



# Minutes of Prescott BIA Board of Management Meeting – September 4, 2018 5:30pm at Red George Public House

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

Absent: Dave Stevens.

Regrets: Pearl Visser, Brett Todd, Tracey Young.

Guests: None.

Meeting Agenda: A quorum (6) was declared by the chair. Approval of agenda – moved by Leanne, seconded by Donna. Carried. Deron Johnson was recording secretary.

Minutes of previous meeting August 20, 2018: moved by Leanne, seconded by Donna. Carried.

New Business – None.

Business arising from minutes – None.

Invoices to be paid – Motion – pay TD Graham and Associates (two invoices \$2260 and \$1525.50) – moved by Karen, seconded by Donna. Carried.

Motion – to register Deron and Sandra to Ontario East Municipal Conference from September 12-14 including a contribution from Town of Prescott up to \$1000. Moved by Karen, seconded by Leanne. Carried.

Meeting adjourned at 6:05 pm due to loss of quorum. Continued meeting as working group.

Note: Working Group settled on Wednesday, October 3, 2018 for next meeting

## **Notes from Working Group meeting on September 4, 2018**

1. Discussion about updating action plan 2018.
2. Discussion about scheduling a budget meeting for late fall for 2018.
3. Discussion about relocating BIA office to Prescott Town Hall. Sandra will speak with Matthew Armstrong about the possibility of this happening.
4. Discussion about board of management membership – the rules are that the board remains in place until new Council appoints a new board. A recommendation to the new Council will be made at the January 2019 AGM
5. Discussion about TD Graham's successful report to Council on the Downtown Investment Attraction Strategy.
6. Discussion about training for new website through Henderson - Henderson will train up to four people. Recommendation that Deron, Karen, Tracey and Sandra receive the training.
7. Coordinator's Report – given by Deron reporting on the new Downtown Prescott BIA website. Deron asked board to review the website which is now live and look at the description for their business if they have one. Changes including text and photo can be made if necessary. He also mentioned that he would be creating a press release and adding it to the newsletter when the board was confident the website was ready for the public to see. He added that he wanted to visit certain business owners personally to get their feedback once the board was satisfied. Donna and Sandra will complete their input and forward to Hendersons immediately.
8. Discussion about an email from Dana Valentyne regarding property standards in Downtown Prescott. Dana stated that formal complaint forms aren't necessary but complaints should come from only one or two sources (Board Chair and BIA Coordinator). Dana said that she wanted to attend a future meeting to discuss this with the BIA. Scott commented that anyone should be able to file a complaint. Scott also suggested that the BIA send out a letter to property owners if they are in violation of property standards and advise them of the situation in case the property owner is unaware and make them aware of the CIP program.
9. Discussion about Trucking For A Cure Sept 14 – downtown should do some sort of promotion or decorating for the event. Sandra reminded folks of the great job that Karen Jensen had done last year. There was brief discussion of covering her cost for balloons etc. Last year she absorbed her own costs and did a great job.

10. Next meeting – discussion settled on Wednesday, October 3, 2018 at 5:30pm at The Red George as the Tuesday, October 9 was the day after the Thanksgiving weekend.