



Minutes of Prescott BIA Board of Management Meeting – August 20, 2018 5:30pm at Red George Public House

In Attendance: Sandra Lawn (Chair), Donna White (Vice Chair), Tracey Young (Treasurer), Bob Millar, Leanne Burton, Pearl Visser, Scott Hubbard, Karen Martin and Deron Johnston (non-voting staff).

Absent: Brett Todd.

Regrets: Dave Stevens.

Guests: Dana Valentyne, Matthew Armstrong, Tom Graham, Ray Young, Kevin Bunce

Meeting Agenda: agenda approved

1. Minutes of previous meeting: Approval of minutes of June 26, 2018 – moved by Leanne, seconded by Bob. Carried.

Minutes of previous meeting: Approval of amended minutes of July 16, 2018 – moved by Tracey, seconded by Pearl. Carried.

Business arising from minutes – none.

2. Invoices to be paid – Tracey presented the St Lawrence Shakespeare Festival invoice to be paid – moved by Bob, seconded by Scott that the invoice from St. Lawrence Shakespeare for \$980 be paid. Carried. (exact amount to be added)

3. New Town of Prescott Economic Development Officer – Dana Valentyne was introduced to the group by CAO Matthew Armstrong. She is to be the key liaison between the BIA and the Town and was welcomed warmly by the group.

4. Debut of Downtown Investment Attraction Strategy – presented by Tom Graham of T.D. Graham & Associates who authored the strategy.

Motion – Moved by Tracey, seconded by Scott. to receive and accept the Downtown Investment Attraction Strategy Report as presented by Tom Graham. Carried. The group was very pleased with the report and several are hoping to be at the Council meeting on August 27th at 6:30 when Tom will present the report to the Council.

5. Coordinator's Report – given by Deron exclusively reporting on the new Downtown Prescott BIA website and the progress being made. Board was pleased and looking forward to the launch.

Deron and others will be receiving training hopefully in Prescott.

Leanne suggested having an event to highlight the work being done by the BIA including launching the website, DIAS etc.

6. Motion – to pay for Deron and one other member of the BIA to attend the Ontario East Municipal Conference Sept 12-14 in Cornwall with potential financial support from the Town of Prescott up to \$1000 (confirmed by CAO Matthew Armstrong, who was in attendance). Moved by Karen, seconded by Scott. Motion carried. Registration is \$625.

7. Leanne reported that planning and marketing for Zombie Walk 2018 is well underway. The project is driven by Joe Martelle, who was unable to attend.

8. New business – Christmas wreaths (Donna White was not present for discussion).

Motion – Moved by Leanne, seconded by Bob that two Christmas Wreaths for the Clock Tower be provided by Green Things. Motion carried.

9. Motion - Moved by Pearl, seconded by Bob that next meeting be held Tuesday September 4th at 5:30pm at the Red George. Carried.

It was discussed generally that our regular meeting on the first Tuesday of each month should be the goal.

10. Meeting was declared adjourned at 7:25pm.