

Attend: Derek Smith (Chair), Randy Kerman (Vice Chair), Beverley King (Secretary), Cindy Robinson (Treasurer), Jane Fogal, Suzanne Clarke, Jamie Watt

Regrets: Ted Flanagan, Ron Quinlan

Staff: Nikki Jackson (BIA Manager), Bethany Hanman (Events Manager), Cam Cherwaiko (Special Events Coordinator), Jake Zanth (Marketing Coordinator)

Guests: Sandy Mackenzie

1. Declaration of Quorum and meeting called to order at 9:05 AM by Derek Smith, Chair.
2. Approval of Agenda – approved as presented
3. Declaration of Interest - none declared
4. Approval of Previous Meeting Minutes
 - a) May 10, 2022

Motion to approve minutes of May 10, 2022.

Moved by Beverley King, Seconded by Randy Kerman. Motion passed.

5. Correspondence
 - a) Town of Halton Hills' Community Partnership Program's approval for a waiver on events fees, total value \$1,610.61.
 - Board appreciates that the Town has waiving the fees. Acknowledge Town at all Events, specifically at Car Show and on Farmer's Market website.
6. Financial Report – Cindy
 - Budget is due this October.
 - Budget committee will be formed in September.
 - All committee budget requests will be due in September.

Motion to accept May 2022 financial statements as presented.

Moved by Cindy Robinson, Seconded by Randy Kerman. Motion passed.

7. Manager's Report – Nikki
 - See attached report
 - Highlights:
 - McGibbon demolition will be week of June 20. All crew parking at Edith St lot.
 - OBIAA best practice calls are Tuesday afternoons. Any concerns you'd like raised, please let Nikki know.
 - Car Show secured Band, will be looking for sponsorships. Plan to update website and will approach BIA businesses to get involved as store hours or as volunteers.

8. Business Arising
 - a) Lighting Update: metallic tree – Jamie
 - Met with Town last week. Project will come in under budget at about \$3500 with some incidentals. Project should be completed by July.
 - b) First Impressions Community Exchange Program (FICE) – OMAFRA – Nikki
 - Nikki contacted OMAFRA. There's a form to outline goals of the program. Requires \$500-\$1000 to cover cost of volunteer travel and accommodations expenses.
 - Recommend waiting until McGibbon (occupancy 2025) and AMICO (occupancy 2025) is closer to being completed. Perhaps Spring 2024.
 - Discussed benefit of requesting some communities. Consider recruiting those we want feedback from and approach them outside of the program to get feedback from communities who have what we want.
9. Council Update – Councillor Fogal
 - Highlights include completion of trail system and election.
10. Committee updates
 - a) Marketing and Events Committee – Suzanne/Nikki
 - Committee meeting is next week
 - Halton Hills Today have reached out to hand out bags at Farmer's Market, negotiating in kind advertising
 - b) Farmers Market – Bethany/Nikki
 - Farmer's Market Committee will meet in the coming weeks to discuss activations at Market. Established a Loyalty Card that will launch later in June.
 - Board expressed appreciation to Nikki and her Team for getting Farmer's Market launched in such a short period of time.
 - c) Beautification Committee – Jamie/Nikki
 - Flowers are in. Looking for weeding
 - Jamie is helping to coordinate the hardscaping.
 - Possible budget expenses for 2023 are being identified.
 - d) Strategic Planning Committee – Jane
 - Next 5-year plan should start in 2023 or 2024 to help identify long-term planning.
 - Nikki will investigate grant opportunities including OMAFRA; approach OBIAA for firms to get estimates and determine scope of project; and possibly look at courses to help prepare staff for the project.
 - Budget at least \$5,000 and adjust once estimates arrive.
11. New Business
 - a) Request for board members to volunteer at the car show on August 26
 - Jamie will pass on contact info of possible volunteers
 - Derek, Randy, Beverley will get back to you closer to date.
 - Suzanne will help.
 - b) OBIAA training sessions – board elections and governance sessions
 - Nikki to participate in all OBIAA Board elections
 - Nikki to secure Knox as backup location and will finalize location in October. AMICO may be a good alternative location.
 - Consider AMICO as presenter.

c) Phone expenses – BIA-owned cell phone

- See report for details.
- Recommend BIA phone for event staff for personal security and to be used ensure Square purchases are more secure. Budget savings can cover costs.
- Motion
- Direction to purchase two phones and get one plan for both – one for BIA Manager (port current office) and one for Events Manager. Discontinue compensation for personal phones.
- Randy will assist with securing a business plan.

d) Board Election

Motion to reappoint Sandy Mackenzie to Board until the end of this term.

Moved by Randy Kerrman, Seconded by Jamie Watt. Motion passed.

12. Next Meeting:

- Request for Nikki to identify alternative Board meeting date and time, perhaps another Tuesday at 9am or moving time on second Tuesday of the month to 10:00 or 10:30 am.
- Next meeting tentatively set for July 12, 2022

13. Adjournment

Motion to Adjourn.

Moved by Beverley King. Seconded by Suzanne Clark. Motion passed.