



## PRESCOTT BIA BOARD OF MANAGEMENT

### Minutes

January 11<sup>th</sup>, 2022 | 6:00 p.m.

Remote meeting

---

#### Attendance:

**Board:** Tracey Young, Kevin Bunce, Brett Todd, Pearl Visser, Nicole Hudson, Leslie Bottigoni, Jeanne Fox-Dibble.

**Staff:** Matthew Armstrong, Dava Valentyne, Justin St. Pierre, Elizabeth Lawless

1. Call to Order

*BIA Chair Kevin Bunce called the meeting to order at 6:02 PM*

2. Approval of the Agenda

*Moved by Tracey Young, seconded by Jeanne Fox-Dibble 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 Jeanne Fox-Dibble, seconded by Tracey Young, that the minutes dated December 14th, 2021 be accepted as presented.*

**CARRIED.**

6. Committee Reports

*No Committee Reports were submitted.*

7. Staff Updates

- a. Digital Main Street Update

*Elizabeth Lawless, Digital Main Street Coordinator, delivered an update on Digital Main Street including Grant results, free digital supports available, and the upcoming winter webinars.*

b. BIA Coordinator Update

*Justin St. Pierre provided a final update on the #ShopLocal Passport program, including participation numbers. He discussed Downtown Prescott's efforts to be accredited as an Ontario by Bike bike-friendly area. He also provided a brief Board Member refresher on BIA policy and procedures.*

c. Staff Update

*Dana Valentyne, Economic Development Officer, provided an update on Economic Development Department activities. She discussed the new Town of Prescott website, and a discussion was held with Board Members concerning a potential new BIA microsite.*

8. Agenda Items

a. *Election of Executive Positions*

*A discussion was held concerning Executive Elections. Matthew Armstrong advised as to the By-Law requirements re: Executive Positions. Due to limited Board Member availability for this meeting, Board Elections were deferred to February.*

b. *Additional Lighting Fixtures*

*The Board had deferred a previous discussion on purchasing additional fixtures. Following a discussion, this decision was further deferred to after the budget process.*

9. Financial Report

*Tracey Young, BIA Treasurer, provided an update on the Prescott BIA budget for 2021.*

***Moved by Tracey Young, seconded by Pearl Visser that the Financial Report be accepted as presented.***

**CARRIED.**

10. Committee Roundtable – New Business/Discussion

- *Kevin Bunce discussed potential Family Day weekend activities to help promote the BIA and support Town activities. The decision was made to allocate \$500 to a Love Local campaign and assign planning responsibility to the Promotions Committee.*

***Moved by Pearl Visser, seconded by Leslie Bottigoni that \$500 be allocated to support a Family Day/Valentines Day Business Promotion***

**CARRIED.**

11. Adjournment:

*Moved by Tracey Young, seconded by Jeanne Fox-Dibble that the meeting be adjourned to February 8<sup>th</sup>, 2022.*

**CARRIED.**