

TILLSONBURG BIA

ANNUAL GENERAL MEETING

Carriage Hall, 25 Brock St. W., Tillsonburg, ON

Wednesday, January 16, 2019 – 7:00 p.m.

MINUTES

Present: D. Rushton, D. Scanlan, K. Yorke, S. Shoemaker, M. Tedesco, M. Christiaens, L. Oliveira, C. Appleton, L. Arnold, D. Covey, L. Covey, P. Luciani, D. Rasokas, C. Tomico, M. Renaud, K. Slattery, P. Esseltine, C. Pepper, M. Rosehart

Regrets: W. Cameron, J. Scott, Councillor D. Gilvesy

1. CALL TO ORDER: C. Tomico, Chair called the meeting to order at 7:00 p.m. The Chair also then confirmed that there was a quorum present to continue the meeting.
2. DECLARATION OF PECUNIARY INTEREST: None.
3. WELCOME and INTRODUCTION: C. Tomico introduced the new Executive Director, Mark Renaud and new Events & Marketing Co-ordinator, Karlee Slattery. C. Tomico welcomed everyone to the meeting and thanked them for their attendance.
4. **MOTION:** *Moved by D. Rasokas; Seconded by M. Tedesco and resolved that the agenda as prepared for the Annual General Meeting of the Tillsonburg BIA dated Wednesday, January 16th, 2019 be ADOPTED*

CARRIED

5. **MOTION:** *Moved by M. Rosehart; Seconded by M. Christiaens and resolved that the minutes as prepared for the BIA Board of Management AGM of March 27th, 2018 be APPROVED*

CARRIED

6. CHAIR'S REPORT: C. Tomico delivered a PowerPoint presentation on the 2018 year in review; 2019 plan; 2019 beautifications; 2019 strategic imperatives; 2019 priorities and what direction the BIA is taking moving forward. P. Esseltine spoke to clarify the Town of Tillsonburg involvement and budgetary contributions to the BIA beautification in conjunction with the Tillsonburg Horticultural Society. C. Tomico spoke about the town debenturing the heritage streetlight installation which will impact 2019 financials. There were a few comments made by the membership regarding the new LED light fixtures casting a different colour and amount of light. C. Pepper commented that there was a proper engineering analysis which took place to confirm that the lighting was in fact in accordance with provincial standards. P. Esseltine also spoke about a connection with Fanshawe College and that she had the contact information and documentation. The ED will meet with P. Esseltine to review and follow-up with this. There was a brief discussion on re-constituting and re-implementing the "clean streets" program with Community Living. There were a couple of positive comments made about the new heritage streetlights that were recently installed. The Chair discussed the addition and importance of the new Events and Marketing Co-ordinator and their focus with new website development and work with specific events including the Turtlefest Block Party for 2019. The Chair reviewed a number of items that both the ED and EMC will be working on in the first quarter of 2019. There was also discussion of a retail recruitment strategy and newly revised MOU between the BIA Board of Management and Town of Tillsonburg being finalized and implemented in 2019. The ED commented that the Chair and ED had already met with CAO Calder to get this ball rolling forward.

7. TREASURER'S REPORT: D. Rasokas presented the 2018 financial year-in-review; answered questions from group; spoke about surplus resulting from no ED in place from April to November; highlighted FIP status and town contribution in 2018. There was a general discussion of the large amount of surplus funds on hand and on deposit at First Ontario Credit Union. There was a motion brought forward to invest a portion of said surplus funds and to allocate the remainder of surplus funds to reserves to cover off any future liabilities relating to tax appeals. The Treasurer spoke about the interest rate of 3.25% being offered to the BIA for the GIC's which is an excellent rate of return. The ED also commented First Ontario is providing us with this high rate even though the funds are already on deposit at the credit union. Normally the 3.25% rate would only be available to "new monies" brought in from another financial institution. The ED commented that First Ontario has been excellent to deal with. There was also a discussion about the importance of budgeting for any tax liabilities in the future that could have a materially negative impact to BIA finances and why there was a contingency established for this in the new budget. The ED commented that as at 12/31/2018; there was approximately \$238,000 in the BIA bank accounts at First Ontario Credit Union.

MOTION: Moved by D. Rasokas and Seconded by M. Rosehart and resolved that \$65,000 be transferred from the BIA bank accounts at First Ontario Credit Union to First Ontario GIC's with a term date not to exceed 24 months.

CARRIED

MOTION: Moved by D. Rasokas and Seconded by L. Arnold and resolved that Good, Redden, Klosler LLP be appointed as the auditor for the BIA Board of Management until the next AGM.

CARRIED

8. 2019 Budget: D. Rasokas spoke about the 2019 budget document and there was a general discussion and some questions from the floor. D. Rasokas explained the major changes from both the 2018 budget, 2018 actuals and 2019 proposed budget. The operating expenses including labour costs are significantly higher due to having a new ED in place for the entire 2019 year and also the addition of the contract Events and Marketing Co-ordinator contractor for all of 2019 as well. There was also discussion of the impact of the debenture for payment of the heritage streetlights which were installed in December of 2018. There was also a discussion of heightened investment in both beautifications and marketing programs for 2019. The Treasurer also made comment about why the marketing expenses are significantly higher than 2018 actuals and again it was discussed that due to not having an ED in place from end the end of March until December 3rd; that there was no planning and execution of normally planned for events like the Christmas Crawl promotion. With new resources in place for all of 2019 there will be a great deal more programs and promotions implemented and executed.

MOTION: Moved by M. Tedesco and Seconded by P. Esseltine and resolved that the 2019 BIA Board of Management budget be adopted as presented.

CARRIED

9. NOMINATIONS FOR AND APPOINTMENT OF THE 2019-2023 BOARD OF MANAGEMENT. The Chair opened the floor to nominations. There were no new nominations from the floor. Nominations were closed by C. Tomico. The following BIA members confirmed their interest to continue with the board:

C. Tomico; J. Scott; D. Rasokas;

W. Cameron; M. Rosehart and M. Tedesco.

There was a discussion about currently appointed board members who have not expressed an interest in being appointed for the new term. The ED commented that the BIA constitution has an existing clause to deal with board attendance. M. Rosehart commented about the protocol for dealing with board members who were not in attendance at the AGM nor who had expressed an interest in continuing on. P. Esseltine commented that the nominated slate of candidates should only be those who had contacted the BIA and Town and who had continued to express an interest to serve on the board for the new term of council. After this discussion, the following motion was brought forward:

MOTION: Moved by M. Rosehart, and seconded by S. Shoemaker and resolved that C. TOMICO, J. SCOTT, D. RASOKAS, W. CAMERON, M. ROSEHART AND M. TEDESCO are hereby appointed to the BIA Board of Management for the 2019-2013 term and authorization to notify the Clerk of the Town of Tillsonburg for consideration and approval by Municipal Council pursuant to the Town of Tillsonburg appointment bylaw.

CARRIED

10. New business: None.

11. Adjournment: Moved by M. Rosehart that the meeting be adjourned at 8:08 p.m.