



## **DRAFT MEETING MINUTES**

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

**MONDAY, FEBRUARY 13TH, 2017 6:30 p.m.**

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

- **ATTENDANCE:** Board: Fred Bryan, Dorothy Jovkovic, Joanne Stamatopoulos, Elaine Leigh, Chris Auger
- **ABSENT:** Gordon Highet, Joanne Richter
- **FACILITATOR:** Emma Shaw
- **GUESTS:** Sari Pandopulos
  
- **CALL TO ORDER** – Elaine Leigh called meeting to order at 6:31pm
  
- **APPROVAL OF DRAFT AGENDA**
  - Vote to approve the draft agenda: All in favour. Carried.
  - Sari Pandopulos requested an amendment to the Draft Agenda to reflect the change to Trailblazer Creative from Trailblazer Events. Carried.
  
- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF** – None
  
- **DELEGATIONS** - Sari Pandopulos from Trailblazer Creative regarding event support for event: Babes Shop Brock
  - Sari Pandopulos of Trailblazer Events and Trailblazer Creative presented on the upcoming Babes Shop Brock St event planned for June 8<sup>th</sup>. At this time, Ms. Pandopulos does not have any local businesses secured to participate, and the event will include sales in addition to demos, giveaways, and more. Ms. Pandopulos requested that the BIA partner with the event and that the BIA provide any resources that they see fit as well as utilize the BIA Facilitator to staff a table at the event and provide a BIA Bucks giveaway to help promote the event.

- **The Board discussed this opportunity and it was decided that as this event is not inclusive of all BIA businesses, it falls outside of the BIA's By-Law Guidelines, and therefore a partnership would not be reached.**
  - **The Facilitator pledged attendance of the event in order to provide information about the BIA and all of its members businesses, should final information about the Babes Shop Brock event be provided with notice sufficient to coordinate.**
- **ADOPTION OF MINUTES**
    - For meeting, dated January 10th, 2017 – Elaine Leigh motioned for the adoption of meeting minutes, dated January 10<sup>th</sup>, 2017 – seconded by Dorothy Jovkovic Vote: all in favour. Carried
- **MATTERS OF BUSINESS**
    - New Facilitator Introduction
      - Elaine Leigh formally introduced the new BIA Facilitator, Emma Shaw, and gave a brief background on the Facilitators experience.
    - 2016 Expenses Update
      - Dorothy Jovkovic reviewed the 2016 budget, as well as the partially completed 2017 budget. Line items were discussed individually and the budget will be revisited at the next meeting.
- **PORTFOLIOS UPDATES**
    - Events Subcommittee Update
      - Valentine's Day Event
        - Joanne Stamatopoulos provided an update on the results of the Valentine's Day event on Brock Street with the King and Queen of Hearts. The shoppers and store owners were very receptive to the event. It appears that local businesses are becoming more receptive to these types of events.
    - Administration
      - No new business to discuss
    - Beautification
      - New banners
        - The Facilitator and the Chair discussed the meeting they had on Friday February 10, 2017 with the Township Clerk regarding new Tender requests for Banners and Maintenance contracts. The Facilitator will be finalizing new agreements for tender, as well as exploring opportunities for new banners.

- Christmas Decoration Removal
      - At the time of the meeting, the Christmas Banners and pole wraps had been removed. No Banners were placed to avoid additional charges to the budget.
    - Tendering
      - 2 upcoming tenders – Watering and Banners/RIM
      - Facilitator to work with Township to ensure accurate and inclusive statement of work is prepared before tender.
  - Tourism site launch update
    - Tourism Development Coordinator and BIA Facilitator to meet to discuss opportunities for BIA Advertising on the new website.
    - Opportunity to advertise the BIA through the Tourism site to be addressed at meeting.
    - Launch event Monday February 27<sup>th</sup>, 2017.
  - Events: Budget Pre-Approval
    - Budget has been approved. Nothing new to add.
- **NEW BUSINESS**
  - Uxbridge Chamber of Commerce Roundtable.
    - Elaine Leigh recapped this event for the group. Spoke specifically about the time spent with MPP MacCharles and Minister Sandals and their tour of 3 Uxbridge businesses in the BIA.
  - Lighting – Christmas and Year Round
    - Elaine Leigh brought the matter of Lighting in the BIA to the attention of the Board and meeting attendees
    - Clear that many of the BIA Owners/Proprietors and members of the Community want Christmas Lights, and those lights could stay up all year with the proper maintenance in place.
    - Members of the Board brought up the lack of trees on Brock St East of Toronto St. The Culvert reconstruction will change the landscape of this end of Brock St and work arounds for the interim will need to be addressed.
      - The Facilitator will work independently and with the Township to review options for long term and interim solutions.
    - More information to be provided after meeting with the Township.
- **QUESTION PERIOD**

- No Questions.

- **ADJOURNMENT**

Meeting was adjourned by Elaine Leigh at 8:55pm

Next BIA Board Meeting: Tuesday March 7<sup>th</sup>, 2017 due to March Break scheduling conflicts