

Board Members Present: Randy Kerman (Past Chair), Beverley King (Secretary), Suzanne Clarke (Vice Chair), Cindy Robinson (Treasurer), Connie Ward (Board Chair), Sandy Mackenzie.

Regrets: Jane Fogal (Council Appointee), Carolyn Callero.

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

Guests: Ted Flanagan, Ron Quinlan, Jamie Watt.

1. **Call to order – 9:03 A.M. By Connie Ward (Board Chair)**

2. **Acceptance of Agenda:**

Motion: To Approve the Agenda

Motion Moved By: Cindy Robinson

Second: Randy Kerman

3. **Declaration(s) of Conflict of Interest**
None

4. **Approval of Previous Meeting Minutes**

Motion: To Approve the Meeting Minutes of the December 10, 2019 Board Meeting

Motion Moved By: Suzanne Clarke

Second: Randy Kerman

Motion passed

5. **Correspondence**

a) **Correspondence with Public Works re: bike rack in front of Heather's Bakery –**

Action: Connie will approach the businesses around the bike rack and ask for their opinions whether to permanently leave the bike rack on the street or remove it. Further action will be deferred until Connie's feedback to the Board.

Action: Inform Dick Spear that the Board has deferred making a decision until received.

6. **Manager's Report**

Attached

Action: Report accepted with no changes

Action: Manager to set up dates and times for the Town's Economic Development department to present at the board meeting(s).

Action: Jamie to send details to Manager about the old banners at RJ's. Manager will contact Public Works to remove the banner and replace with a new one.

Action: BIA staff to confirm change of venue to the Studio Room for the governance workshop.

Action: Nikki to follow up with Renee Brown for the Town's Board Governance training dates.

7. **Financial Statements – Cindy Robinson**

a) **Acceptance of financial statements**

Motion: To accept the December financial statements as presented

Motion Moved By: Cindy Robinson

Second: Randy Kerman

Motion passed

8. **Business arising**

a) **Protocol for casual helpers employed for events – hourly pay, payment, contract.**

Action: Manager to contact local service clubs to ask if they can help out at events (e.g. manning barricades) in return for a donation/payment to their organization.

Action: BIA staff to create a volunteer pool to draw from for events.

Action: BIA staff to create a casual labour pool of employees to draw from for events.

Action: Manager to create guidelines, job descriptions and contract templates for what is required and expectations including rate of pay and duration of contract for casual labour employment.

Action: Upon approval from the board, advertise contract job availability to increase the size of the casual pool.

Action: Create guidelines, expectations and job description for the casual job positions.

b) Public Art Banners and new/old armature –

The Town will install the public art banners on Main Street South, in Downtown Georgetown. The armature that is currently being used there will be moved to Mill Street. Downtown Georgetown banners will fly on Mill Street. The public art banners will stay up until before Canada Day. Then additional Downtown Georgetown banners will go up on Main Street South. The banners are a form of placemaking and beautifying the Downtown.

c) BIA credit card limit increase –

Motion: To approve the BIA credit card limit from \$1,000.00 to \$2,000.00

Motion Moved By: Suzanne Clarke

Second: Randy Kerman

Motion passed

d) BIA meeting minutes and how to make it publicly available –

Action: Once minutes are approved by the BIA board and received at the Town, the minutes will be made available to the public.

Action: Approved minutes will be made available to the general public through the BIA website (rolling 12 months).

Action: Approved minutes will be made available to BIA members through Mailchimp e-newsletters (link).

9. Council Update – None.

10. Committee Updates

a) Farmers Market – The Farmers Market Committee meeting scheduled Thursday, February 20, 2020 at 1:00 P.M. at the BIA office.

b) Façade Improvement Program – FIP needs its own separate committee, apart from Beautification. Schedule its first meeting after the March 1, 2020 application submission deadline.

c) Marketing – First meeting scheduled Tuesday, February 4, 2020 at 9:00 A.M. Tentative second meeting date is Tuesday, May 5, 2020 at 9:00 A.M.

d) Events – First meeting scheduled Tuesday, April 7, 2020 at 9:00 A.M. Tentative second meeting date is Tuesday, July 7, 2020 at 9:00 A.M.

e) Beautification – First meeting scheduled Tuesday, March 3, 2020 at 9:00 A.M. Tentative second meeting date is Tuesday, June 2, 2020 at 9:00 A.M.

f) Car Show – Sub-committee of Events committee. Meeting dates TBD.

Action: Terms of Reference will be read and edited at the first meeting of each committee.

11. New Business –

a) Concerns and observations regarding BIA elections and Municipal Act – Ted

Ted spoke of his concerns about Town's intervention in the electoral process of the BIA.

Action: Follow up with the Town and find out when its board governance training dates are scheduled.

b) Homelessness in Downtown Georgetown - Sandy

Sandy mentioned his concerns about the homeless. The BIA still awaits for the resource documents that the Library will supply to the BIA.

Action: Distribute the homelessness literature to the BIA businesses.

12. Meeting Adjournment:

Motion: To Adjourn

Motion Moved By: Randy Kerman

Second: Sandy Mackenzie

Motion passed

There being no further business to conduct the Georgetown BIA adjourned at 10:35 AM

Next Meeting – Tuesday, February 11, 2020 @ 9:00 AM

<u>ACTIONABLE ITEMS</u>	<u>STATUS</u>
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.
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.	Ongoing.
Ask Dennis Roberts to join the Marketing committee.	Completed.
Investigate about creating BIA gift certificates or coupons with expiry dates to offer to organizations like Light Up The Hills.	Ongoing
Connie will approach the businesses around the bike rack and ask for their opinions whether to permanently leave the bike rack on the street or remove it. Action will be deferred until Connie's feedback to the Board.	Pending.
Manager to set up dates and times for the Town's Economic Development department to present at the board meetings.	Pending.
Jamie to send Manager contact details for the old banners at RJ's. Manager will contact Public Works to remove the banner and replace with a new one.	Pending.
BIA staff to confirm change of venue to the Studio Room for the governance workshop.	Completed.
Nikki to follow up with Renee Brown for the Town's Board Governance training dates.	Completed. Dates were shared with the board members.
Manager to contact local service clubs (and organizations like Cadets, Guides, Scouts, etc.) to ask if they can help out at events (e.g. manning barricades) in return for a donation/payment to their organization.	Pending.
BIA staff to create a volunteer pool to draw from for events.	Pending.
BIA staff to create a casual labour pool of employees to draw from for events.	Pending.

<p>Manager to create guidelines, job descriptions and contract templates for what is required and expectations including rate of pay, duration of contract for casual labour employment.</p>	<p>Pending.</p>
<p>Upon approval from the board, advertise contract job availability to increase the casual pool.</p>	<p>Pending.</p>
<p>Completion of the Terms of Reference document for the BIA committees. The Terms of Reference document will be read and edited at the first meeting of each committee.</p>	<p>Document is WIP.</p>
<p>Once BIA board minutes are approved by the BIA board and received at the Town, the minutes will be made available to the public. Approved minutes will be made available to the general public through the BIA website (rolling 12 months). Approved minutes will be made available to BIA members through Mailchimp e-newsletters (link).</p>	<p>Completed. December Board minutes were added to the Website under 'Board of Directors.'</p>