



## MEETING MINUTES

### REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

TUESDAY, MAY 10TH, 2016 6:30 p.m.

**LOCATION: SCRIBES' ROOM (UXBRIDGE MUNICIPAL OFFICES)  
UXBRIDGE, ONTARIO**

#### ATTENDANCE:

BOARD: Gordon Highet, Fred Bryan, Dorothy Jovkovic, Joanne Stamatopoulos, Elaine Leigh, Robin Maclean, Brian Maclean

FACILITATOR: Lauren Orav

GUESTS: Jim Byers, Carrie-Lyn Dufton, Sari Pandopulos

- **CALL TO ORDER** – Robin Maclean called the meeting to order at 6:30pm
- **APPROVAL OF DRAFT AGENDA** – Vote to approve the draft agenda: All in favour. Carried.
- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF** - Elaine Leigh for promotions and marketing.
- **DELEGATIONS - Sari Pandopulos regarding event support**

Sari Pandopulos of Trailblazer Events and Trailblazer Creative presented on the upcoming Babes Shop Brock St event planned for June 23<sup>rd</sup>. Ms. Pandopulos has already gotten a number of local businesses on board to participate, and the event will include sales in addition to demos, giveaways, and more.

Ms. Pandopulos requested that the BIA donate the use of tables, tents, and the BIA Facilitator to staff a table at the event and provide a BIA Bucks giveaway to help promote the event.

The BIA moved to donate the tables, tents, and Facilitator time to the event, in addition to 20 \$10 BIA Bucks that will be added to random swag bags given away at the table. Motioned by Joanne Stamatopoulos, seconded by Elaine Leigh. VOTE: All in favour. Carried.

Dorothy Jovkovic also asked that the Facilitator put together something to go with the BIA Bucks explaining to people what they are and where they can use them.

Ms. Pandopulos also briefly mentioned the Fall's Savour Fresh Flavour event, which is being supported by Uxbridge Tourism, that the BIA will also have an opportunity to be involved with.

- **ADOPTION OF MINUTES**

- For meeting dated April 12<sup>th</sup>, 2016  
Approval motioned by Fred Bryan, seconded by Joanne Stamatopoulos. All in favour.
- For special meeting dated April 18<sup>th</sup>, 2016  
Approval motioned by Dorothy Jovkovic, seconded by Brian Maclean. All in favour.

- **MATTERS OF BUSINESS**

- **Chair Announcement** – Robin Maclean announced that he is leaving the position of Chair and the BIA Board due to the selling of his business, Keith's Flower Shop. He was thanked for his hard work with the Board and wished well in future endeavours.
- **New Board Member** – With the departure of Robin, the BIA will need a new Board member. The Facilitator had put out a call for applications, the results of which will be addressed during the In Camera portion of the meeting.
- **Vote for New Chair** – Vice Chair Elaine Leigh was nominated to become the new Chair of the Board. Vote: All in favour. Carried.

Elaine Leigh then nominated Board Member Dorothy Jovkovic to become Vice Chair. Dorothy accepted the nomination, and there were no others. Vote: All in favour. Carried.

As Chair, Elaine Leigh took over the responsibility of chairing the meeting from this point onwards.

- **2016 Expenses Update** – Dorothy Jovkovic provided an expenses update. As Facilitator, Lauren also explained that some money will be reimbursed, due to confusion over Constant Contact charges, and charges from another Township group having been mistaken

as the BIA's account.

As the Township will soon be finishing up its current audit, the Facilitator was asked to find forms/letters from past audits.

- **Website Redesign Quotes** – The Facilitator presented the three quotes/proposals she received from local businesses. As some proposals included a good deal of information, the Board Members asked that they be given time to review the information, and will come to a decision within the week.

The Facilitator will also find out hosting fees from Presence Catalyst, the hosting currently used by the Township.

The Facilitator inquired about the process of creating and updating content for the new website and how involved the Board would like to be.

Gordon Hight motioned to create a subcommittee for the new website, seconded by Fred Bryan. The subcommittee will consist of Elaine Leigh, Joanne Stamatopoulos, and Lauren Orav. Lauren will forward content to the other subcommittee members for review, and then forward the material to the rest of the BIA Board for a final review before it is posted.

- **Lighting Issues/Maintenance**

Due to the twinkle lights in town needing maintenance, quotes were sought from Groff Landscaping and Code Property Services. Groff Landscaping did not respond, and Code Property Services provided a quote of \$1356.00 to service or remove the lights.

Brian Maclean motioned that the BIA accept Code's quote and pursue having them work on the lights, seconded by Gordon Hight. Vote: All in favour. Carried.

The Facilitator will also contact Canadian Tire regarding the possibility of being able to exchange lights, as they are still under warranty.

- **Santa Hut Sale Update** – The Facilitator reported that Pat Higgins of Canadian Tire is no longer interested in the Santa Hut, due to a lack of resources on his end.

