

Board Members Present: Randy Kerman (Board Chair), Beverley King (Vice Chair), Suzanne Clarke (Secretary), Jane Fogal (Council Appointee), Carolyn Callero, Sandy Mackenzie, Connie Ward.

Regrets: Cindy Robinson (Treasurer).

Staff Attending: Yaw Ennin (BIA Manager), Nikki Jackson (Membership & Events Co-ordinator).

Guests: Ted Flanagan, Ron Quinlan, Jamie Watt.

1. **Call to order – 9:06 A.M. By Randy Kerman (Board Chair)**

2. **Acceptance of Agenda:**

Motion: To Approve the Agenda

Motion Moved By: Sandy Mackenzie

Second: Carolyn Callero

3. **Council Update – Jane Fogal**

Council Report: Changes to the Municipal Act has implemented changes in the municipality policies and procedures at TOHH. New and existing BIA board members must undertake board training by the Town's ombudsmen. New board members must undertake training before being granted full privileges as a board member.

4. **Declaration(s) of Conflict of Interest**

None

5. **Approval of Previous Meeting Minutes**

Motion: To Approve the Meeting Minutes of the November 12, 2019 Board Meeting

Motion Moved By: Randy Kerman

Second: Carolyn Callero

Motion passed

6. **Correspondence – None**

7. **Manager's Report**

Attached

Action: Report accepted with no changes

8. **Business arising**

a) **Council approval of 2020 BIA slate of Board of Directors** - on hold.

b) **Council approval of amended BIA Constitution and By-laws** – approved.

c) **Parking in Downtown Georgetown –**

Action: Create an information sheet identifying parking rules, parking locations and time limitations. Indicate that enforcement will increase in 2020 and that TOHH is running a parking study. Businesses should contact TOHH to voice their concerns and offer feedback about parking. BIA staff and board members to distribute the flyers by hand to the businesses in Downtown Georgetown.

d) **Homeless person –**

Action: Collect the homelessness information sheet that is being created by the library, about how to help a homeless person. E.g. call 311. Print copies of the sheet and distribute to the businesses in the Downtown Georgetown area.

9. **Financial Statements – Randy Kerman**

a) **Acceptance of financial statements**

Motion: To accept the November financial statements as presented

Motion Moved By: Randy Kerman

Second: Suzanne Clarke

Motion passed

Action: Collect weeding quotes before the Spring season commences.

10. Committee Updates

- a) **Farmers Market** – The Farmers Market Committee met and set the opening and closing dates of Farmers Market 2020 season.

Motion: To approve the opening and closing dates of Farmers Market 2020 season. Opening date is Saturday, June 6, 2020. Closing date is Saturday, October 17, 2020.

Motion Moved By: Suzanne Clarke

Second: Beverley King

Motion passed

- b) **Façade Improvement Program** – The BIA has submitted its spreadsheet and before and after photos to TOHH. The only photos not included are for Silvercreek Café. It has paid for its awning in full and are still waiting for it to be installed. The BIA is waiting for a cheque from TOHH for its share of the Façade grant.

- c) **Holiday Magic** – There were 15 vendors on the street and 33 in Knox Presbyterian Church. The street entertainers only gravitated towards the crowds, so they weren't able to pull the crowds to the quieter areas within the road closures. Overall, the event received very positive feedback from the public and BIA members.

Action: For 2020, the BIA is to provide more detailed communication to assist BIA members in their planning efforts to participate in Holiday Magic, e.g. sponsorships of activities and/or entertainment, more details of confirmed activities on the website, etc.

Action: Share with the BIA members the performance of Holiday Magic. E.g. statistics, how businesses did, etc.

Action: Ask BIA members to please share the BIA's social media posts about the Downtown events.

- d) **Set up committees for 2020** – ask BIA members to join in the committees

Committee	Committee Members
Marketing	Carolyn Callero, Beverley King, Ron Quinlan, Jamie Watt.
Beautification	Sandy Mackenzie, Ron Quinlan, Jamie Watt.
Façade	Randy Kerman, Beverley King.
Farmers Market	Connie Ward
Events	Carolyn Callero, Beverley King, Ron Quinlan, Connie Ward, Jamie Watt.

11. New Business –

- a) **Appointment of 2020 BIA board executives.**

Motion: To nominate Connie Ward as Board Chair.

Motion Moved By: Randy Kerman

Second: Beverley King

3 calls

Motion passed

Motion: To nominate Suzanne Clarke as Vice Chair.

Motion Moved By: Randy Kerman

Second: Beverley King

3 calls

Motion passed

Motion: To nominate Cindy Robinson as Treasurer.

Motion Moved By: Randy Kerman

Second: Sandy Mackenzie

3 calls

Motion passed

Motion: To nominate Beverley King as Secretary.

Motion Moved By: Councillor Jane Fogal ***Second: Randy Kerman***

3 calls

Motion passed

12. Meeting Adjournment:

Action: BIA staff to book the Bridgewood restaurant for the BIA Christmas dinner with the BIA board members for Tuesday, January 14 2020, 6:00 PM.

Motion: To Adjourn

Motion Moved By: Beverley King

Second: Carolyn Callero

Motion passed

There being no further business to conduct the Georgetown BIA adjourned at 10:36 AM

Next Meeting – Tuesday, January 14, 2020 @ 9:00 AM

<u>ACTIONABLE ITEMS</u>	<u>STATUS</u>
To notify BIA members that the BIA will help facilitate bulk buying of candy for the businesses for Masquerade on Main 2020.	Manager has emailed BIA members. December 2019
Board to review Service Recognition Policy, Electronic Mail Policy and Social Media Policy available in Dropbox.	Pending
Create an information sheet identifying parking rules, parking locations and time limitations. Indicate that enforcement will increase in 2020 and that TOHH is running a parking study. Businesses should contact TOHH to voice their concerns and offer feedback about parking. BIA staff and board members to distribute the flyers by hand to the businesses in Downtown Georgetown.	Pending
Find out more information if the Town's parking/ticketing system can record the number of warnings given, etc. The BIA prefers warnings rather than ticketing.	Manager was informed that the Town is currently reviewing its parking/ticketing system.
Collect the homelessness information sheet that is being created by the library, about how to help a homeless person. E.g. call 311. Print copies of the sheet and distribute to the businesses in the Downtown Georgetown area.	Pending
Collect weeding quotes before the Spring season commences.	Pending
Ask Dennis Roberts to join the Marketing committee.	Pending
Share with the BIA members the performance of Holiday Magic. E.g. statistics, how businesses did, etc.	Post-event update delivered via Mailchimp e-newsletter. December 12, 2019.
Order bike racks for the Downtown area from Maglin.	Manager ordered bike racks. Awaiting delivery. Installation will take place in the Spring, once the ground as thawed.
Investigate about creating BIA gift certificates or coupons with expiry dates to offer to organizations like Light Up The Hills.	Pending
BIA staff to book the Bridgewood restaurant for the BIA Christmas dinner with the BIA board members for Tuesday, January 14 2020, 6:00 PM.	Completed. Board members were invited to RSVP, and total numbers were given to the Bridgewood.