



## PRESCOTT BIA BOARD OF MANAGEMENT

### Minutes

February 13<sup>th</sup>, 2024 | 5:30 p.m.

Council Chambers, Prescott Town Hall, 360 Dibble Street West

#### Attendance:

**Board:** Councilor Tracey Young, Natalie Sobhie, Nicole Hudson, Jeanne Fox-Dibble, Charity Moran.

**Staff:** Dana Valentyne, Justin St. Pierre.

#### 1. Call to Order

*Chair Natalie Sobhie called the meeting to order at 5:35 PM*

#### 2. Approval of the Agenda

*Moved by Tracey Young, seconded by Charity Moran, that the agenda be accepted as presented.*

**CARRIED.**

#### 3. Declarations of Interest - None

#### 4. Delegations/Presentations - None

#### 5. Minutes of the Previous Meeting:

*Moved by Tracey Young, seconded by Nicole Hudson that the minutes dated January 9<sup>th</sup>, 2024 be accepted as presented.*

**CARRIED.**

**6. Financial Report**

*Treasurer Nicole Hudson presented the Board's financial position as at December 31<sup>st</sup>, 2023.*

*Moved by Tracey Young, seconded by Charity Moran that the Financial Report, including the 2023 Year-End Report, be accepted as presented.*

**CARRIED.**

**7. Chair's Report**

*None.*

**8. Staff Updates**

*a. Staff Updates*

*i. Downtown Business & Development Update*

*Dana provided an update on recent business developments throughout Prescott.*

**9. Agenda Items**

*a. Associate Membership – Working Group Recommendations and Discussions*

*Moved by Tracey Young, seconded by Nicole Hudson that the Associate Membership Working Group's recommendation be accepted as presented, and staff be directed to move forward with the development of the Associate Membership package to be presented at the Downtown Prescott BIA Annual General Meeting.”*

**CARRIED**

*b. Annual General Meeting Preparation*

*Moved by Tracey Young, seconded by Charity Moran that the BIA schedule its Annual General Meeting for March 26<sup>th</sup>, 2024 at Prescott Town Hall, and direct staff to proceed with Town of Prescott and Member Notification as required.*

**CARRIED**

**b. 2024 Budget**

*The AGM & Budget Working Group discussed a number of options for the 2024 Budget, and recommended adding broad categories to aid in discussions and decision-making in 2024.*

*Moved by Tracey Young, seconded by Charity Moran that the 2024 Downtown Prescott BIA Budget be approved.*

**CARRIED**

**c. Leo Boivin International Showcase Sponsorship**

*Moved by Charity Moran, seconded by Tracey Young that the BIA contribute \$250 to the Leo Boivin Showcase as a Bronze Level Sponsor.*

**CARRIED**

**d. Canine Watersports Canada Sponsorship Request**

*Moved by Tracey Young, seconded by Jeanne Fox-Dibble that the BIA contribute \$550 as a Make A Splash On Canada Day T-Shirt Sponsor for the Canada Day Weekend CWC event at the Prescott Pop-Ups.*

**CARRIED**

**e. Annual General Meeting and 2024 Budget Preparation**

*The Board requested that this opportunity be promoted to Downtown businesses.*

**10. Closed Session**

*Moved by Tracey Young, seconded by Charity Moran that the Board of Management enter closed session Under Section 239(2)(b) of the Municipal Act - personal matters about an identifiable individual, including municipal employee; and That the Economic Development Officer, and BIA Coordinator remain in the room for the discussion.*

**CARRIED**

**11. Rise and Report**

*Chair Natalie Sobhie reported that during the Closed Session the Board received information and provided direction to staff concerning Board Membership.*

*Moved by Tracey Young, seconded by Nicole Hudson that Belinda Ballentine, Cindy Casselman, and Holly Patenaude be nominated to fill the current vacancies on the Downtown Prescott BIA Board of Management, and that their names be submitted to Council for appointment for the remainder of the 2023-2026 Term.*

**CARRIED.**

## **12. Committee Roundtable**

### **a. New Business from Members**

#### *i. International Women's Day*

*Tracey Young discussed the upcoming International Women's Day event in Kemptville, and suggested the Board allocated funds to support a Downtown businesses person attending the event.*

*Moved by Tracey Young, seconded by Nicole Hudson that the BIA allocated \$99 to purchase a ticket to the Leeds Grenville Small Business International Women's Day event in Kemptville on March 7<sup>th</sup>, and appoint Natalie Sobhie, Nicole Hudson, and Tracey Young to the selection working group.*

**CARRIED.**

#### *i. St. Patrick's Day*

*Charity Moran raised the idea of a St. Patrick's Day pub-crawl type event, along with a potential for new Shop Local passport events.*

### **b. Upcoming Committee Meetings**

#### *i. IWD2024 Selection Working Group – February 27<sup>th</sup> at 5:30 pm, Prescott Town Hall*

## **13. Adjournment:**

*Moved by Nicole Hudson, seconded by Jeanne Fox-Dibble that the meeting be adjourned to March 12<sup>th</sup>, 2024 at 5:30 pm.*

**CARRIED.**