

Prescott BIA Board of Management

Minutes

March 3, 2020 @ 5:30pm

**Prescott Town Hall, Ruth Evanson Room
360 Dibble St. W, Prescott, Ontario**

Present: Kevin B, Pearl V, Tracey M, Karen B-M, Ben Q, Brett T and Deron J (coordinator).

Regrets: Theresa J, Lacey C and Sherry D.

Guests: Matthew and Dana.

Absent:

1. Call to Order 5:35pm

2. Approval of the Agenda – Moved by Pearl seconded by Tracey. Carried.

3. Declarations of Interest. Ben Q declared a conflict on agenda item 5.1 “update on the coordinator initiative”.

4. Minutes of the Previous Meeting

4.1 February 4, 2020 Meeting Minutes. Moved by Pearl, seconded by Karen. Carried.

5. Agenda Items

5.1 Update on the joint coordinator initiative. Ben recused himself from the discussion on this item due to a declaration of interest. Pearl advised that of the spaces that were submitted for the office space for the new coordinator, the Property Guys space owned by Ben Quenneville was voted to be the best option. There were six proposals received, which were based on criteria of price, location, turnkey, amenities when making the decision. The Town of Prescott, the South Grenville Chamber of Commerce and the BIA were all part of the decision making process.
Motion: The BIA Board of Management recommends that the Property Guys location be the preferred location for the new joint coordinator office space. Moved by Pearl, seconded by Tracey. Carried.

Ben returned the board table and the discussion continued regarding the coordinator position. Kevin advised that the choice for the coordinator has been narrowed down to six candidates from eleven applicants. There will be six interviewers on the panel with two coming from each of the BIA, Chamber and Town. Interviews will take place the week of March 9th.

Pearl suggested that the board meet again this month to finalize the decision and discuss next steps. The date chosen for this next board meeting will be March 24 at 5:15pm at the Town Hall.

5.2 Update on AGM. Given by Deron. Deron did tech rehearsal at venue this date and has

arranged seating for 25. Food and drinks have been ordered. 6-6:30 will be meet & greet with attendees and presenters. Meeting will start at 6:30 pm. Speakers have been arranged: Joe Martelle, Richard Sheridan-Willis, Katie Forrester may not be able to attend, Bonnie from SG Food Bank and Chamber, MP Michael Barrett, Michel Larose from Fort Town Night Run and Dana V. Tracey will give financial report, Kevin will deliver annual report.

- 5.3 Discussion on transition to new coordinator. Kevin expressed his concern about who will train the new coordinator and suggested to extend the agreement with Deron to help transition the new coordinator. Deron advised that he will have limited time, but would be happy to commit whatever time he can to help with the transition. Matthew suggested to extend agreement until March 31st. Motion: To extend Deron's contract until March 31st, but the board will review the situation at next Board Meeting on March 24th. Moved by Pearl, seconded by Ben. Carried.
 - 5.4 Discussion on potential expansion of the BIA footprint. Matthew suggested to discuss at the May meeting with a report from staff.
 - 5.5 Discussion on setting a date for a strategic planning session. Pearl suggested that the BIA continue with what has already been discussed. Brett suggested having the new coordinator bring everything together for review by board. Pearl suggested that the board meet twice per month to accommodate the demands of what the board wants to do. Matthew suggested that a working group could be used instead of a formal committee as committees are not allowed under the current bylaw. Ben suggested that a marketing working group be re-established and meet soon to make decisions on event and promotion commitments for the year.
 - 5.6 Discussion on creating a Member Outreach Survey. Deron offered to re-draft the survey that he provided previously in a shorter format as suggested by Dana. This survey would allow the board to hear feedback from BIA members.
 - 5.7 Discussion on updating & re-printing downtown map to be used as tear-aways on pads. Suggested that the BIA work with the Chamber to create a joint map and share the cost. Ben advised of an example of what he had seen on a recent trip that was larger than a single sheet size.
 - 5.8 Discussion on updating the downtown map as a marketing material. – Pearl suggested that we create a shared map with chamber. Other ideas were given. It was agreed that the marketing working committee should discuss further and make a recommendation.
6. Financial Report/Budget – Given by Tracey. Invoices included \$30.51 paid to Deron for food for strategic planning meeting. Also Henderson Digital for \$39.55 for maintaining domain name for BIA website. Motion: To pay the invoices for February. Moved by Pearl, seconded by Karen. Carried.

7. Reports From Staff and Committees – None.

8. Coordinator's Report – None.

9. New Business – None.

10. Correspondence - None.

11. Period For Questions From Members, Public and Media – None.

12. Motion To Adjourn at 6:30pm. Moved by Kevin, seconded by Pearl. Carried.