



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

TUESDAY, OCTOBER 10th 2017 6:30 p.m.

**LOCATION: Township of Uxbridge, 51 Toronto St. S, Uxbridge
Scribes Room**

CALL TO ORDER: 6:30

**PRESENT: JOANNE STAMATOPOULOS, JOANNE RICHTER, FRED
BRYAN, GORD HIGHET, DOROTHY JOVKOVIC, LAURA REYBROEK**

GUEST: LEO TAILLON

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE
THEREOF None**

DELEGATIONS - none

WELCOME: Laura Reybroek new director

ADOPTION OF MINUTES

- For meeting dated September 12, 2017
 - Motioned with corrections Joanne Stamatopoulos
 - Seconded by Gord
 - Carried

- For Special Meeting Dated August 21st 2017
 - Motioned by Joanne S
 - Seconded by Joanne R
 - Carried

PORTFOLIOS UPDATES

- **Beautification**
- **2018 Hanging Baskets**
 - Colours for the 2018 baskets to be Pink, Orange and Yellow

- **Christmas Décor**

Facilitator to look into wreaths (sizes and prices)

Decision if possible to put wreaths on Main Street

Facilitator to check hardware along Main Street and advise the board.

Use budget funds (Christmas) to add wreaths where possible

- Motioned by Joanne S
- Seconded by Joanne R
- Carried

- **Events**

- **Halloween**

Event happening October 28th

Board approved scarecrow as store markers. Facilitator to purchase enough for all participating businesses to display.

Facilitator to check with Community Cleaning, Keith's

Flowers and Canadian Tire about handing out maps to the kids

Facilitator to post printable version of map online

- **Christmas Event**

Christmas Event Saturday December 23rd Santa will be walking around town handing out candy canes to people. Further details to follow.

Discussion about Christmas Market as suggested by Shelly of Blue Heron books. Board loves the idea but feels it there is not enough to time to accomplish this year. 2018 would work better.

Decision to change Christmas Draw. Seeking new and fresh ideas. Suggestion of giving purchasers ???\$ in bia bucks or a specific value. ie. receive \$50 in BIA bucks for every \$500 purchase or a similar plan as Canadian Tire money. A certain percentage per purchase.

Facilitator to check with Township CFO if this can work

- **Administration**

- RIM Contract**

Facilitator to check if a 2 year option can be done if so revised contract to be signed

- Banners**

Board agrees replacement necessary, added to 2018 Budget

We will continue to get inspiration and design ideas

- **By-Law amendment**
 - **Financial Accounting 12.4.2**
Change to have signatures on invoices to read, “all invoices to be signed by Chair or Vice Chair and facilitator unless conflict, in such case signed by Chair or Vice Chair and 1 director” Wording to be defined by Uxbridge’s Clerks Dept.
 - Motioned by Fred
 - Seconded Gord
 - Carried
 - **Duties of the Facilitator 2.8.3**
“allowing Director to also be a facilitator”
Removed from Procedural By-Law
 - Motioned by Joanne S.
 - Second by Fred
 - Carried
- **Social Media guidelines**
Continue with business of the week
Get members to Hashtag UxbridgeBIA
- **Video – discussion and stats**
- **Good video feedback.** Facilitator reports a few businesses missed the newsletters and Facebook postings. Facilitator reports that a visit where possible has helped. The businesses were encouraged to sign up for the newsletter and like the BIA Facebook page.
- **Remote voting**
Facilitator to check on the possibility of skyping into meetings
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MATTERS OF BUSINESS

- **Expense Update**
2017 expenses on track
- **2018 Budget**
 - Motion to approve Gord
 - Seconded by Joanne S
 - Carried
- **AGM November 21st 7:00 pm**
 - Motion Gord,
 - Fred seconded
 - Carried

NEW BUSINESS

- **Interim Facilitator**

Allow Elaine Leigh to act as Interim facilitator

- Motioned by Fred
- Seconded by Gord
- Carried

ADJOURNMENT 8:20 pm

Next BIA Board Meeting: Tuesday November 14th 2017