

**Board Members Present: Beverley King (Chair), Ted Flanagan (Vice Chair), Randy Kerman (Secretary), Cindy Robinson (Treasurer) Jane Fogal (Council Appointee), Sandy Mackenzie,**

**Regrets: Bill Bonnet, Jamie Watt, Tony Rampulla, Sanja Vago**

**Staff: Sheena Switzer**

- a) **Call to order – 9:00am** **Beverley King**  
b) Declaration(s) of Conflict of Interest – None Declared  
c) Acceptance of Agenda with the following amendments:

- a. Councillor Fogal requested an in camera meeting in other business

**Motion: To Approve the Agenda with Amendments**

*Motion Moved By: Ted Flanagan*

*Second: Randy Kerman*

*Motion passed*

- d) **Approval of Previous Meeting Minutes** **Beverley King**

**Motion: To Approve the Meeting Minutes of the October Board Meeting**

*Motion Moved By: Ted Flanagan*

*Second: Randy Kerman*

*Motion passed*

- e) **Business Arising** **Sheena Switzer**

- a. Secondary Plan Steering Committee

- i. Councillor Fogal reviewed the purpose of the steering committee, who is on it from the community, council, and representing business organizations. The purpose of the committee is to work with the consultants in the following areas; Urban design, heritage, storm water management, transportation & cultural heritage. The Committee & town did a bus tour of other downtowns last Friday January 5<sup>th</sup>. The consultants are trying to expedite the process due to the municipal election

- ii. BIA Credit Card

**Action Item: Sheena to follow up with RBC**

- f) **Report from the Chair** **Beverley King**

- a. Jeanne Caesey to full in on contract for maternity leave coverage  
b. Ad to be posted for the Georgetown Farmers Market Manager

**Action Item: Sheena to draft Job Description & send for approval**

- g) **Council Update – No Update** **Jane Fogal**

- h) **Presentation of Financial Statements** **Cindy Robinson**

- a. Year End Financials Review  
b. Round table discussions on billing not yet received from the town, and past history of the agreement by the town and the BIA to offset Parking meter income by paying for snowplowing  
c. The audit will take place the 2<sup>nd</sup> week in February

**Motion: To Accept the Financial Statements As Presented**

*Motion Moved By: Cindy Robinson*

*Second: Ted Flanagan*

*Motion passed*

- i) **Committee-Up Dates**  
**Strategic Planning – Committee Report**  
a. No Update

*Jane Fogal*

**Marketing / Website – Committee Report**

*Sheena Switzer*

- b. Andrea reviewed the social media story for the year, the board was very happy with the report and the progress being made. The board requested some research be done into social media benchmarks
- c. **Action Item: Andrea to look into benchmarks, Sheena to ask OBIAA if they have any info**

**Beautification & Maintenance - Committee Report**

*Sandy Mackenzie*

- a. No Update

**Farmers' Market**

*Sheena Switzer*

- a. No Update.

**Action Item: 2018 Committee meetings to be booked & Meetings with Vendors i.e. Flowershed for the 2018 year.**

- j) **Manager's Report**

*Sheena Switzer*

- a. Sheena reviewed the managers report and the subject of each meeting.

- k) **New Business**

- a. Some discussion surrounding Bill 148. Suggestion to distribute the handbook to our members
- b. Ted Recapped his lunch meeting with Town of Halton Hills CAO Brent Marshall. He dispelled any rumours in regards the BIA not wanting to work with the town and said that the town is doing great work. They also discussed the lighting design for Mill & Hwy 7
- c. Some members & board members requested a meeting schedule for the year

**Action Item: Sheena to send out meeting schedule for the year**

- d. Move to in Camera

- l) **Meeting Adjournment:**

*Beverley King*

**Motion: To Adjourn**

*Motion Moved By: Jane Fogal*

*Second: Cindy Robinson*

*Motion passed*

***There being no further business to conduct the Georgetown BIA adjourned at 10:25am***

***The next meeting will take place on Tuesday February 13, at the BIA offices.***

***The Board then moved to an 'in camera' session to discuss personnel issues pertaining to the manager Sheena Switzer.***