



Minutes of Board of Management Meeting

Wednesday, February 13, 2019; 6:30 p.m. Town Hall

	Details/Action
1. Welcome	<p>Present: Sandra Lawn, Chair Board members: Donna White, Karen Martin, Tracey Young Councillors T Jansman and L McConnell</p> <p>Regrets: Dave Stephens, Brett Todd and Rob Millar</p> <p>According to the new BIA By-law, a quorum was present.</p>
2. Review of Agenda	<p>Items of new business; approval of agenda</p> <p>Motion: To approve agenda of Feb 13, 2019 Moved by Karen M & Seconded by Donna W and carried</p>
3. Minutes of December 4, 2018 meeting:	<p>a) Appointment of recording secretary</p> <p>Motion: To approve recording secretary Tracey Young Moved By Donna W and Seconded by Karen M and carried</p> <p>Motion: To Approve minutes of Dec 4, 2018 Moved by Tracey Y and Seconded by Karen M and carried</p>
4. Proceedings of January 8, 2019	<p>a) Discussion on success of theme “Progress Through Partnerships” for the Jan 8 2019 Special BIA general meeting</p> <p>b) follow up on presentations: e.g. small business enterprise session willing to present programs once new board in place and CSE offering their meeting rooms for events, training etc.</p> <p>Motion: To Receive and Accept Proceedings of Prescott BIA Special General Meeting of Jan 8th 2019 and refer to incoming board as information.</p> <p>Moved by Karen M and Seconded by Tracey Y and carried</p>
5. Report from Town – via Matthew Armstong	<p>a) Town By-law 8-2019 has been passed. Discussion followed around the new bylaw with reference being made to the Rules of Procedure set out in the new Bylaw with regards to adopting the rules of procedure for Council and the flexibility</p>

	<p>of same with regards to the BIA</p> <p>b) The Town will be contacting the BIA membership with regards to voting for a new Board of Directors- Councillor Jansman advised the new Board should be in place well before May 1.</p>
<p>6. Financial Reports</p> <hr/>	<p>a) Financial Report: Treasurer Tracey Young</p> <p>Motion: That the Financial Report dated Jan 31, 2019 be approved.</p> <p>Moved by Tracey Y and Seconded by Karen M. and carried</p> <p>b) Invoices to be paid</p> <p>Motion to pay Crazy Bowls \$300.00 for catering the Special General Meeting of the BIA Jan 8, 2019.</p> <p>Moved by Karen M and Seconded by Tracey Y and carried</p> <p>c) Membership in Ontario BIA Association – recommended by current Board that the new Board renew membership</p> <p>d) Canadian TODS Limited Invoice – \$1,189.89 to be passed along to the new board by the current Treasurer</p> <p>e) 2019 Budget format and discussion suggested that we stick to the 4 pillars and continue with the operation budget and projects budget format</p>
<p>7. Executive and Co-ordinator's reports</p> <hr/>	<p>Deron passed along passwords for social media to both Dana Valentine and Tracey Y. Tracey has both the laptop for the BIA and the BIA banner at her office. Deron had suggested it is important to keep the monthly newsletter going to keep the interest going.</p> <p>Website access will be set up as well by Henderson.</p> <p>Tracey and Dana to communicate to keep things going until the new Board is formed.</p> <p>a) Prescott - Downtown Investment Strategies Report is on the BIA website.</p> <p>Motion: Having received and accepted the Downtown Investment Strategies Report we should ask for a version without the word "Draft" on it and replace the version on the website.</p> <p>Moved by Donna W and Seconded by Karen M and carried</p>
<p>8. Report from Dana Valentine, EDO</p> <hr/>	<p>No Report; EDO was not present.</p>
<p>9. OBIA</p> <hr/>	<p>a) Digital Mainstreet programs: 1) "Digital Service Squad" and 2) grants for individual Main Street Business Digital Transformation: https://digitalmainstreet.ca/ontario/</p>

	<p>b) https://digitalmainstreet.ca/digital-service-squad-grant/</p> <p>Discussion surrounding the availability of the program. This grant application should be completed before March 31. Further discuss with the Town.</p>
9. Upcoming events	<p>Chamber of Commerce Feb 21st- Donna W to attend Mar 7th International Woman's Day Mar 1 – Augusta Mayor's Breakfast North Grenville Rural Summit at a later date</p>
10. New Business	<p>a) No new business</p>
11. Reports and ideas	<ol style="list-style-type: none"> 1. Chamber of Commerce - No Report 2. Parks Canada/Fort Wellington: No Report 3. Bed & Breakfasts: Mike Hudson No Report <p>It was suggested that the incoming board look at associate members such as Bridgewater Inn, Dewars Inn and the Colonel's Inn and consider whether or not a fee should be set to be added as an associate member.</p> <ol style="list-style-type: none"> 4. Shakespeare: Upcoming Winter Fundraising Gala March 2nd 5. Farmer's & Crafter's Market – Discussion that Deron recommended both the BIA and the Town giving the market our support to expand and improve the market as local food is so important to our economy and so popular- Councillor Jansman will look into this with the Town staff 6. Offer from the Counties to distribute our map at Enroute. BIA still has 3500 copies. <p>Motion: To accept the offer of the Counties distribution of our brochure. Moved by Karen M and Seconded by Donna W. and carried</p> <ol style="list-style-type: none"> 7. Councillor L McConnell presented a downtown option for the location of the future rink which could possibly include a museum and public washrooms. No discussion followed.
12. Information items	<p>a) No items to report</p>
13. Next meeting	<p>No date was set.</p>
14. Adjournment	<p>Meeting was adjourned @8:35 pm.</p>