



BOARD OF MANAGEMENT MEETING
Monday February 19th, 2019
Meeting Minutes

Location: Downtown Acton BIA Office, 45 Mill Street East

Call to Order at 6:37pm

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

Guests: None

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 March 19th, 2019 Agenda

*Nancy mentioned where the deferred items from January's meetings were presented. They were deferred again and will be added for the March meeting.

*Add new item: Board needs to vote on 2019 Budget as it has not officially made it into the minutes.

Moved: Mike Albano

Seconded: Nancy Wilkes

Motion Carried

3. Adoption of Last Meeting Minutes

Motion to adopt DABIA January 14th, 2019 Minutes

*Nancy added missing item: Recommendation from Board for Tyler to follow-up with Mark Taylor, Senior Landscape Architect for the Town.

*Patricia also added missing item exchanged via email but not followed up: Manager to request insurance coverage for the BIA from the Town.

Moved: Monica Galway

Seconded: Trish Somerville

Motion Carried

4. Treasurer's Report - Presented by Trish Somerville

i. Closing bank balance for January is \$30,826.18. With \$23,969.92 recorded as of this day.

ii. The Red Harp has been awarded a \$50.00 gift card from our Christmas Light sponsor, Acton Home Hardware. This was for winning the 2018 Christmas Tree Challenge.

** Nancy and Monica were not happy that this was a gift card purchased from a non-BIA business. They suggest next time to select a member business instead.*

Motion to adopt Treasurer's Report and 2019 BIA Budget

Moved: Patricia Daleman

Seconded: Monica Galway

Motion Carried

5. Discussion From Guests - none.

6. Manager's Report - Presented by Tyler King

i. **Update: Leathertown Festival 2019** - This month I had began publicizing the vendor intake for this year's Leathertown Festival. I have created an Early Bird deadline this year scheduled for March 31st, 2019 to incentivize early payment collection. Entertainment and other expenses will need to be prepared for as well. So far, the past couple of weeks have not bore fruit, but I intend on canvassing the Downtown businesses once I am caught up.

ii. **Update: Christmas Decorations** - The street lights, contrary to what we were promised, are seemingly defective. Many of the light poles are now failing to display like they did over the Christmas Season. As well, it is time for the Christmas decorations to be taken down as well shortly and the Christmas trees removed.

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

i. **Updates:** New logo samples are not yet ready as my attention has been shifted elsewhere. As far as infrastructure, I have been trying to reach out for months now to connect with the landscape architect from the Town. No luck thus far.

**Mike will follow up on his end.*

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

i. **Relocation of DABIA Office to Town Hall Centre** - Linda requests Board vote on the revised lease agreement from the Town Hall Centre. This item keeps getting deferred and it is not fair to Jon Hurst, our subtenant or Heritage Acton. We attempted an e-vote last week but were advised by the Clerk to hold this for an official meeting instead.

** Nancy has concerns with the Town Hall Centre losing potential revenue without the manager.*

**Mike requests to see the subtenant agreement. Contact expired in 2016.*

**Linda: Lucky (subtenant) and Jon Hurst legally only need one month notice. An April 1st*

move-our would give them more than 30 days.

*Nancy: BIA needs to consider Jon's volunteering, the fact that this was executed very poorly back in November/December, and the vacancy that will remain here at this address.

*Monica: Without Jon's regular assistance, our activities will cost us a lot of money.

*Brad: Mentions that the vote to move has already taken place and that the Board is back peddling and need to move to the second part of the vote - the vote on the lease agreement. Today is a vote on the agreement. You have all voted on the move, now we need to determine the specific arrangement (Part 2).

*Mike: Asks whether a lawyer has reviewed this.

*Linda: A lawyer is the next step. We need to decide a moving date and be okay with the general arrangement. Getting legal review will not take a long time.

*Brad: Asks if there are no pressing concerns, perhaps we move ahead and have this item subject to a legal review. The lawyer will surely identify and recommend some changes.

Motion to approve Lease barring legal review and to set moving date for April 1, 2019

Moved: Trish Somerville

Seconded: Brad Fitzsimmons

Motion: Not Carried. Split vote.

*Patricia requesting Jon Hurst receive a 60 days notice instead. Request motion for a May 1st, 2019 date.

*Linda will prepare notice letters for Jon Hurst and Lucky Deamer for next month and have the Board sign them.

Motion to approve Lease barring legal review and to set moving date for May 1, 2019

Moved: Trish Somerville

Seconded: Patricia Daleman

Motion: Carried

ii. Conferences: There are two upcoming conferences that we have slated for 2019: the Festival and Events Ontario (FEO) Conference and the Ontario Association of Business Improvement Areas (OBIAA). These are several-day conferences and will require hotel accommodation given that they are out of town. Also, the Board will need to determine what a per diem will be for these dates. The FEO Conference runs next week and we have missed the Early Bird Rates for this conference. The OBIAA Conference is slated for May and will be located in Ottawa.

*Patricia lets Board know that these conferences will cost more than what was budgeted for the 2019 Budget and we would have to know where to pull from.

*Mike will follow up with Town on what the per diem rate of the town is.

*Brad asks which conference is the most valuable. Tyler says, OBIAA.

*Tyler mentions that compromises will need to happen this year and these conferences

are not big priorities especially with all of the work being slated for this year. Dropping the FEO Conference will allow us to save on the BIA budget. The education and networking is important but he has been to several before and feels that we would be okay to skip out on this in 2019.

Motion to drop FEO Conference and to book the OBIAA Conference with hotel and per diem (to be researched by Mike)

Moved: Nancy Wilkes

Seconded: Monica Galway

Motion: Carried

9. Other Business - Presented by Tyler King

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

ii. **Incoming/Outgoing Business** - A new hearing clinic (Old CIBC) has opened. The old clinic across the street has left. A new carpet/flooring business has replaced the pop-up shop beside Ditto's Boutique. The Cooperators have relocated from Mill Street West into the Giant Tiger plaza.

- Press releases have been published by the Town regarding the Acton Downtown Revitalization. As well, I was interviewed by the local TV station and Independent Free Press as follow-ups to that release. All around, great publicity for Acton again.

- Linda: Also, Sarah Brophy from Royal LePage Escarpment Realty has put myself, Trish and Tyler in contact with representatives of Royal Enfield motorcycles. The company is looking to list Acton as one of it's select communities to host a bike demonstration event. These events are very well attended and we would anticipate a few thousand bikers coming into the downtown for a couple of days. This event would be set for May-July, 2019. We will be meeting with their company reps shortly to discuss their plans.

- Brad: Pitches a ABC Dragon's Den idea which would connect at-home businesses with the downtown business and property owners. This program would help to combat vacancies and promote entrepreneurship in Acton. If the Board supports this project, he is happy to write out a more detailed proposal.

iii. **Facade Improvement Program** - Board will need to motion an application deadline date for this year's Facade Program. Preferably towards the end of the Spring which will enable businesses to explore construction throughout the Summer season. This program would anticipate receipt collection from applicants in December at which time we can request for the town rebate. As well, we will need some Board members to set as a subcommittee for the Facade Program - essentially to monitor projects and applications and review compliance.

- Mike and Monica volunteer to start.

Motion to approve May 31st, 2019 Application Deadline for the FIP Program

Moved: Patricia Daleman

Seconded: Nancy Wilkes

Motion: Carried

Motion to Adjourn Meeting

Moved: Patricia Daleman

Seconded: Trish Somerville

Motion: Carried

Meeting Adjourned at 8:29pm