

**DOWNTOWN ACTON BIA
BOARD OF MANAGEMENT MEETING
Monday, March 15th, 2021**

Online Meeting

AGENDA

I. Call to Order

Monica Parker-Galway, Chair, called meeting to order at 6:32pm on March 15th, 2021.

II. Attendance

Present: Patricia Daleman. Mike Albano. Alex Hilson. Matthew Galliford. Norman Paulsen. Noah Edwards. Monica Parker-Galway. Victor Alksnis. SangWon Bak. Kim Duncanson. Joba Debi. Leslie Day. Nicole Pal. Sierra Planning.

III. Declaration of Pecuniary Interests – none.

IV. Approval of Agenda

Motion to approve agenda.

Motion: Michael Albano – Town of Halton Hills

Second: Norman Paulsen – Acton Motors

All in favour.

Motion carried.

V. Adoption of February 22nd, 2021, Minutes

Motion: Adoption of February 22nd, 2021 Meeting Minutes

Motion: Matthew Galliford – House of Workwear

Second: Michael Albano – Town of Halton Hills

All in favour.

Motion carried.

VI. Community Improvement Program (CIP)

Sierra Planning gives presentation on updating the Town's CIP Program, and received feedback from the board.

VII. Coordinator's Report – Alex Hilson

Attached after formal minutes.

VIII. Monthly Task Calendar

- We are instituting a monthly task calendar to increase transparency and keep the board updated of what projects we are working on at any given time.

IX. Events

- **Leathertown:** No updates. Other than an expression of interest with the town, it is hard to say how the event will look this year. Likely as it did last year—online.
- **Farmers' Market:** All vendors have been approached with a couple paying already. The application and website information has been updated. We have filled in the revised Public Events Form from the Town and are awaiting further information.
- **Culture Days Event:** Mike and Alex have discussed holding the event in conjunction with the Farmers' Market, likely on September 30th with a rain date the following week. Artists will be able to paint live as well as sell their goods. It will cost them the same as any vendor.
- **Canada Day:** Matt brings up idea of having monthly promotion, perhaps in conjunction with a bagpiper like last year.

X. Beautification

- **Flowers:** Motion: To purchase flowers up to a total of \$5723.45 from the Flower Shed.
Motion: Norman Paulsen – Acton Motors
Second: Matthew Galliford – House of Workwear
All in favour.
Motion carried.
- We have received a watering tank from the Town which Noah and Alex are restoring.
- **Canadian Flags:** Motion: To purchase flags up to a total of \$1600.00 from the Flags Unlimited.
Motion: Matthew Galliford – House of Workwear
Second: Joba Debi – The Clay Oven
All in favour.
Motion carried.
- **Taking Down Christmas Decorations:** It is agreed that we will take down the Christmas Decorations once the flags have arrived.
Motion: To pay Halton Hills Electrical to install flags and take down Christmas Decorations, up to a maximum of \$2250.00.
Motion: Matthew Galliford – House of Workwear
Second: Patricia Daleman – Grant Thornton
All in favour.
Motion carried.

XI. AGM

- It is agreed to have the BIA's AGM at the same time as our scheduled May Board Meeting, on Monday, May 10th.

XII. Lease

- Our lease has expired. We will aim to get a new one put together, but will pay our rent month-to-month until that point.

XIII. Other Business

- Summer Students: recommendations from the board for the successful applicant include, being available on weekends. Alex and two or three board members will run interview.
- Monthly Promotions: Looking for suggestions for a calendar or promotions.
- Treasurer: They do cheque signing and review and present Treasurer Reports. Ask membership for volunteers.
- Key Holders: Figure out who has keys and who needs them.

XIV. Treasurer's Report

- Motion: to approve February Treasurer's Report.
 Motion: Norman Paulsen – Acton Motors
 Second: Matthew Galliford – House of Workwear
 All in favour.
 Motion Carried.

XV. Audit

- Motion: to approve Audit.
 Motion: Norman Paulsen – Acton Motors
 Second: Matthew Galliford – House of Workwear
 All in favour.
 Motion Carried.

Meeting was adjourned at 8:33pm.

 Motion: Norman Paulsen – Acton Motors
 Second: Matthew Galliford – House of Workwear
 All in favour.
 Motion Carried.

Next Meeting: Monday, April 26th, 2021, 6:30pm.

Coordinator's Report

March 15th, 2021

- Leslie Day will be with us for the next month or so as our co-op student. Noah Edwards has finished his official co-op but will continue volunteering at this point.
- Leslie has been working with me to update our site, including putting up pictures for businesses. This has not been done on our site up until this point.
- We have continued our social media, spotlight of the day. We have received some mixed feedback, but overall, we are hearing mainly positive things.
- We took down our Valentines' Display and have put a St. Patrick's one. We have received positive feedback. Thanks to Matthew Galliford and Noah Edwards for putting that together.
- Ben Rowley, our former co-op student, worked with me to use a Bobcat and realign some of the planters Downtown. We're thankful for his continued support.
- Due to the youth centre construction on the other side of the Town Hall, we have moved all of our stored items on the side of the building to the Acton Public Works Yard.