

Creemore BIA Board

Minutes

May 10, 2016 6:30 p.m. Creemore Springs Brewery

BIA Board Members Present: Jackie Durnford, Laurie Copeland, Karen Gaudino, Sara Hershoff, Corey Finkelstein, Councillor Thom Paterson

Staff Present: Mayor Vanderkruys

Guests Present: Dave Huskinson, John Shore

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Approval of Agenda

Item/Recommendation: Approval of the Agenda	
Moved By: Lauri	Seconded By: Corey
Be it resolved that the Creemore Executive Board approve the May 10 th , 2016 Agenda as presented	
Motion: Carried	

3. Disclosure of pecuniary interest and general nature thereof

- No conflicts declared

4. Approval of Minutes

Item/Recommendation: Approval of May 3 rd , 2016 Minutes	
Moved By: Sara	Seconded By: Lauri
Be it resolved that the Creemore Executive Board approve the May 3 rd , 2016 meeting minutes as presented	
Motion: Carried	

5. Review of 2016 Budget

Item/Recommendation: Review of 2016 P&L. Sara requested a review of the 2016 by John Shore	
Moved By: Corey	Seconded By: Laurie
Be it resolved that Creemore Executive Board approve to receive the report	
Motion: Carried	

- After the review of the budget it was agreed not to make any changes to the line items until after the OBIA meeting and our planning workshops. Based on the outcome of that meetings we will decide if changes need to be made and if it needs to be submitted to council
- **Sara** to provide balance sheet for next meeting as part of treasurer's report

Item/Recommendation: John Shore to become our volunteer book keeper	
Moved By: Sara	Seconded By: Corey
Be it resolved the Creemore BIA Executive Board retain the volunteer services of John Shore as the BIA book keeper.	
Motion: Carried	

- **Sara** to notify current book keeper of changes

6. Operational Action Plan for 2016

Flower Boxes for BIA Area

- **Sara and Corey** to assess the current condition of the planter boxes and make recommendations on any repairs or touch ups needed.
- Cut and Dry has already been contracted to plant them for the end of May - \$4360.00 allocated in budget
- **Who will** contact the works depart and coordinate the placement of the planters and Cut and Drying planting.
- A prototype of a new planter has been commissioned for the boards consideration. It is outside of the toy store. We owe approx. \$400 for the prototype and it is not in the current budget. **Jackie** will see if she can get the manufacturer to sell it so we do not have to bear the cost of it.

Item/Recommendation: to offer Cheryl Brown the flower box maintainance contract for 2016	
Moved By: Sara	Seconded By: Corey
Be it resolved the Creemore BIA Executive Board offer the 2016 flower box maintainance contract to Cheryl Brown for the terms and contract rate as 2015	
Motion: Carried	

- **Laurie** to have a discussion with the Tree Committee about the state of the trees on main street and report back on what next steps are.

Signage

- Thom is working with the township to have the street name signs installed by the end of may
- Thom and Corey to follow up on the installation of the welcome sign – east bound County Road 9. The materials are paid for but there will be an installation cost.
- As per the current budget we will pay for the billboard on Airport road to the end of June. **Sara** will send payment. This will be reviewed as part of the Marketing Committee workshop.

Associate Members

- Status quo until we get more information at OBIA session.
- **Corey** to provide board with a copy of the current associate member guidelines and benefits

Operational Committees

- Operational leads where agreed upon for key functional areas.
Street Scape: Corey and Karen
Marketing and Promotions: Jackie and Laurie
Policy & Procedures: Sara and Thom
Community/Stakeholder Relations & Communications : Jackie and Karen
- Plans for each functional area will be worked on and approved by the board in the upcoming planning workshops with operational leads responsible for executing.

- Defining role and scope of functional area will come out of planning workshops and notes Sara took.

Communications/ Admin/Other

- Sara has BIA stationary at Echo office
- Key for mail box also at Echo office
- **Sara** agreed to store Instagram signs at echo until a long term storage solution is found
- **Corey** will transfer over the current BIA e-mails to the new board. It was agreed to continue using title as names. Info@ will be directed to the president
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7. Upcoming BIA Events

Children’s Festival

- Currently in jeopardy of not happening. Funding has not come in as expected.
- **Laurie** to present financials at next BIA meeting.
- A decision also needs to be made if this event will be run as an official BIA event

8. New Business

- Mayor Vanderkruys suggested that we work with Stayner Chamber and come to the township with a proposal on added support regarding street scape beautification.

9. Business Arising from Minutes

Key Action Items

Date	Item	Who	Timing	Status
03.05.2016	Review and define rolls of executive			Pending assignment
03.05.2016	Executive to review and revise election procedure for 2017			Pending assignment
03.10.2016	New Street Name signs installed	Thom	End of May	On track
03.10.2016	Installation of welcome sign for County Rd 9	Corey	End of May	
03.10.2016	Proposal for support from Clearview on streetscape beautification			Pending assignment

10. Adjournment

Item/Recommendation: Adjournment	
Moved By: Corey	Seconded By: Sara
Be it resolved that the May 10th, 2016 meeting be adjourned at 9:15 p.m.	
Motion: Carried	

Next Board Meeting:

Tuesday June 7th, 2016

Station on the Green, 6:30 p.m.