



DRAFT MEETING MINUTES

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

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

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

PRESENT:

BOARD: ELAINE LEIGH, DOROTHY JOVKOVIC, JOANNE RICHTER, CHRIS AUGER,
FRED BRYAN, GORD HIGHTER

FACILITATOR: LAUREN ORAV

REGRETS: JOANNE STAMATOPOULOS

- **CALL TO ORDER** – 6:30pm.
- **APPROVAL OF DRAFT AGENDA** – Motioned by Chris Auger, seconded by Dorothy Jovkovic.
- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF** – None.
- **DELEGATIONS** – None
- **ADOPTION OF MINUTES**
 - For meeting dated December 13th, 2016
 - Motioned by Dorothy Jovkovic, seconded by Chris Auger.
- **MATTERS OF BUSINESS**
 - 2016 Expenses Update – Dorothy Jovkovic presented the update and explained the surplus as a result of the 2015 surplus, plus the money the BIA unexpectedly saved on watering costs in 2016. The surplus is planned to be used towards lighting in Uxbridge.

- Christmas Draw update – The Facilitator provided an update, and mentioned the giant cheques from last year are usable, but need to have the date changed to this year. The Board agreed to contact Red Hot Design, who created the cheques, for an updated version.
- EDAC Rep – Chris Auger agreed to be the BIA’s EDAC Rep.
- New Facilitator (Hiring Process Update) – All is on track with the hiring process. The Board discussed and agreed upon up to \$250 for both training costs, to have web developer Rich Helms train the Facilitator on the site, and for other work such as the creation of the new Chair official email address.

- **PORTFOLIOS UPDATES**

- Events Subcommittee Update
 - Christmas event for next year – the Board heard positive feedback for the format of 2016, and there was talk of hosting two events in 2017 – on one Brock Street, and one on Toronto Street.
 - Valentine’s day event on February 11th. The BIA will have a booth on Brock St create a map with specials/sales/stores to visit, and hand out chocolate, hot chocolate, or some other treat.
- Moving of next meeting date to February 7th due to Valentine’s day on the scheduled meeting day.
 - Moving of the meeting to February 7th was motioned by Fred Bryan, seconded by Joanne Richter.
- Administration
 - The Facilitator relayed information from the OBIAA conference call she attended on strategic planning for events and other activities. The Board discussed this, and also discussed how planning could benefit the BIA during the culvert construction. The Board agreed for the new Facilitator to work with the Township’s Communication Coordinator and other town groups to make sure information like street closures and parking are distributed thoroughly.
 - The Facilitator updated the Board on that filming will begin soon for the BIA’s promotional video.
 - The Facilitator presented the quotes received for the BIA’s Press Package. Fred Bryan motioned for the BIA to go with Supplier 1 (The Cosmos) for \$30/hour plus tax for design time, seconded by Joanne Richter.
- Beautification
 - New banners: pushed to February: project for new Facilitator.
 - The Facilitator will check in with shear display about when Christmas decorations are coming down.

- Tendering: Elaine is working with the Town Clerk's Department on the tendering process. The new Facilitator will determine new basket locations when the weather is clearer and streets are easier to see.
 - Project Planner/Calendar
 - Events: The Board discussed pre-approving amounts for events throughout the year, so amounts will not be approved last minutes. These pre-approvals will be discussed at the February meeting. This will also help members
 - Tourism Update
 - The Facilitator showed the Board the new Tourism website and the inclusion of many BIA businesses on it.
- **NEW BUSINESS**
 - Elaine Leigh had received an email from the Chair of the Tourism Committee about partnering with the BIA and other groups for larger town events. The BIA Board responded positively to this idea and will ask to be kept in the loop.
- **QUESTION PERIOD**
 - None
- **IN CAMERA** - for a matter relating to labour relations or employee negotiations
 - Gord Hight motioned for the Board to go In Camera at 7:50, seconded by Joanne Richter. All in favour: Carried.
 - The Board rose from In Camera at 8:00pm.
 - Interviews for the new Facilitator position will take place from 6pm-8pm on Tuesday January 17th, with a special In Camera meeting at 8pm.
- **ADJOURNMENT** – The meeting was adjourned at 8:10pm

Next BIA Board Meeting: Tuesday February 7th, 2017