up & return the promo car to Williamson's parking lot is needed.
- The Facilitator was assigned to attend the meeting with the Cycle Tourism group and Township in order to help identify the opportunities available for the BIA
- It was addressed that in order to have another Co-op students next semester the Board will need to make back up arrangements for supervising and determine where the student will go in the absence of the Facilitator during the students expected work hours
- An official thank you letter acknowledging the BIA's volunteers and parade support was received in the mail from the House of Commons and shared with the Board. It was suggested that Gordon share the letter with Township Council at their next meeting.
- Correspondence from Canadian Tire was read to the Board to share feedback about their Seniors Day program Each business can continue to offer discounts on Tuesday Senior's Day to suit their needs but the BIA does not have monies budgeted for this program for 2015 .

VIII. **ADJOURNMENT 9:19 p.m.**

Next Board of Directors meeting – February 10th at 6:30 p.m. at the BIA office