



APPROVED MEETING MINUTES

REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

TUESDAY, November 14th 6:30 p.m.

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

**PRESENT: JOANNE STAMATOPOULOS, JOANNE RICHTER, GORD HIGHET,
DOROTHY JOVKOVIC,**

REGRETS: LAURA REYBROEK, FRED BRYAN

- **CALL TO ORDER 6:35 pm**
- **APPROVAL OF DRAFT AGENDA**
 - Motioned by Joanne R
 - Seconded by Gord Highet
 - Carried
- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
 - None
- **DELEGATIONS**
 - None
- **ADOPTION OF MINUTES**
 - For meeting dated: October 10th 2017
 - Motioned by Joanne S
 - Seconded by Joanne R
 - Carried
- For special meeting dated: October 17, 2017
 - Motioned by Joanne S
 - Seconded by Joanne R
 - Carried

- **Chair Announcement**
 - Letter of resignation for Chair received from Elaine Leigh

ELECTIONS

- For position of Chair
 - Joanne Stamatopoulos nominated by Dorothy Jovkovic
 - Board chose public vote
 - All in favor
 - Carried

MATTERS OF BUSINESS

- **AGM**
 - PowerPoint Presentation
 - Approved with adjustments
 - Add slide for social media and website components
 - Remove Budget repeats
 - Add images to events
 - Snacks and coffee
 - Board agreed coffee and snack will be provided

BANNERS

- 2018 banner design cost
 - Quotation from Take Root Creative approved
 - Approval of Shear Display 2-year contract
 - 2017/2018
 - 2018/2019

BEAUTIFICATION

- **Wreaths**
 - Board agrees that Main Street needs to include wreaths. Facilitator to look at cost and hardware. Will advise the board
- **Hanging Planters/Pots 2018 Season**
 - **Report**
- **2017 Budget Review**
 - **Updates**
- **2018 Budget**
 - **Update**
 - **Adjust Office expenses by -150.00**
 - **Adjust Audit by 150.00**

- **PORTFOLIOS UPDATES**
 - Events Subcommittee Update
 - Report, Halloween Event
 - Review of upcoming events/budget
 - Christmas 2017
 - Events committee to advise facilitator of times and dates
 - Report regarding October meeting suggestions (CFO Comments)
 - Previous
 - Annual Draw event cancelled, the BIA board to look at alternative events
 - Events 2018
 - Further discussion in 2018
- **ADMINISTRATION**
 - Facilitator Contract amendments
 - Approval of contract to include "Social Media Policy"
 - Storage Unit payment options
 - Approved 1-year payment
 - Council meetings and the facilitator
 - Facilitator duties include attending council meetings. Board approved attending only when necessary.
- **NEW BUSINESS**
 - Facilitator hours to be billed as 8440794 Canada Inc. an existing corporation operated by Elaine Leigh
- **RICK HANSEN WORKSHOP**

Opportunity to partner with Town of Uxbridge in offering BIA businesses a Workshop on complying with the new disability guidelines.

 - The Board likes the idea noting the need for more extensive disability awareness for businesses. The facilitator will keep the board updated with options and dates.
- **QUESTION PERIOD**
 - `Dorothy Jovkovic asked if raising the sidewalk level on the west end of lower brock is possible. This would allow businesses to be disabled friendly. It was suggested the Culvert construction may allow for this opportunity. Facilitator will check into this.
- **ADJOURNMENT - 9:45 pm**

Next BIA Board Meeting: Tuesday December 12th, 2017

