

**BDIA**  
**Meeting Minutes**

September 20, 2017

**I. Call to order**

Dwane Barratt called to order the regular meeting of the BDIA at 7:00 AM on September 20, 2017 at BDIA Office, 267 Front Street.

**Attendance**

<b>Name</b>	<b>Ja n</b>	<b>Fe b</b>	<b>Ma r</b>	<b>Ap r</b>	<b>May</b>	<b>June</b>	<b>Jul y</b>	<b>Au g</b>	<b>Se pt</b>	<b>Oc t</b>
Dwane Barratt, Chair	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Paul Dinkel, Vice-Chair	Y	Y	Y	Y	Y	Y	Y	Y	N	
Jamie Troke, Treasurer	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Edie Haslauer, Past Chair	Y	Y	Y	N	Y	Y	Y	N	Y	
Paula Finkle	Y	Y	Y	Y	N	Y	Y	Y	Y	
Edward Kafka		Y	Y	N	Y	Y	Y	N	Y	
Mike Malachowski	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Councillor Mitch Panciuk	Y	Y	N	Y	Y	Y	N	N	Y	
Peter Reedyk			Y	Y	Y	Y	Y	Y	Y	
Hazel Lloyst, Office Manager – ex officio									Y	
Jesus Estevez	N/A	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	

**II. Approval of Agenda**

Motioned by Dwane Barratt, Seconded by Paul Dinkel CARRIED

**III. Declaration of pecuniary interest and general nature thereof – Edie Haslauer, Past Chair declared a conflict re financial interest in the BDIA building.**

**IV. Chairs Report – Dwane Barratt**

Welcomed new employee, Hazel Lloyst to the position of Office Manager effective August 28, 2017 on a full- time basis. Jenna Ellis will continue as an employee on a part-time basis working remotely approximately one hour per day on social media and in the BDIA office for four hours on Thursday and Friday.

**V. Approval of minutes from last meeting (September 20<sup>th</sup>, 2017)**

Motion to approve minutes from last meeting by Jamie Troke and seconded by Mike Malachowski. CARRIED

**VI. Deputations**

None

**VII. Business Arising from Previous Minutes**

**a) Strategic Planning**

Edie Haslauer is working with Karen Fisher from the City of Belleville to gather more information.

By Law effective July 10<sup>th</sup> prohibiting bicycles, e-bikes, motorized scooters, roller blades, and skateboards from use of sidewalks. Letter to be sent to Mark with the City of Belleville to request to add muscular powered scooters to the by law in addition to adding a speed limit for transportation still being used on sidewalks. No further communication has been received at this time.

Letter has been received with the number of available overnight parking spaces. No further communication has been received at this time.

**VIII. Treasurers Report – Jamie Troke**

Balance sheets available up to August 31, 2017 were presented. Further documentation requested for the updated Cheque Register be made available for next meeting. Implementation of streamlined expenses to avoid unnecessary losses is continuing. Improved systems and due diligence in place. Will be three signing officers. Audit system is in place and in line with the budget and estimates; system is working well.

Motion to approve by Mike Malachowski, seconded by Paula Finkle. CARRIED

## **IX. Staff Reports – Hazel Lloyst**

Having newly arrived as of August 28<sup>th</sup>, the first week of employment was spent shadowing Executive Director Marilyn Lawrie as well as spending time with Jenna Ellis in familiarizing herself with the running of the office and Member 365 and the status thereof. As at September 19<sup>th</sup>, Member 365 is 86% completed with a push to complete the balance as soon as possible. Hazel attended the Opening Reception for Plein Air (September 11<sup>th</sup>), Chamber of Commerce Business Card Mingle (September 14<sup>th</sup>), Cogeco Re-branding Launch (September 18<sup>th</sup>), and the Loyalist College Local News Forum (September 18<sup>th</sup>). She and Dwane Barratt held a meeting with Mark Hall, (Belleville Police Service) re the status of the new security cameras. Additionally, a meeting was held with Edie Haslauer and Karen Poste (Economic Development) in relation to the status of the My Downtown Campaign. Meeting held with Kerry Patrick re MIX 97 & CJBQ Radio Campaign for October; Gary Smith, Manager of the soon to be opened Country Inn & Suites; Aaron and Angela Bell re My Downtown Campaign; assisted with third party Shop & Win promo.

## **X. Committee Reports**

- a) Infrastructure – Jamie Troke (Dwane Barratt and Paul Dinkel – no report
  - i) Parking – Dwane Barratt and Paul Dinkel
  - ii) Seasonal Lighting
  - iii) Banners – Paul Dinkel – report forthcoming as Paul could not attend this meeting.
- b) Business Retention and Expansion – Paula Finkle – no report.
- c) Marketing & Promotion – no report sighting budget limitations.
- d) Governance – no report.

## **XI. New business**

- a) Jamie reported the success of the Doors Open initiative at his office stating the program is good for the core.
- b) Edie reported that the My Downtown Campaign is really working well and provided analytics outlining the increased social media interaction. Still monies in the budget to complete this initiative.

- c) Banners are up on the poles thanks to the generosity of Tall Trees donating their time, and the financial contribution to the project by Veridian and Belleville 200 Grant. Request to send a letter of thank you to Tall Trees.
- d) Christmas planning and décor replacement is underway in order to tie in with the Santa Claus Parade scheduled for Sunday November 19<sup>th</sup> at 4:30 p.m.

**XII. Correspondence- None**

**XIII. In Camera Session**

Motioned by Mike Malachowski and seconded by Paula Finkle to move In Camera at 7:57 - CARRIED

**XIV. Adjournment**

Dwane Barratt adjourned the meeting at 8:51 AM.

Minutes submitted by: Hazel Lloyst

Minutes approved by: Dwane Barratt

Next board meeting: Wednesday September 20, 7.00 AM.