

# **Acton BIA Meeting Minutes**

Monday November 18, 2019

## **I. Call to order**

Monica Parker-Galway Vice Chair called to order at 6:29pm on November 18, 2019 at Acton Town Hall, 19 Willow St N, Acton.

## **II. Attendance**

Present: Monica Parker-Galway. Nancy Wilkes. Patricia Daleman, Mike Albano, Barb Spears

Absent: Linda Olson

Guests: Ben Rowley, Damian Szybalski

## **III. Declaration of Pecuniary Interests – none**

## **IV. Approval of Agenda**

Motion to approve agenda

Motion: Barb Spears – Farm to Paw Boutique and Market

Second: Patricia Daleman – Grant Thornton LLP

*Motion Carried*

## **V. Adoption of October 15, 2019 meeting minutes**

Motion: Adoption of October 15, 2019 Meeting Minutes

Motion: Nancy Wilkes – Acton Optical

Second: Patricia Daleman – Grant Thornton LLP

*Motion Carried*

## **VI. Guest Speaker – Damian Szybalski**

Damian reviewed Economic Development Plan, detailing the steps from inception to completion. Ending his presentation with asking feedback on all of our expectations in five years. Damian advised he would email his presentation for all to review in greater detail and that there is a

meeting on December 4, 2019 at 1:30pm that he would like someone to attend.

## **VII. Guest Speaker - Ben Rowley**

Ben brought to our attention that there was an available Marketing Grant. Patricia will complete the paperwork and forward copies of invoices.

Ben brought to our attention The Trillium Foundation and a Grow Grant. We discussed that we would review this again in January of 2020.

Ben will provide for us a report based on the discussion he has regarding the Acton Farmers Market and the Vendors. Bens report will include information on the potential move to Prospect Park for the market and availability.

## **VIII. Ben Rowley – Co-op**

Ben has requested to do a Co-op Feb 2020 – June 2020 with the Acton BIA. We have decided to move forward with this and Barb Spears will complete the form and return it to Ben.

Motion to hire Ben Rowley for Co-op: Nancy Wilkes – Acton Optical  
Second: Patricia Daleman – Grant Thornton LLP  
*Motion Carried*

## **IX. Leathertown 2020**

A discussion was had regarding the 2020 Leathertown and it was decided to leave it as status quo. However in March of 2020 to relook at options for 2021 and moving forward.

## **X. Board Training**

Patricia Daleman advised that the Georgetown BIA was organizing board member training and would advise dates to the Acton board when dates were confirmed.

## **XI. Beautification Plan**

We discussed an decided to move this project to January of 2020.

## **XII. Holiday Decorations**

We have discussed an planned that we would meet at the Yardworks on November 25, 2019 at 9:00am. We will prepare the decorations for installation.

Moving forward to next year we will be purchasing new decorations. Monica Parker-Galway will confirm quote on what we have discussed and then we will vote to confirm purchase.

## **XIII. Treasurers Report**

Presented by Barb Spears (Treasuer) the Financial Reports were reviewed together.

Motion to accept the Financials: Nancy Wilkes – Acton Optical  
Second: Monica Parker-Galway – Profile Hair Salon  
*Motion Carried*

## **XIV. 2020 Budget**

Presented by Patricia Daleman – We reviewed what was prepared, agreed that it was ready for presentation. Patricia will present.

Motion to accept the Budget for 2020: Barb Spears – Farm to Paw  
Second: Nancy Wilkes – Acton Optical  
*Motion Carried*

## **XV. HST and CRA**

Patricia confirmed after speaking to Cindy Robinson (Bookkeeper- Grant Thornton) our HST status was nil. We are required to write a letter with explanation and detail in regard to reinstating our HST. Barb is to write letter. In addition, we need to relook at CRA access and ensure that we have online. We will do this in January 2020

Motion to move forward: Barb Spears – Farm to Paw  
Second: Nancy Wilkes – Acton Optical  
*Motion Carried*

**XVI. New BIA Interim Coordinator**

It was decided together that Monica Parker-Galway, Barb Spears and Mike Albano would be the interview team. Interviews will be set by Barb Spears for Monday November 25<sup>th</sup>.

**XVII. Potential New Board Members**

We agree that we would like to put the following forward for new Board Members.

- Norm Paulson – Acton Motors
- Matt Galliford – House of Work Wear
- Syed Sadeque – Clay Oven

Motion to Present above Board Candidates: Barb Spears – Farm to Paw  
 Second: Nancy Wilkes – Acton Optical  
*Motion Carried*

**XVIII. IT for BIA Coordinator**

In our discussion and of joint use of the technical equipment in the BIA office over the last couple of months it was decided that we need to upgrade the tools for the BIA Coordinator.

Motion to purchase new laptop and printer with budget of \$3000 before tax: Barb Spears – Farm to Paw  
 Second: Nancy Wilkes – Acton Optical  
*Motion Carried*

**XIX. Adjournment of Meeting**

Meeting was Adjourned at 8:45pm

Motion to Adjourn: Nancy Wilkes – Acton Optical  
 Second: Patricia Daleman  
*Motion Carried*

Action Items

| WHO   | ACTION                            | DUE DATE    |
|-------|-----------------------------------|-------------|
| Nancy | Get information regarding revised | Dec 10/2019 |

|          |  |              |
|----------|--|--------------|
|          | meeting dates to Andrea to put on Webpage                                    |              |
|          | Dec 4 <sup>th</sup> meeting at 1:30 pm who can attend.                       |              |
| Ben R    | Report regarding Vendor feedback and potential plans for 2020 Farmers Market |              |
| Barb     | Complete forms for Ben Rowley Co-op  | Nov 25, 2019 |
| All      | Relook at Leathertown 2021   | March 2020   |
| All      | Board Training   | Jan 2020     |
| All      | Beautification Plan  | Jan 2020     |
| All      | Prepare Holiday Decorations  | Nov 25,2019  |
| Patricia | Present Budget to Town   | Dec 2019     |
| Barb     | Prepare letter to CRA  | Nov 22, 2019 |
| Barb     | Set up interview for Interim BIA Coordinator                                 | Nov 25, 2019 |
| Barb     | Purchase new laptop and printer  | Nov 25, 2019 |