1. Call to Order – 6:22pm

2. Approval of the Agenda – moved by Pearl, seconded by Ben. Carried.


4. Minutes of the Previous Meeting

   4.1 November 19, 2019 Meeting Minutes – Motion: to approve. Moved by Karen, seconded by Pearl. Carried.

5. Agenda Items

   5.1 Microsoft Office subscription for BIA laptop – Motion: to purchase Microsoft Office Premium package through Town of Prescott for BIA laptop. Moved by Brett, seconded by Ben. Carried.

   5.2 Training for strategic planning for BIAs. - Motion: to commit to participation of five members of the board to webinar sessions “Strategic Planning Program from OBIAA”. Moved by Pearl, seconded by Karen. Carried. Board also directs Deron to find out more details about sessions.

   5.3 Update on meeting between Town, SG Chamber and BIA. - Dana advised that all groups involved were very interested in developing a permanent position to be shared by Chamber, Town and BIA. All groups agreed to review their budgets for the next meeting to determine how they could contribute to position and potential permanent space to be shared by the three groups. Job description and accountabilities to be discussed at next meeting. Deron suggested allowing the Town to choose the site for the shared space, to avoid any conflicts of members of each organization. Kevin added that a discussion was had about salary which was potentially $20 per hour for a 35 hour work week on contract.

   5.4 Discussion on budget considerations for new permanent coordinator position. Motion: the BIA commits a maximum contribution of $15,600 towards the position and rent for shared office space. Moved by Tracey, seconded by Brett. Carried.

   5.5 Update on 12 Days of Christmas – Dana and Deron outlined the program for the board. Brett expressed concern that there may be an opportunity for fraud. Brett suggested that the OBIAA be contacted to ask them if they have a best practice to help avoid fraud. Kevin suggested
adding initials during distribution. Deron added that because of the short term expiry dates of the currency, it will help mitigate potential fraud. Tracey suggested using the Town's seal to validate the currency as a measure to mitigate potential fraud. Deron and Dana will follow up on the use of the Town's seal.

6. Financial Report/Budget – Financial report given by Tracey. Tracey also updated the budget based on feedback from previous meeting. **Motion:** To donate $500 to the Prescott Fire Department for the Light Up The Night Parade. Moved by Tracey, seconded by Pearl. **Motion:** to approve the 2020 Budget as amended. Moved by Tracey, seconded by Brett. Carried.

7. Staff- none.


9. Correspondence – none.

10. Adjournment - at 7:30pm. Moved by Kevin, seconded by Tracey. Carried.