



**Downtown Prescott BIA Board of Management
Annual General Meeting
AGENDA**

January 31, 2022 @ 6:00pm

6:00pm - 6:15pm - Networking.

6:15pm - 6:20pm – Welcome.

1. Call to Order

2. Approval of the Agenda

3. Declarations of Interest

4. Minutes of the Previous Annual General Meeting

a. 2022 Annual General Meeting Minutes

5. Agenda Items

a. Staff & Guest Presentations

6. BIA Annual Report – Tracey Young

7. BIA Financial Report – Blinda Campbell

8. Board of Director Election Proceedings for 2023-2026 Term

a. Candidate Speeches (In alphabetical order, 3 minutes in duration max.)

b. Voting Proceedings

c. Ballot Counting

d. Confirmation of Elected Board Members

8. Period for Questions from the Public and Media

9. Adjournment



PRESCOTT BIA BOARD OF MANAGEMENT

Annual General Meeting

May 31, 2022 | 6:00 p.m.

Draft Minutes

Attendance:

Board: Tracey Young, Kevin Bunce Pearl Visser, Blinda Campbell, Jeanne Fox Dibble, Nicole Hudson, Teresa Jansman, Brett Todd, Leslie Bottigoni, Dawn Tutecky-McDougall

Staff: Justin St. Pierre, Dana Valentyne, Elizabeth Lawless

1. Call to Order:

BIA Chair, Tracey Young, called the meeting to order at 6:05 PM

2. Approval of the Agenda

Moved by Blinda Campbell, seconded by Kevin Bunce.

CARRIED.

3. Declarations of Interest – None

4. Minutes of the Previous AGM:

Moved by Blinda Campbell, seconded by Kevin Bunce.

CARRIED.

5. Agenda Items:

5.1 Staff Reports

- 5.1.1 Economic Development and Tourism – Dana Valentyne, Town of Prescott
Dana Valentyne provided an update on potential changes to community improvements and economic development.

5.1.2 BIA Coordinator – Justin St. Pierre, Town of Prescott
Justin St. Pierre, provided an update on tourism initiatives and upcoming events.

5.1.3 Digital Main Street – Elizabeth Lawless, Town of Prescott/South Grenville
Digital Main Street
Elizabeth Lawless, provided an update on the results from the previous term and future plans for the new term.

5.2 Guest Speaker

5.2.1 Sherry Desnoyers – Olde Magick, Prescott ON
Sherry Desnoyers discussed the growth of her BIA Business and her excitement about the RiverWalk District.

6. Approval of 2021 Financial Report

Blinda Campbell, BIA Treasurer/Secretary, provided an overview of the BIA Financial Report for 2021 and an update on the Prescott BIA budget for 2022.

Moved by Kevin Bunce, seconded by Leslie Bottigoni.

CARRIED.

7. Annual Report

BIA Chair, Tracey Young provided an overview of the events and initiatives supported by the BIA this year.

Moved by Blinda Campbell, seconded by Kevin Bunce

CARRIED.

8. Period for Questions from the Public and Media – None

9. Adjournment 7:45 PM – **Moved by Blinda Campbell, seconded by Kevin Bunce.**

CARRIED.

Prescott BIA - 2022 Income Statement Report

As at December 31, 2022

Item	2022 Budget	2022 YTD	Notes
Revenue			
BIA Levy	29,000	29,064	
Transfer from Reserves			
Revenue from Events			
Total Revenue	29,000	29,064	
Expenses			
Co-coordinator			
Co-coordinator	10,000	10,063	
Telephone & Mileage		-	
Supplies		-	
Conferences and Memberships		243	OBIAA Membership
Board & Committee Development		-	
Meeting Expenses		-	
Subtotal	10,000	10,306	
Marketing and Promotion			
Visitor's Guide and Map			
Promotion	9,000	8,000	Spring into the riverwalk, I love local campaign, riverwalk stage, promenade, passports, banners, halloween, Xmas Dollars
Website, Social Media & Design		36	Website & Domain
Signs		-	
Christmas decorations		-	
Advertising			
Advertising specific to assist businesses		-	
Events, Sponsorships and Partnerships			
Donations		500	Light up the night parade
Subtotal	9,000	8,536	
Physical Improvements			
Beautification	10,000	7,500	Lighting, pop-up, patio, promenade
Window Cleaning			
Other Improvements		-	
Subtotal	10,000	7,500	
Subtotal	29,000	2,722	
Total Operating Expenses	29,000	26,341	
Surplus / (Deficit)	-	2,722	

Reserves	2022
Balance Carried Forward	\$ 52,290.81
Revenue	\$ 29,063.50
Expense	\$ 26,341.00
Commitments from Reserves	\$ 24,000.00
New Balance	\$ 31,013.31

Expenses approved in 2022 that will be expensed in 2023 (Committed from Reserve Funds) include:
 \$9,000 - Lighting
 \$15,000 - Patio

Downtown Prescott BIA 2023 Budget

Item	2023 Budget
Revenue	
BIA Levy	\$ 29,000.00
Transfer from Reserves	
Revenue from Events	
Total Revenue	\$ 29,000.00
Expenses	
Co-coordinator	
Co-coordinator	\$ 10,000.00
Subtotal	\$ 10,000.00
Marketing and Promotion	
Promotion	\$ 9,000.00
Subtotal	\$ 9,000.00
Physical Improvements	
Beautification	\$ 10,000.00
Subtotal	\$ 10,000.00
Subtotal	\$ 29,000.00
Total Operating Expenses	\$ 29,000.00
Surplus / (Deficit)	\$ -

Reserves	2022
Balance Carried Forward	\$ 52,290.81
Revenue	\$ 29,063.50
Expense	\$ 26,341.00
Commitments from Reserves	\$ 24,000.00
New Balance	\$ 31,013.31

**Downtown Prescott BIA
Candidates for election to the Board of Management
Nine (9) to be elected**

Candidate	Qualifying Business/Address
Kevin Bunce	Forwarders' Antiques
Blinda Campbell	BMO Bank of Montreal
Sarah Cardinal	O'Heaphy's Irish Pub
Jeanne Fox-Dibble	Quality Creations
Johanna Freer	Outpost Cafe
Terry Ghaney	196 King Street West
Nicole Hudson	Katarina's Coffee Shop
Pierre Lalonde	160 King Street West
Sandra S. Lawn	239 King Street West
Charity Moran	Curls and Cuts Hair Shoppe
Nitesh Naidu	290/294 King Street West
Bonnie Pidgeon-Cougler	Food for All Food Bank Inc.
Natalie Sobhie	River Home Staging and Cleaning