



BOARD OF MANAGEMENT MEETING
Monday July 16th, 2018
Meeting Minutes

Location: Acton BIA Office, 45 Mill Street East

Call to Order at 5:36pm

Attended: Nancy Wilkes, Trish Somerville, Patricia Daleman, Counsellor Mike Albano, Tyler King, Cassandra Baccardax, Chris Efstathopoulos, Victor Alksnis, Brad Fitzsimmons, John Muirhead

Absent: Linda Olson, Monica Galway

Sent Regrets:

1. Chair's Welcome - Presented by Nancy Wilkes

Nancy Wilkes, Acting Chair of Downtown Acton welcomed everyone on behalf of the DABIA Board of Management.

2. Declaration of Conflict of Interest - None.

i. **Declaration of Quorum** - Nancy Wilkes.

ii. **Notice of Meeting Sent** - Tyler King, DABIA Manager, confirmed that Notice was sent to commercial property owners within the required 10 day notification period.

- Victor mentioned including Previous Meeting Minutes to Agenda moving forward.

iii. **Agenda Review** - Agenda changed - Vote on DABIA Facade Signage removed as well as Board Short-term Priorities Discussion.

Motion to approve DABIA July 16, 2018 Minutes

Moved: Mike Albano

Seconded: Trish Somerville

Motion Carried

3. Adoption of June Minutes

- Patricia Daleman, Victor Alksnis and Trish Somerville requested time to read the minutes as they were only provided at the start of the meeting.

Motion to adopt DABIA June 11, 2018 Minutes

Moved: Trish Somerville

Seconded: Mike Albano

Motion Carried

4. Treasurer's Report - Presented by Trish Somerville

- Closing bank balance dated June 29th, 2018 is \$39,082.64.
- There are several cheques still processing.
- Cindy Robinson, Senior Accountant from Grant Thornton LLP is managing financials. If anyone has questions, you are free to reach out to her for more information.
- BIA financial information is now up to date, minus the few pending items.
- Leathertown Festival will be the next program to agitate financials.

Motion to approve Treasurer's Report

Moved: Mike Albano

Seconded: Patricia Daleman

Motion: Carried

5. Outgoing Manager's Report - Presented by Cassandra Barrardax

- Update on Manager Recruiting and Hiring** - New BIA Manager hired (Tyler King) - Tyler lives in Milton, Ontario and is a native to Collingwood/Blue Mountain. He has worked with both the Collingwood Downtown BIA and Mount Pleasant Village BIA in Toronto. The BIA is happy to have him joining the team and notice of his arrival has been posted in The New Tanner and on the Downtown Acton website.
 - Cassandra will be stepping down as the BIA Manager to resume her work with the Economic Development Department with the Town of Halton Hills.
 - Cassandra and Tyler will continue to regularly meet to discuss the BIA and Town's relationship. Cassandra has also provided a procedural checklist for Tyler in lieu of his taking over the office.
- Acton Business Company (ABC) Program** - This program is jointly run by Acton High and the BIA to promote and support young entrepreneurs and help launch their businesses over the Summer months. Adult mentors guide these students' business strategies and help them get involved in their communities. This program aligns well with the DABIA priorities and is a "good news" story for supporting future business leaders. Students are given space to sell their products and services at the Weekly Trunk Sale and the Leathertown Festival. The program also makes use of the DABIA office bi-weekly over the Summer months until the school becomes available again in the Fall.
- Leathertown Festival** - The festival date is August 12, 2018. A big thank you goes out to Kim Duncanson and John Brooks for their committed roles in organizing this year's event. The latest report from Kim is that we will have 99 vendors this year. If anyone is interested in volunteering, many opportunities still exist.
- Housekeeping:**
 - a. On June 28, 2018 the DABIA soft launched their website. The website will be

- developed moving forward and photos/member bios will need populated.
- b. On June 26, 2018 the DABIA soft launched their new logo and made its first public appearance at the Open Street event on June 28th. Tyler will be pushing the hard launch of both the website and rebrand initiative.
 - c. Simran Hunjan and John Muirhead are the summer students hired to help both the BIA and the Town's Department of Economic Development. Both students will be working out of the BIA office.
 - d. The Rural Economic Development (RED) Grant is what help fund the new BIA website, logo and summer students. The BIA will be looking for a final report by the end of the month.
 - e. Recommended administrative projects for the DABIA office include digital backups of files, password restructure, as well as structuring emails, contacts and the calendar.

