



MINUTES OF WEDNESDAY JUNE 21, 2017

In Attendance:

Sandra Lawn, Donna White, Bob Millar, Laverne Johnston, Leanne Burton, Gary & Francine Reagan

Brett Todd, Dave Stevens, Tracey Young

6:45 Brett Todd & Dave Stevens regrets had to leave meeting early due to commitments

1. Meeting Opened @ 5:30 pm at the Prescott Town Hall, Ruth Evanson Room
2. Review of Agenda
3. (a) Appointment of Recording Secretary by consensus: Tracey Young

(b) Motion to confirm minutes and actions of May 10, 2017

Moved by : Leanne Burton

Seconded by : Donna White

Passed and carried.

(c) No Business Arising from the minutes.

(d) Motion to approve minutes and actions of June 9, 2017

Moved by: Tracey Young

Seconded by: Donna White

Passed and carried.

4. Communication Received ;
 - (a) Vacancy Rebate Public Meeting was held,
 - (b) BR & E Business Directory was established,
 - (c) Teeny Tiny Summit – June 28 in Merrickville

Motion was made that the BIA pay for up to 2 people to attend

The Teeny Tiny Summit

Moved by: Brett Todd

Seconded by: Laverne J

5. Financial Report was presented by the Treasurer Tracey Young
(b) Invoices were received for the BIA portion of the Baskets for King St and north to Dibble on Edward St. and SLP for the 2017 Vacation Guide.
Motion to pay Green Things Invoice and SLP.

Moved by : Leanne Burton

Seconded by : Bob Miller

(c) Leanne reported that she was successful in obtaining a return of the down payment for the tents for TOP

- (d) The following motion was passed to be inserted into the BIA procedural bylaw:
That invoices due under \$500.00 can be paid without a motion to do so provided the expense was agreed upon at a prior meeting of the Board. The invoices will be submitted and signed off by both the Chair and the Treasurer of the BIA. The payment of the invoices will be reflected in the monthly Treasurer's Report.

Moved by : Tracey Young

Seconded by: Donna White

6. (a) Motion to proceed with the recruitment of assistant for the BIA

Moved by : Donna W

Discussion

Laverne J asked what "assistant" meant exactly and Sandra explained the responsibilities that the Board would be looking for

There were concerns expressed such as "is the additional help needed" and that the Board stick to the budget for the position .

A recorded Vote was taken:

In Favour: Donna W, Leanne B, Laverne J, Brett Todd, Bob Millar, Tracey Young, Sandra Lawn, Dave Stevens

Motion Carried.

(b) No Student Intern for the BIA

(c) Call for Proposals for construction of BIA website

It was discussed that the Town does have a BIA tab on their website under The Riverwalk District and rather than having two separate entities the BIA should work together with Town staff to keep the tab updated. Perhaps the tab could be moved on its own rather than having to open the Riverwalk District Tab first. Brett T advised that there are no security issues with the BIA updating the tab on the Town website. It was discussed that the BIA does need an "online cheerleader". It was suggested that even

“pop ups” could be added to the Town website for special events. Brett T advised that we could refer to Katie Allard at the Town Hall.

(d) Discussion on decals for bike racks, and improvements to litter containers; request for bike rack near CSE would need to be a grant application

(e) A motion was made to continue on with the window cleaning paid by the BIA up to the end of September .

Moved by : Brett Todd

Seconded by: Leanne Burton

(f) Redundant Signs can be subject of a grant application.

(g) RED signs – There was a grant received previously for 3 gateway signs, Farmers Market Sign, and TOD signs. Sandra advised that there is only 1 sign with the location and direction of historic downtown Prescott. Brett T will look into this he is pretty sure that the signs went from 3 to 2 as one was very expensive. The 2nd post is up and the design is ready with a list of destinations on it. Brett will follow up with the CAO to see where it is at.

RED stands for Rural Economic Development.

(h) As above

(i) Rotary Lighthouse- It was established that the BIA should not prepare the Grant Application as the Lighthouse is a Town Facility. BIA should not apply for grants Beyond the BIA’s mandate. Sandra L will bring this to Matthew at the Town.

7. (a) The Chair reported on the progress for new business. Property Guys, Ashley Davies purchase, New Service has been sold and Chicks building has been sold as well.

(b) Canada C3 Expedition- Sandra L was on Leg 1 and advised that the Town had a nice reception for the participants.

(c) It was discussed that the BIA do a procedural by-law review so that orderly and timely decisions can be made along with other improvements.

Motion that the executive and any other volunteers review the procedural by-laws and bring it back to the next meeting of the BIA.

Moved by : Brett Todd

Seconded by: Donna W

Motion Carried.

(d) The map/brochure are being distributed.

(e) Sandra advised that EODC Grant Applications can be done anytime.

A resolution was made that an application be prepared for items through out the the agenda and for all items that are already in the BIA Action Plan and be submitted.

Moved by Leanne B, Seconded by Bob Millar, Carried.

8 (a) Marketing Committee of the BIA was discussed. Gary R would like some direction on what the committee should do and to see how it was done in the past. Sandra led discussion on what had been done previously and advised that she had met with a radio person re marketing on June 21st and will pass along the information to the committee. It

was suggested that we look at another Town on the water to see what they have done and what leverage we can use.

A motion was made to set up a marketing committee made up of Tom VanDusen, Gary Reagan, Donna White and Sandra Lawn.

Moved by Tracey Y

Seconded by Donna W

8 (b) Sandra thanked Laverne and Doug Johnston for manning the BIA booth at the Business Expo. The story boards were done by Brooklyn Patrick for us and it was suggested that we find a storefront to display them.

(c) Pow Wow Idea – Carry over to next meeting

9. Brett Todd reported on the BR& E and advised that it has been completed and the data will be presented to the public on July 19th. Loyalist Days is progressing well. The Town is moving forward with the changes to the vacancy rebate program and money will be moved into the expanded Community Improvement Fund.

No reports were received from Chamber of Commerce, Parks Canada. Donna W advised that Mike Hudson's Bed and Breakfast is having a good season.

Sandra reported on the success of the Shakespeare fundraiser held on June 17th. The fashion show involved several folks from downtown so the downtown was well represented.

Farmers and Crafters Market is experiencing a good turnout. Brenda S is doing live video on the morning of the market. The bakery from Kemptville is a really good addition.

12. New Business

A motion was made to approve the renewable TODS contract . The total will be \$1189.89 and the term extends to 2018.

Moved by Leanne Burton

Seconded by Laverne J.

13. Meeting Adjourned @ 7:30 pm – Next Meeting Date to be Confirmed