

**BOARD OF MANAGEMENT MEETING**

**Monday, May 10<sup>th</sup>, 2021**

**Online Meeting**

**AGENDA**

**I. Call to Order**

Matthew Galliford, Vice-Chair, called meeting to order at 7:38pm on May 10<sup>th</sup>, 2021.

**II. Attendance**

Present: Michael Albano. Alex Hilson. Matthew Galliford. Norman Paulsen. Monica Parker-Galway. Victor Alksnis. Kim Duncanson. Patricia Daleman. SangWon Bak. Noah Edwards. Zina Pallister. Maya Miranda-Galego. Rob Smith. Nancy Wilkes.

Regrets : Joba Debi.

**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 April 26<sup>th</sup>, 2021, Minutes**

Victor Alksnis asks that an addition be made to the minutes regarding the Acton Small Business Initiative, that there was a discussion on how the Acton BIA should work to better collaborate with them in the future.

Motion: Adoption of April 26<sup>th</sup>, 2021 Meeting Minutes

Motion: Matthew Galliford – House of Workwear

Second: Michael Albano – Town of Halton Hills

All in favour.

*Motion carried.*

**VI. Coordinator's Report – Alex Hilson**

*Attached after formal minutes.*

**VII. Monthly Task Calendar**

*Attached after formal minutes.*

## VIII. 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 until closer to the event date.
- **Farmers' Market:** All vendors have been approached with a couple paying already. The application and website information has been updated. We are working through the events process and starting to market.
- **Culture Days Event:** Mike and Alex have discussed holding the event in conjunction with the Farmers' Market, likely on September 30<sup>th</sup> 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. No updates this month.
- **Canada Day:** Matt brings up idea of having monthly promotion and decorating the parkette. We have approached Jamie Connolly, the piper who performed last year, and he has graciously agreed to perform again.
- **Father's Day Promotion:** The BIA will do a Father's Day Promotion this year. Details to follow.
- **Mother's Day Promotion:** Went fairly well. The winning family is receiving \$25.00 in BIA Bucks. The prize is being awarded shortly.

## IX. Beautification

- **Flowers:** Planning on cleaning beds out in late May. Flowers are ordered.
- Norm is preparing the watering tank for a truck.
- **Christmas Decorations:** We will talk with supplier after shutdown to assess what needs to be done for them to be ready for next season.
- **Truck:** Mike is waiting to hear back from Public Works on getting a truck.
- **Sponsorship:** Kim and Alex are in the process of seeing whether they can get sponsorship for the BIA's benches and waste receptacles.

## X. Treasurer's Report

- Alex Hilson delivered the Treasurer's Report. No significant updates. A number of vendors have paid their Farmers' Market fees well in advance, which is positive.

Motion: Adoption of Treasurer's Report

Motion: Michael Albano – Town of Halton Hills

Second: Norman Paulsen – Acton Motors

All in favour.

*Motion carried.*

## XI. Other Business

- **Summer Students:** Michael Albano, possibly Matthew Galliford and maybe another individual will act as a hiring committee for the students.

## **XII. Adjournment**

Meeting was adjourned at 8:18pm.

Motion: Michael Albano – Town of Halton Hills

Second: Matthew Galliford – House of Workwear

All in favour.

*Motion Carried.*

Next Meeting: Monday, June 14<sup>th</sup>, 2021, 6:30pm.

- I have covered a lot of our most current activities in the AGM, but I will go into a bit more detail for some of the items.
- We had our Mother's Day Contest draw today. The winner was Karina Chuffart. We did not get a lot of participation, but it was an opportunity to show to the community that things are happening. The people who did participate gave positive feedback.
- We have an online co-op student. Maya Miranda-Galego started today and will be with us for about six weeks. There is still tweaking to be done on the website and with our social media, so I am happy to have the help.
- The coffee cans we put out for cigarette butts are working, which is great, but they are starting to rust already, so we will need to figure out a better solution. Perhaps painting them?
- I have been keeping in touch with the Flower Shed and things are looking good. We will need to choose a date for some of us to get together and weed the beds. I was thinking next Monday, May 17<sup>th</sup> as a start. If any of you are available, please let me know.
- The order for our waste receptacles was made but, at the last minute, we found issues with them after discussions with the Town. We are awaiting a refund and will be purchasing another model that the Town has recommended as being superior for a similar price.
- The Farmers' Market is proceeding well. There are some documents that I need to get to the Town this week as a next step. We are also starting to promote the market.

# MAY 2021

SUN	MON	TUE	WED	THU	FRI	SAT
						01
02	03	04	05	06	07	08
	Façade Improvement Program Reminder	BIA Check-in		ABC Meeting		
09	10	11	12	13	14	15
Mother's Day AGM Reminder	BIA AGM Draw Name for Mother's Day Contest	Check-in with Town for infrastructure Installation		ABC Meeting		
16	17	18	19	20	21	22
	Cleaning Flower Beds	BIA Check-in		ABC Meeting Scheduled end to Ontario Lockdown		
23	24	25	26	27	28	29
	Victoria Day	Follow-up with Christmas Light Vendor		ABC Meeting	Check in with Town for Farmers' Market	
30	31					
	Change Parkette to Canada Day Display					

TASK / PROJECT:	DEADLINE:
Keep in touch with FLOWER SHED for planters & baskets	A.S.A.P. / Timeline
Planning and Coordination of Farmers Market preparation, permits and Vendor applications	Current / Ongoing until event
Coordinate light inspection for Christmas Decorations	May, after lockdown
Arrange Canada Day Parkette display	End of May
Beautification Progress: Coordinate with Town on installation of benches, installation of garbage cans etc. *Make TIMELINE of Deliveries / Installs	Benches to be installed as soon as possible for spring season.
Work with Norm on watering tank and truck.	A.S.A.P.
Organize intermodal container for easy use.	A.S.A.P. / Ongoing
Organize the office to be tidy and visitor friendly for any meetings or drop-ins. To be kept as a professional looking office space.	A.S.A.P. / Ongoing
Create and implement a Monthly Events Calendar of promotions and events. Include weekly BIA Promotional incentives that reward BIA Bucks for participation. Advertise promos to social media.	Ongoing. Weekly promotions can be logo scavenger hunts, photo ops, etc.
Coordinate and set a timeline for the Heritage Days event. What needs to be done by when?	Ongoing until event in fall season
Send out Facade Improvement Program reminders to all BIA Members.	Ongoing
Add Monthly Task Calendar as an item of discussion to Monthly BIA Meeting Agenda	Monthly
CANADA DAY - Live or Virtual Event? Is a Social Media Event required to be organized?	Ongoing to June / Canada Day
Send BIA Board Meeting Minutes to Town and Membership.	By end of week that meeting takes place.
Get BIA Materials to board.	At least five days before the next board meeting.
BIA Business Profiles	Coordinating with business owners for approval