Tillsonburg Business Improvement Area

Board Meeting – MINUTES - Thursday, April 25th, 2019

7:00 am breakfast, 7:30 am meeting – Carriage Hall – 25 Brock Street West, Tillsonburg

1. CALL TO ORDER: Determine if a quorum is present - quorum, yes. Time: 7:31 am
   a. Members present: C. Tomico; M. Renaud; K. Slattery; M. Rosehart; M. Tedesco; C. Heutinck; D. Gilvesy; C. Pepper
   b. Public members present (as delegations): L. Beechey
   c. Regrets: W. Cameron; D. Rasokas

2. ADOPTION OF THE AGENDA:
   a. moved by: D. Gilvesy and seconded by: M. Rosehart

   “Carried”

3. ADOPTION OF THE MINUTES from the meeting of March 21st, 2019
   a. moved by: M. Tedesco and seconded by: M. Rosehart

   “Carried”

4. DELEGATIONS: Laurel Beechey made a presentation regarding the Tillsonburg Pioneer Performing Troupe which leads walking tours during town events including Turtlefest. There were several comments and questions by board members. The BIA is supportive of this/these event(s).

5. TREASURER’S REPORT – D. Rasokas (absent)
   a. March 2019 First Ontario bank statements attached.
   b. Funds as of March 31st, 2019:
      i. Chequing: $87,705.86; Savings: $87,123.76; Share account: $80.00
ii. Investment GIC: $65,128.22 (inc. accrued interest)

iii. TOTAL BANK BALANCE/FUNDS: $240,037.84

c. March 2019 financials were distributed and there were no questions or concerns raised by members. The report was delivered by the ED as the Treasurer was absent.

6. COMMITTEE REPORTS:

a. Beautification: The board reviewed and then discussed the two invoices received from Renaissance Restorations on April 16th. The board provided direction to staff to authorize payment of $4,000 total for both invoices. Several members commented that they did not recall providing authority for said contract. The budget for bench repairs in the 2019 BIA budget is $500. The ED could not locate a valid or current contract with this vendor. There is a cheque prepared for $4,000 which will be given to the vendor upon turning over the benches to the Town of Tillsonburg. The beautification plan is proceeding for a Monday, May 27th implementation/go-live date. The EBB signs are still in operative pending a site visit from Manufacturer’s Automation. The new modem is not working correctly. The signs will be turned off pending resolution of the connectivity and electronics issues.

b. General: ED is following up with the town and CAO/town staff regarding:

The ED will be meeting with all stakeholders to ensure proper communication with all elements of the 2019 work plan.

c. Block Party Food Truck strategy: The ED provided the board with a verbal report and confirmed the presence for 2 food trucks.

d. Promotions/Events/Marketing update: K. Slattery
i. The EMC presented her report. All of the metrics for traffic on the various digital platforms continues to increase. There was a verbal report on the promotions committee meeting held at the BIA offices on Monday, April 22nd. Fitness event to be held Saturday, May 25th on Brock Street East from Broadway to Harvey. Street closure request submitted to the town April 23.

ii. Sidewalk Days – 1st event of 2019 to be held post-beautification initiative – running Thursday, May 30th – Saturday, June 1st. This was discussed by the board with no changes.

iii. The ED and EMC will ensure that a press release is issued for the start/implementation of the 2019 Beautification Plan in addition to the normal blasts in all BIA social media platforms.

iv. There is ongoing planning for additional BIA-led events for Canada Day. The BIA will officially join the Canada Day planning committee which holds regular meetings at Annandale House.

v. The Promotions Calendar has been updated and posted.

7. EXECUTIVE DIRECTOR’S REPORT: The ED presented the monthly ED report there was a general discussion of the various items contained in the report with few questions or concerns raised. The ED asked if any of the board wanted to attend the upcoming Chamber of Commerce Awards of Excellence to be held on May 9th, 2019. No additional members expressed an interest in doing so. The ED attended the event with the EMC as representatives of the BIA. The ED asked the board to review the report from the Town of Tillsonburg Development Commissioner regarding the downtown retail sector study. The report was presented to the board. The board then passed the following motion:
Motion: “Moved by M. Rosehart and Seconded by D. Gilvesy and resolved that the BIA Board of Management adopts the Downtown Tillsonburg Gap Analysis report and further that the ED and EMC report back to the board on an implementation plan for next steps during the balance of 2019; and add 2-3 additional strategic imperatives to the 2020 work plan”.

“Carried”

The ED and EMC have been out on a daily basis meeting all downtown stakeholders. The downtown is cleaner and is being more diligently managed. Garbage and debris is being picked up on a daily basis. Several tree guards, damaged grates and trees have been removed. All tagged trees will be removed as per the bylaw #4001. The ED and EMC have been visiting BIA merchants and businesses to deliver the Turtlefest sponsorship packages and following up with all interested parties. The front of the office has been set-up as a demonstration point for the new furniture with all positive results and feedback. The remaining trees, tree guards and grates will be removed no later than the implementation date of Monday, May 27th. The weather continues to be a challenge. The ED is following up with the town on some matters raised during the walk-through including damaged/peeling paint on the intersection utility pole holding the traffic signal lights. There has still been no resolution to the lighting issues on Brock Streets East and West. The ED will follow-up with the town’s Engineering Dept. The ED continues to research items for the 2020 budget including ideas, strategies and tactics to increase revenues going forward.

8. CORRESPONDENCE: The Town Clerk requested that the BIA prepare a resolution in support of new bylaws allowing for ICE CREAM mobile vending in the Town of Tillsonburg.

Motion: “Moved by: M. Tedesco and Seconded by: C. Heutinck

and resolved that the Board of Management of the BIA supports the implementation of an ice cream truck service in the Town of Tillsonburg”.

“Carried”
9. NEW BUSINESS:

a. Banking: several comments were made with respect to ongoing banking issues at FirstOntario Credit Union. The Chair asked if we had received a credit card from FirstOntario. The ED replied “no”. The application process for the credit card at FirstOntario was initiated in December. Debbie Beres, the BIA contract bookkeeper had expressed ongoing concerns with the QuickBooks online connectivity with FirstOntario which led to delays in completion of the monthly financial reports. This was ongoing for more than 2 months. The ED had to attend FirstOntario to pick-up a new access card even though the old one had not expired. There was a general consensus by board members that a change needed to be made. From the floor came the following resolution:

Moved by: C. Heutinck and Seconded by M. Tedesco:

And resolved that that the BIA Board of Management approves CIBC, Tillsonburg branch #03072 - as the financial institution for the banking requirements of the Tillsonburg BIA; effective on or about June 1st, 2019. This resolution authorizes the Executive Director to make and effect the agreements with CIBC subject to the usual two signing authorities. The funds on deposit at FirstOntario and specifically the GIC with a principle value of $65,000; which matures on February 21st, 2021- will be moved to CIBC at that time. All other funds on deposit at FirstOntario Credit Union will be transferred on or about May 31st, 2019. All remaining accounts at FirstOntario Credit union will be closed on May 31st, 2019.

10. ROUNDTABLE: open discussion amongst the board members – none.

11. NEXT MEETING – Thu, May 23rd, 2019 at Carriage Hall – 7:30 am

12. MOTION TO ADJOURN:

a. moved by: C. Heutinck that the board meeting of April 25th, 2019 be adjourned at 9:55 am.

“Carried”