



**PRESCOTT BIA BOARD OF MANAGEMENT
MINUTES**

May 28, 2019

5:30 p.m.

Ruth Evanson Room

360 Dibble St. W.

Prescott Ontario

| | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Present | Kevin Bunce, Karen Burman-Martin, Lacey Casselman, Sherry Desnoyers, Ben Quenneville, Dave Stevens, Pearl Visser, Donna White, Tracey Young, Mayor Brett Todd, and Councillor Teresa Jansman |
| Staff | Dana Valentyne, Economic Development Officer, Kimberley Casselman, Clerk |

1. Call to Order

The meeting was called to order by Kimberley Casselman, Clerk, at 5:40 p.m.

2. Approval of the Agenda

Motion: Visser, Stevens

That the agenda for the BIA Board of Management Meeting of May 28, 2019, be accepted as presented.

Carried



3. Declarations of Interest – None

4. Minutes of the Previous Meeting – N/A

5. Agenda Items

5.1 Board Member Orientation Package Distribution & Review

- **Overview of the Code of Conduct for Members of Council & Local Boards**

Kimberley Casselman, Clerk, presented a PowerPoint presentation on the Code of Conduct for Members of Council and Local Boards. A copy of the presentation is held on file.

- **BIA Procedural By-Law Review & Adoption**

Kimberley Casselman, Clerk, presented a PowerPoint presentation on the BIA Procedural By-law. A copy of the presentation is held on file.

- **Town of Prescott Employee Hiring Policy Review & Adoption**
- **Town of Prescott Purchasing By-Law Review & Adoption**

Dana Valentyne, Economic Development Officer, stated that the Town of Prescott Employee Hiring Policy and Purchasing By-Law were included in the board's orientation package. She added that the Town's CAO/Treasurer could speak to these items at the next meeting.



- **BIA Handbook & Accessibility Guide Review**

Dana Valentyne, Economic Development Officer, provided an overview of the BIA orientation package. She spoke to the BIA Handbook and Accessibility Guide Review included in the package.

5.2 Election of BIA Board Member Officer Positions (Chair, Vice-Chair, Secretary, Treasurer)

The Board commenced the election of the BIA Board Member Officer Positions.

Motion: Desnoyers, Visser

That Kevin Bunce be appointed as Chair of the Prescott BIA Board of Management for the year 2019.

Carried

Motion: Todd, Burman-Martin

That Pearl Visser be appointed as Vice-Chair of the Prescott BIA Board of Management for the year 2019.

Carried

Motion: Stevens, Todd

That Sherry Desnoyers be appointed as Secretary of the Prescott BIA Board of Management for the year 2019.

Carried

Motion: White, Burman-Martin

That Tracey Young be appointed as Treasurer of the Prescott BIA Board of Management for the year 2019.

Carried



5.3 2019 Advertising Commitments & Considerations
– Vacation Guide, Living Here Summer Edition, Prescott Summer Play Guide
– St. Lawrence Shakespeare Festival Program

Dana Valentyne, Economic Development Officer, provided an overview of the various BIA advertising commitments and considerations.

Discussion was held regarding approving the St. Lawrence Shakespeare Festival program ad.

Motion: Visser, Desnoyers

That the BIA Board of Management approve the St. Lawrence Shakespeare Festival program ad.

Carried

Board members further discussed the additional ads. Discussion was held regarding splitting the costs of these ads between the BIA and Economic Development Office budgets.

Motion: Stevens, Visser

That the BIA Board of Management approve the expensing of the Vacation Guide, Living Here Summer Edition, and Prescott Summer Play Guide ads split between the BIA and the Town's Economic Development Office budgets.

Carried

6. Financial Report

6.1 2019 Budget Review

Dana Valentyne, Economic Development Officer, provided an overview of the Prescott BIA – 2019 Income Statement Report as of April 30, 2019.



6.2 Invoices to be paid

Dana Valentyne, Economic Development Officer, provided an overview of invoices to be paid by the board, which included invoices for the domain renewal and hosting fee for the BIA's website, and highway 401 signage.

Discussion was held regarding the phrasing of the highway 401 signage. Staff was directed to proceed with the following wording: "Downtown Prescott RiverWalk District."

Motion: Young, Stevens

That the BIA Board of Management approve the payment of the invoices for the BIA website and an invoice for the renewal of highway 401 signage.

Carried

7. Staff – None

8. New Business

8.1 Confirm BIA Board Meeting Schedule

Board members discussed confirming a set schedule for monthly board meetings. The board decided that meetings would be held on the first Tuesday of each month at 5:30 p.m.

The board set their next meeting for Tuesday, June 4, 2019, at 5:30 p.m., in the Ruth Evanson Room, Town Hall.

Mayor Todd thanked the members for putting their names forward to sit on the BIA board. He expressed his excitement for working with the new board and also spoke to the current revitalization of the downtown.



9. Adjournment

Motion: Todd, Visser

That the meeting be adjourned. (Time: 6:36 p.m.)

Carried