**commentary* Mike Albano - "On behalf of the Board, a big thanks goes out to Cassandra Baccardax [and Damian Szybalski] for allowing such a smooth transition during the interim period of BIA Board and Management. You [Cassandra] have been an excellent guide and leader. If Cassandra and Damian require assistance from the BIA in the future, you have our support."*

6. Update on Key Programs and Initiatives - Presented by John Muirhead

- i. **Canada Day** - This year was a great success with approximately 150 attendees. The Town waived park permits and the Fire Department managed the firework show. The overall cost of the event for the BIA was \$1470. which included two ads in The New Tanner, live entertainment, a visit from the Town Crier, and decorations. The event ran smoothly.
- ii. **Open Streets** - This event was made to promote outdoor activities by closing off Willow Street in front of the Town Hall Centre between Mill and Bower Streets. This event had a low turn out, likely due to the irregularity of the event and weaker marketing. There were 20-25 attendees and activities included Zumba, Pound Fitness, road hockey, baton and hula hoop lessons. The event was run by the Active Easy program run through the Town's Active Living department. The cost to the BIA was nil. A big thank you goes to the sponsors: Tandia, Superior Glove Works, Halton Hills Chamber of Commerce, Halton Region Small Business Centre, Halton Region Public Health, and Acton High.

Motion to approve Outgoing Manager's Report and Update on Key Programs

Moved: Trish Somerville

Seconded: Patricia Daleman

Motion: Carried

7. Incoming Manager's Report - Presented by Tyler King

i. Welcome Address

ii. Infrastructure Report - Last week the DABIA conducted an infrastructure survey on benches, planters and garbage can receptacles that have fallen into disrepair. The DABIA has also surveyed the disrepair along the sidewalk and alley areas across the downtown core and the weed control problems the area faces. More work to follow on providing short and long-term solutions to refreshing these items.

iii. Member Welcome and Survey - Linda Olson (DABIA Chair) and I have initiated introducing ourselves to the business community. It will be a time-consuming process but an important one to complete. Coupled with our welcome as "New Chair" and "New Manager" we have begun handing out member surveys to update our BIA Business Directory (for the new website) as well as get a temperature on attitudes and opinions across the district.

Motion to approve Incoming Manager's Report

Moved: Mike Albano

Seconded: Patricia Daleman

Motion: Carried

8. Motions to Bring Forward - Presented by Nancy Wilkes

i. Open Streets - Held on the last Thursday of the each Summer month, this event offers active outdoor programming but has not demonstrated a lot of engagement. The event has also be unfortunately scheduled around hiccups in Board member and Manager schedules such that healthy focus on the event could not be achieved. Proposal to defer this event until next year.

ii. Employee Updates (Past and Present Managers)

a. Sheena Switzer resigned April 6, 2018.

b. Dianne Gowland resigned May 11, 2018.

c. Tyler King assumed position July 9, 2018.

d. Cassandra Baccardax resigned this evening, July 16, 2018.

e. Remuneration for Cassandra will be required. Compensation for her time will be paid out at a future date to the Town at the salary rate of "BIA Manager rate plus expenses"

Motion to approve Motions

Moved: Trish Somerville

Seconded: Patricia Daleman

Motion: Carried

9. New Business Report- Proposal to endorse new BIA membership with welcoming event. Tyler to create a checklist for new businesses interested in holding a Grand Opening and

explore ideas on how BIA can welcome new Acton residents. Tyler to create list of new BIA businesses and timelines on launch dates.

Motion to approve New Business Report

Moved: Mike Albano

Seconded: Patricia Daleman

Motion: Carried

10. Closing Remarks/Other Business - Moderated by Nancy Wilkes

- i. **Recognition for Alec (Giant Tiger)** - Tyler to coordinate plaque and cake for Alec's outstanding contribution to the community. Explore full page ad in The New Tanner with possibility of ad sharing with BIA membership.
- ii. **BIA Event Equipment Rentals** - Tyler to create rental contract for the use of, management, and rates for the future renting of DABIA-owned event equipment. In the past the BIA had loaned out equipment such as BBQs to non-profits in good faith, but the wear and tear of this equipment needs to be considered. As such, the DABIA needs to monitor usage.

Motion to Adjourn Meeting

Moved: Mike Albano

Seconded: Patricia Daleman

Motion: Carried

Meeting Adjourned at 7:38pm