



BOARD OF MANAGEMENT MEETING
Monday January 14th, 2019
Meeting Minutes

Location: Downtown Acton BIA Office, 45 Mill Street East
Call to Order at 6:36pm

Attended: Linda Olson (Chair), Trish Somerville (Treasurer), Nancy Wilkes, Patricia Daleman, Brad Fitzsimmons, Monica Galway, Tyler King (Manager & Secretary), Mike Albano

Guests: Josephine and Pat Acri

1. Chair's Welcome - Presented by Linda Olson

Linda Olson, 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** - Yes.

ii. **Notice of Meeting Sent** - Yes.

Motion to approve DABIA January 14th, 2019 Agenda

* *Mike mentioned he was approached by several residents describing their disappointment in the cancellation of the Winter Carnival. Board maintains their decision to suspend it.*

Moved: Trish Somerville

Seconded: Nancy Wilkes

Motion Carried

3. Adoption of Last Meeting Minutes

Motion to adopt DABIA December 19th, 2018 Minutes

Moved: Nancy Wilkes

Seconded: Brad Fitzsimmons

Motion Carried

4. Treasurer's Report - Presented by Trish Somerville

i. Closing bank balance for November is \$12,500.30 with outstanding payments still to be collected from several businesses on the Leathertown Festival and the new downtown Christmas trees.

ii. Trish proposes BIA defer payment of the Town's winter snow removal bill until the next

installment of the levy comes in as there will not be enough funds to make it through to February 1st, 2019 even with the Winter Carnival cancelled. BIA still has to cover wages, source deductions and rent.

**Mike recommends to Board to cut spending further until the Summer.*

Motion to adopt Treasurer's Report and defer payment

Moved: Patricia Daleman

Seconded: Nancy Wilkes

Motion Carried

5. Discussion From Guests - none.

6. Manager's Report - Presented by Tyler King

i. **Recap: Celebrate Ontario Grant** - Over the holidays myself and Kim Duncanson have been working to carve out the changes I have proposed for Leathertown Festival. A part of this process has been to explore grant funding access for Celebrate Ontario, and opportunity that the BIA has not approached before. Approximately 60 hours or more has gone into the preparations and pre-consultations for Leathertown to enable us to address this grant. Unfortunately due to the BIA's lack of capturing historical demographic data and the 2018 event not targeting key grant measures we were unable to answer some of the questions asked of us in the application. We were 98% there however, which is a big step forward in preparing us in 2019 and moving forward. This process of 'over-articulating' the festival and truly understanding it is a big undertaking and has soaked up over 60 hours of planning and consultations. But that is ground that does not need to happen again. And now we have confirmation what areas the BIA needs to focus on moving forward should we approach this again next year.

**Monica expresses disapproval of Manager's 'inability' to file grant application before the deadline. Manager corrects her and reminds her that this has all been done voluntarily and over family holiday time.*

ii. **Update: 2019 Event Submissions** - All of the 2019 Event Applications were due to the Town shortly after the break. They have been submitted.

**Given Josephine and Pat's appearance, the Manager attempts to describe the changes being driven for Leathertown Festival this year as indicated on the event submissions, as well as the changes for the other events occurring over 2019 as described on the event submissions, and how these changes will positively affect the revenue stream potential for the BIA as well as how they play into the revitalization project as well. This update did not proceed as planned and stopped as the Board lost focus.*

7. Infrastructure Grant/Downtown Rebranding - Presented by Tyler King

i. **Bump-out Gardens** - Manager reminds Board of upcoming infrastructure grant and

that planning is due to commence. Also reminds the Board that the most successful 2018 initiative was the Downtown Christmas Trees. Upon researching, manager proposes this money be used to create greenspace downtown in the form of raised garden beds along the bump-out locations across Mill Street East. A raised garden would be multifunctional in that it provides greenspace in a downtown core that has none and encourages congregation spaces which people enjoy. They would provide seating opportunities as well as make it safer for pedestrians and capital infrastructure (i.e., curbs that are damaged by vehicles which get too close). They also serve as seasonal and central decorative spaces.

** Monica opposes.*

** Tyler recommends Board offer suggestions for the spend if opposed to the bump-out gardens, given that they were aware that this needed to be addressed for the past three months. Some Board members express their disapproval that this request was not included in the minutes.*

** Monica proposes instead, repainting the mural at the parkette.*

** Nancy proposes instead, large planters*

8. Motions to Bring Forward - Presented by Linda Olson and Tyler King.

i. **Relocation of DABIA Office to Town Hall Centre** - Linda asks Board to vote on the draft version of the contract proposed for the Town Hall Centre.

** Mike mentions that the clerk advises BIA Manager not be involved on a mixed payroll set-up. If the Town Hall Centre wants to use the Manager's time, then they will need to pay for that independent of the BIA. The role of the BIA Manager is sponsored by the Town, and needs to conform the current and approved By-laws.*

** Mike mentions that Jon Hurst's volunteerism needs to be accounted for. Also, reminds Board that the Youth Centre will be moving into the Town Hall Centre later in the year which will create two vacancies in Jon's property, which would not look good for the Downtown.*

** Mike recommends deferring this item, engaging in further discussion with the Town Hall Centre and giving Jon more notice.*

ii. **Web Management** - Manager advises Board that Andrea from Adwebcom has expressed a deadline for response on the web management item. Manager proposes for a second time that web management be transferred to him and move web management line items in the budget into his salary to compensate for the labour (which he will inevitably have to do anyways) as he is unable to successfully develop the online presence of the BIA. The BIA website remains unfinished and is setting the BIA up for failure.

** Mike, Monica and Nancy opposed and suggest follow up with Adwebcom.*

** Manager reminds Board that Adwebcom had publicly launched the website back in*

June or earlier with support of the BIA at that time. That was implied consent and for all reasonable arguments, this project was completed.

* Mike proposes manager coordinate meeting with Adwebcom to discuss further.

iii. **Fred Penner Contract** - Fred Penner's Agency needs to be sent a deposit for this year in order to officially book him as a headliner for Leathertown Festival. Manager asks Board to okay him to issue a cheque to move this item forward.

Motion to approve Fred Penner payment

Moved: Trish Somerville

Seconded: Patricia Daleman

Motion: Carried

9. Other Business - deferred.

i. **DABIA Logos/Branding** - deferred.

ii. **Incoming/Outgoing Businesses** - deferred.

iii. **175th Anniversary & Community Gala** - deferred.

iv. **2019 Board Meetings** - Re-established for 3rd Tuesdays of the month at 6:30pm.

Next Dates: February 19, March 19, April 16, May 21, June 18

Motion to approve new Board Meeting times

Moved: Nancy Wilkes

Seconded: Patricia Daleman

Motion: Carried

Motion to Adjourn Meeting

Moved: Patricia Daleman

Seconded: Trish Somerville

Motion: Carried

Meeting Adjourned at 9:23pm