



**BOARD OF MANAGEMENT MEETING**  
**Tuesday March 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, Monica Galway, Tyler King (Manager & Secretary), Mike Albano

**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 this day's Agenda

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion Carried**

**3. Adoption of Last Meeting Minutes**

Motion to adopt DABIA February 19th, 2018 Minutes

\* Nancy requests motion to amend an error in the minutes (Item 8.1)

Moved: Monica Galway

Seconded: Trish Somerville

**Motion (as Amended) Carried**

**4. Treasurer's Report - Presented by Trish Somerville and Patricia Daleman**

- i. **Emergency Finance Meeting** - A meeting was held between Mike, Cindy, Patricia, Trish and Linda this past weekend addressing the BIA's anticipated cashflow issues. There are some large oversights in how the 2019 Budget is structured and there will not be enough cashflow to float our programming.
- Tyler has recently been auditing our books as well as Cindy and KMPG and has verified the same findings.

- HST has not been redeemed by the BIA in several years and accounts for a lot of past years' anticipated revenue. HST has been sitting on the balance sheet and has not been claimed. Approximately \$24,260 is left unclaimed.
- Issue has to do with not having a process followed whereby changing Board members hand down Canada Revenue Agency access.
- While the HST issue is sorted, we will be dependant on the release of Levy funds. Mike and Tyler will confirm Levy dates for 2019.
- Confusion over who is accountable for this type of oversight.
- Tyler is in the process of collecting early payment for Leathertown Festival sponsors and vendors and sees no emergency scenario. He agrees that the HST is a standing issue but the bigger issue is that the BIA is counting in their budget core revenue coming from event vendors and sponsors - and that this is fundamentally wrong given that these are unknown variables and should not be considered as guaranteed sources of revenue by which to base the remaining BIA programming and operations around. He expresses that in order to match last years' programming, which the community will be anticipating, and that we should given this is the 175th Anniversary year, that the Board step up to secure more revenue.

*\* [Board pauses to discuss and adjust the 2019 Budget]*

*\* Trish to submit this budgetary amendment to the Town*

Motion to adopt Treasurer's Report and approve 2019 Budget (as amended)

Moved: Patricia Daleman

Seconded: Trish Somerville

**Motion Carried**

Motion to spend \$30 on HST Rebate Claim

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion Carried**

## **5. Discussion From Guests** - none.

## **6. Manager's Report - Presented by Tyler King**

- i. **Recap: Outstanding Payments** - There are several people to collect from for the Christmas Tree program, and two from last year's Leathertown Festival. These people will be followed up on again to relieve financial strain on the BIA.
- ii. **Update: Downtown Farmers' Market** - Recent news has come to light that the current market manager is considering stepping down. I have long been exploring the prospect of the market returning to the downtown and was not anticipating it for 2019. I would like the Board's initial thoughts on the market being transferred back into our

portfolio. It would be an excellent source of revenue, but will likely come with a hump to cross over while a transition takes place. The current manager is proposing a full transfer of ownership. There are vendors already interested and it would likely run itself. The Town is fully supportive of my proposal for Willow Street North in front of the Town Hall Centre.

*\* The Board is majority opposed with concerns of time management costs and personality conflicts.*

iii. **Commission Structure for Sponsorship Team** - Although there has been a lot of work go into restructuring the Leathertown Festival this year, it goes without saying that I continue to lack enough manpower. I do not think that the Board or the community realize how fragile this event or any other event is that the BIA operates is. There is no true budget for the festival, which leaves this particular high-cost event banking on the hope of collecting enough sponsorship and vendor fees. A lot of money needs to come into the system this year, as proven earlier in the meeting with the program slashing. I fear that the few people who are helping secure sponsorship will fall off, leaving this entire event at risk. I propose adding a commission incentive for community people stepping up to save the BIA's programming.

*\* The Board is majority opposed stating that that is why volunteers volunteer - that there should not be a financial incentive.*

*\* Tyler reminds those opposed that this is money coming into the system that none of the Board is currently working towards obtaining - and money that the BIA would not have otherwise. Our events do not run on the Levy. This incentivizes those volunteers who are actually doing work to fix this BIA's historical issues of not structuring itself effectively enough. Hence our current situation.*

*\* Board view remains unchanged.*

## **7. Motions to Bring Forward - none**

## **8. Other Business - Presented by Linda Olson**

i. McKenzie Chapman Hilliard was asked to review our lease agreement for the Acton Town Hall Centre. We are good to proceed to the next steps. This meeting will have put a conflict in place that we either need to continue to provide Jon Hurst and Lucky Deamer the Board-agreed-upon 60-days notice or provide less notice to ensure the May 1st move-in date. The legal review took longer than anticipated.

*\* Board says we must continue with what was voted on previously. May 1st move-in date and 60-days notice.*

*\* Linda reminds Board that this will mean that the BIA is doubling expenses on rent for the month of May.*

*\* Board view is unchanged.*

Motion to Adjourn Meeting

Moved: Patricia Daleman

Seconded: Trish Somerville

**Motion: Carried**

**Meeting Adjourned at 9:27pm**