

NAPANAE BIA
Meeting Minutes
June 20, 2012
6:15pm
Napanee Business Centre

Attendance: Brad Way (Chair), Peter Veltheer (Treasurer), Doris Lucas, Bill Pierson, Shaune Lucas, James Timlin (Town), Rennie Hutzler

1. Call meeting to order 6:25pm
2. Disclosure of pecuniary interest – **NONE**
3. **Motion** for approval of agenda with stipulation of moving 7(b) Beautification as immediately following approval of agenda moved by Peter, seconded by Shaune – **CARRIED**
- 7b). Beautification: Rennie gave a brief overview of spring vegetation care. Watering downtown begins on the 21st. Conflict over usage of golf cart or municipal truck for maintenance. The decision made was to wait and see and base further decisions upon experience.
63 Dundas St. (next to John's, belonging to Mr. Lyons) has had great improvement. Six picnic tables and garbage cans and a bike rack (from the Town) have been placed on the property. Contacts are in place for new murals to be put in place on the building's windows.
4. **Motion** for approval of minutes from May 16, 2012 moved by Peter, seconded by Shaune – **CARRIED**
5. Business arising from previous minutes
 - a. Garbage bins (RBC request): Continuing to look into central garbage/recycling drop-off location downtown for stores to avoid roadside waste piles. It is a hard sell for merchants because it requires more effort but merchants can drop off waste and recycling as they wish. Original by-law required all recycling on street to fit into a blue/black box. Potential site for this would be between 13 Mill St. and Mrs. Hudson's old house. The CAAC has tender going out this week regarding cigarette butts and the recycling bin on John Street.
 - b. Parking: Shaune will work with James and Bill on the communication strategy he put in place. The package of current by-laws, expectations, etc. must be better enforced.
 - c. Staff Person: Olivia Mills, the Chamber's intern, has been hired for fifteen hours per week for office administration until the end of August. There will be a report outlining guidelines and duties of the staff person by the next board meeting.
6. Reports
 - a. Chairperson's Report:
 - i. Area Interest Group Meeting: There have been three inter-organizational mixers in recent weeks. Brad advocates for more of these, as they provide

an opportunity for Napanee's organizations to work together and create mutually beneficial alliances as a method of economic development.

- b. Council Report: No report. Bill has been away.
- c. Treasurer's Report:
 - i. YTD Summary to include BIA surplus in the monthly financial report
 - ii. Any bills under \$100 will require only one signature
 - iii. Repetitive bills hydro, telephone, and internet will require only one signature
 - iv. Rent will be automatically withdrawn from account without being pre-approved.
Motion to approve all items in Treasurer's Report moved by Bill seconded by Shaune – **CARRIED**
- d. Chamber Report: Monday night's Mayor's Social gathered 35-40 people. The Mayor made a statement regarding the pool, downtown garbage, policing, etc. There is an outreach on Friday to connect the police to the community. Peter will be attending on behalf of the BIA.
- e. Core Area Advisor Committee: Lyndsay has reviewed the commercial tenant survey. Bill will go with Tracy to the landlords to speak personally with them. Shaune recommended running the survey by a few trusted merchants to get their feedback before mass distribution.
- f. Communities in Bloom: applying for the grant program. This could collect up to \$25 000 from CN alone – could be \$50 000 total if others contribute also. Discussion regarding the Communities in Bloom and Town responsibilities separation; an unfortunate perception of town workers may hurt Communities in Bloom program. Goal is not a quick tidy for the judging, but a tidier community year-round.
Motion to accept last three reports (Chamber, Core Area Advisory, Communities in Bloom) moved by Shaune, seconded by Peter – **CARRIED**

7. Committee Business

- a. Events: Shaune reports another party has taken on Chair of Events duties without his approval.
 - i. Multi-cultural Sponsorship: \$500 donation. A letter requesting funds will be appreciated in future years, as well as disclosure of their budget. Also, Cortright should be invited to make a presentation to the board regarding the success of the festival. Cortright has also asked that a member of this board sit on his next year. Peter will try to attend the NDMCA meeting on Monday.
Motion to confirm \$500 donation moved by Peter, seconded by Bill – **CARRIED**
 - ii. Movie Nights: Peter spoke to Kawartha and they are interesting in sponsoring movie nights in exchange for their name being attached for two movie nights. Holly at the cinema will look after details, staffing, and general organization.
Motion for BIA to take on Kawartha Movie Nights moved by Peter, seconded by Bill. - **CARRIED**
 - iii. Scarecrow Minutes: had to be booked early this year (Sept. 29) due to Thanksgiving. RONA will donate enough wood for three more

scarecrows. Lafarge gave smaller donation because of War of 1812 sponsorship

- b. Beautification – Addressed earlier.
 - c. Communications: Ashley was not present at the meeting, but is working on an overall plan and gathering input from merchants.
8. New Business
- a. Membership Reports: Jack Green is taking an interest in downtown. The building beside Pie in the Sky (adult video store) is for sale. Pass the word so it can get fixed up. The old Flowers by Barbara building sold. The Movies ‘N More store has been on the market for almost two years – who is the listing agent?
9. Other
- a. Downtown Building Lighting: Commitment to three-year phase in. Merchants may dig in heels at expense of replacement, installation, hydro, etc. Discussion regarding who get installation first and if merchants choose their own lighting colours or if there is an overall colour scheme. Merchants could be charged \$400-\$500 dollars to make the project more wide spread.
Motion to commit the second \$10 000 (based on the understanding that there will be no third installment) moved by Peter, seconded by Shaune – **CARRIED**

Adjournment – 8:10pm

NEXT MEETING: Strategic Planning Session July 11, 2012
General Meeting July 18, 2012

Minutes prepared by: Olivia Mills
Reviewed by: Peter Veltheer