

NAPANEE BIA
Meeting Minutes
May 16 2012
6:15pm
Napanee Business Centre

Attendance: Brad Way (Chair), Ashley Arnold (Vice), Peter Veltheer (Treasure) Doris Lucas, Bill Pierson, Cris Viela, Shaune Lucas, James Timlin (Town) , Karen Fischer,

1. Call meeting to order 6:17
2. Disclosure of pecuniary interest - **NONE**
3. **Motion** for Approval of agenda by Peter, Second by Ashley - **Carried**
4. **Motion** for Approval of minutes – April 4 2012 Minutes by Peter, Second by Ashley - **Carried**
5. Karen Fischer from OMAFRA gave a brief introduction of what she has and is involved in within her servicing area. Karen has offered to help the BIA facilitate a strategic planning process and look at some organization development if the BIA would like it. The Board has agreed to move forward with this process. An email will circulate to create a starting point to begin discussions.
6. Business arising from previous minutes
 - a. Parking Strategy
 - A parking strategy was developed by Shaune was received for information. The board really likes the direction that was presented and Bill has offered to work with the Town and Staff to work towards a plan that will be successful in implementing.
 - b. Staff Person
 - Brad reiterated the facts that Bill had made from the AGM of the importance a staff person is to the organization to carry out the day to day task required for the organization. A **motion** to hire a staff person for 15 hours a week indefinitely or until the board determines new or additional requirements are needed by Peter, Second by Bill. - **Carried.**
 - c. 401 Signage
 - Brad reported he met on site with Ron V of the town to discuss the signage off the 401. Ron suggested he could fix the problem and that the BIA would probably be required to pay for the concrete needed for the new footings. Peter has volunteered to follow up and take over the correspondence on the project until it is complete. A **motion** to fix the sign up to a budget of \$500 by Bill, Second by Peter. – **Carried.**
7. Reports
 - a. Chairperson's Report
 - Brad reported he is continually encouraged by the steps being taken by this board as well as other interest groups in the area. Brad reported that he has had several meeting with interested partners, i.e. Karen Fischer.
 - b. Council Report
 - Bill reported that the meeting minutes of last month have been received for information by the town.

- c. Treasurer's Report
 - i. 2012 YTD Summary
 - A **motion** to receive the YTD summary and details by Peter, Second by Bill. – **Carried.**
 - d. Chamber of Commerce Report
 - Brad mentioned the Chamber Board is in support of NO meters of the downtown so that the downtown can continue to compete with other areas that are not metered.
 - e. Core Area Advisor Committee
 - There is another steering committee meeting tomorrow where the focus will be on the development of the committees strategic plan development. The committee continues to drive forward with 4 projects that are currently underway.
8. Committee Business
- a. Events – Chair Position Open
 - Brad will follow up with Shuane.
 - b. Beautification – Brad/Rennie
 - The report submitted and completed by Rennie was received. Some discussion regarding planting box removal was discussed. Doris suggested that trees could still be purchased at whole sale prices through her green house.
 - c. Communications – Ashley
 - Ashley reported he was working on a few developments for communications and that he would have a starting point of a plan for next meeting. He reported that two of the three publications we had approved to be in are complete and that the third had been dropped after lack of interest from other key partners/supporters.
9. New Business
- a. James – Downtown Building Lighting
 - James provided an explanation of the Big Bright Light Show that he has been researching and working on as of late. A report was received for information. Based upon the report the BIA was requested to support the project in the amount of \$10,000. A **motion** to support the project for \$10,000 from the BIA reserve fund and to appoint James the lead on the project by Dorris, Second by Ashley. – **Carried.**
 - b. Membership Report
 - Dorris mentioned she had opened up a new interior décor store next to October's. Brad mentioned there was a new fitness business opening next to Marlin. Ashley will purchase new congratulation cards for new businesses opening.
 - c. Correspondence
 - Ashley reported that he had received a request from RBC to install a few garbage bins south of Dundas on John Street near the bus stop. This was received for information and will be discussed at next meeting.

Adjournment – 8:15 pm

NEXT MEETING: June 20th, 2011