



DRAFT MEETING MINUTES

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

TUESDAY, June 12th 2018 6:30pm

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

Present: Gord Hightet, Fred Bryan, Joanne Stamatopoulos, Janice Munro, Jude Arthur, Daryl Pike, Alexa McCarthy, Dorothy Jovkovic

Regrets: Joanne Richter

CALL TO ORDER: 6:33 pm

APPROVAL OF DRAFT AGENDA

- **Motioned by Gord**
- **Seconded by Alexa**
- **Carried**

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

DELEGATIONS - None

ADOPTION OF MINUTES for meeting, dated May 8th 2018

- **Motioned by Fred**
- **Seconded by Dorothy**
- **Carried**

WIN THIS SPACE

- **Gord reports council agreed to set aside funds for the Win this Space competition 2018/2019**
- **Board agree facilitator should move forward with the plan**

CULVERT

- Marketing and Event ideas, (see attached)
 - Facilitator advised not to pursue until an official date is set
- Board advised:
 - Tender closes July 6th
 - Goes to council and is awarded July 16th

PORTFOLIOS UPDATES

- **Beautification**
 - **Tree light maintenance**
 - Quotation in the amount of: \$1582.00
 - **Motioned by Alexa**
 - **Seconded by Fred**
 - **Carried**
 - Invoice in the amount of: \$1932.57
 - **Motioned by Dorothy**
 - **Seconded by Fred**
 - **Carried**
 - Cost increased due to lights requiring replacement. They were broken at the base. It was concluded the zip ties installed caused people to yank on them damaging them in the process.
 - **Picnic Tables and Planters**
 - Joanne Stamatopoulos discussed obtaining planters and picnic tables
 - Township to pay for new planters and possibly new picnic tables
- **Events**
 - **“No Trucks, Let’s Celebrate”**
 - No suitable alternative ideas provided
 - **Corn Roast**
 - see attached proposal
 - Facilitator to move forward per board’s instructions
 - Facilitator to apply for the Ontario Foodland Grant
- **Thomas and Tourism**
 - Facilitator advised the board that the tourism trailer will be outside the grounds allowing us to distribute brochures. As requested the facilitator presented budget pricing and samples. As requested by the board the facilitator will design an insert for the “Discover Uxbridge” book. The insert will provide a map indicating restaurants

on side 1 (one) with business listings on side 2 (two), with a tag line to be determined.

- The facilitator will set up a schedule and ask BIA businesses to assist with manning the trailer. The facilitator is not available on both Fridays to man the booth.

- **Budget updates**

- Approval of Audited Report required.
 - **Motioned by Alexa**
 - **Seconded by Dorothy**
 - **Carried**

ADMINISTRATION

- Website upgrade
 - SSL required at a cost of \$98, approval required
 - **Motioned by Gord**
 - **Seconded by Dorothy**
 - **Carried**
 - Garbage Bins
 - Board has no issue with bins however believe they should be emptied more often
 - Facilitator to look at ownership
 - Easter Bunny costume
 - Approval of cost
 - **Motioned by Dorothy**
 - **Seconded by Alexa**
 - **Carried**
 - Business introduction Facebook campaign
 - The facilitator notes the campaign is going well, lots of good feedback on our Facebook Page. As of this meeting 19 businesses had been profiled. The facilitator uses the opportunity to update contact information for our BIA database.

NEW BUSINESS

- Daryl's idea regarding beautifying construction fencing.
 - See attached
 - Fred will advise options after meeting with builder
- 2018 Budget
 - Agenda item at August meeting.
- AGM

- Facilitator to investigate rules and procedures. With 2018 being an election year the board is disbanded. A new board will be elected.

QUESTION PERIOD

- Facilitator advises board of age friendly committee
- Facilitator advises board of Accessibility Award nominations

ADJOURNMENT

Next BIA Board Meeting: July 10th 2018