Fred Bryan motioned that the Facilitator will reach out to Uxbridge community groups including the Santa Clause Parade, Rotary

Club, Uxbridge Lions, Bonner Boys, Optimist Club, and arrange to the BIA to donate the Santa Hut to one of these groups with the caveat that maintenance on the Hut will not be the BIA's responsibility and the Hut will be donated as-is.

- **Sale of Urns:** The Facilitator provided an update regarding Amanda Ferraro's request to purchase the square urns currently unused by the BIA, stored in the Parks Yard. Due to the condition of the two urns, the Facilitator suggested reducing the initial cost of \$150 per urn to \$150 for both urns. Dorothy Jovkovic motioned to approve sale of the two unused urns to Amanda Ferraro for \$150 together, seconded by Joanne Stamatopoulos.
- **Planning for Thomas Update:** The Facilitator provided an update from the past month, and her meetings with business owners, Tourism, and YDHR. In meetings, it had been suggested that the BIA and Tourism collaborate on a welcome station at the arena with loot bags which would help to prevent parking in front of businesses downtown.

Councillors Fred Bryan and Gordon Hight spoke to their concerns regarding YDHR and parking for Thomas, and asserted that they would ask YDHR to clarify their parking plans. The BIA Board agreed that instead of focusing on the parking issue, they would like to focus on how to make the business areas look positive to attract Thomas visitors.

Brian Maclean motioned to dedicate \$500 from the promotions budget to decorations in the BIA during Thomas, seconded by Fred Bryan. Vote: All in favour. Carried.

Lauren will convey this information to the business owners and meet with them to plan the decorations they think would benefit them.

- **Storage Unit/Office rental with Chamber**

The Uxbridge Chamber of Commerce has begun renting space at 24 Toronto St North and have invited the BIA to share the office space with them. This would allow more connection between the two groups, allow the BIA to have a storage space and drop-in office hours. The rent for the BIA would be \$200/month all inclusive.

Fred Bryan motioned that the BIA will rent the office for \$200/month HST included, inclusive of hydro, heat and internet,

starting June 1<sup>st</sup> 2016, and that at the end of the 3 months the arrangement will be revisited. Seconded by Brian Maclean.

Lauren Orav will look into the issue of insurance for the space, and help draw up an agreement document after consulting with the Township Clerk's Department. Sweet World Media, who the space is being rented from, will invoice the BIA for the rent.

- **Bike Racks and Bike Friendly Initiatives:** The Facilitator recounted how she attended an Ontario by Bike workshop with some BIA business owners, and has spoken with them about wanting Uxbridge to do more in terms of bike friendliness. Several BIA businesses are already registered or are pursuing registration with Ontario by Bike. Lauren will be coordinating meetings with relevant groups, including the Trails Committee and Tourism Committees to discuss options for installing bike racks, signage promoting these bike racks and bike friendly businesses, and signage at trails encouraging visitors to come to Uxbridge.

#### **PORTFOLIOS UPDATES**

- **Administration:** Lauren Orav mentioned the How to in 10 Festival happening at the Uxbridge Library on Saturday June 4th, which several local businesses will be participating in. The BIA will continue helping to promote this event as needed.

- **Project Planner:**

**Second Wedge:** Instead of a Second Wedge meeting with the Board, the BIA will instead attend and support the Second Wedge at their official seasonal opening in the upcoming month.

**New businesses:** The Board briefly discussed new businesses in town, how to be aware of them, and how the Facilitator should reach out to them. Dorothy Jovkovic mentioned she knows who coordinates the Welcome Wagons for new businesses and will pass on their information to Lauren Orav.

- **NEW BUSINESS**

**Business cards:** The Facilitator was given permission to purchase business cards from Staples for \$30 for 1000 cards.

- **QUESTION PERIOD**

There were no questions.

- **IN CAMERA DISCUSSION – NEW BOARD MEMBER APPLICATIONS**

Fred Bryan motioned to go in camera too discuss new Board Member Applications, seconded by Joanne Stamatopoulos.

At 8:30 Fred Bryan motions to leave In Camera, seconded by Brian Maclean.

- **NEW BUSINESSES cont.** – The BIA returned to the subject of new business to discuss Elaine Leigh’s intention to step down from her position of BIA Rep on the Tourism Committee. Elaine had originally suggested that Facilitator Lauren Orav take her place, discussions with the Township Clerk’s Department revealed the position was intended for a BIA Director and business owner who would have full voting privileges. Joanne Stamatopoulos volunteered to become the new BIA rep on the Tourism Committee.
- **ADJOURNMENT** – Fred Bryan motioned to adjourn, seconded by Brian Maclean. Elaine Leigh adjourned the meeting at 8:40pm.

Next BIA Board Meeting: Tuesday June 14<sup>th</sup>, 2016