

**NAPANAE BIA**  
**Meeting Minutes**  
**July 18, 2012**  
**6:15pm**  
**Napanee Business Centre**

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Attendance: Brad Way (Chair), Peter Veltheer (Treasurer), Doris Lucas, Shaune Lucas, Olivia Mills (Intern), Cortright Christian (Guest)

1. Call meeting to order 6:15pm
2. Disclosure of pecuniary interest – **NONE**
3. **Motion** for approval of agenda moved by Peter, seconded by Shaune – **CARRIED**
4. Music by the River Sponsorship (Guest Cortright Christian)  
Cortright brought the absence of the 2012 Music by the River concert series to the attention of the board. He proposed the BIA role in this starting again next year would be (1) Promotion, (2) Gas money/honourarium for musicians, and (3) decision-making. A single, big concert for this August was suggested to keep the ball rolling and in preparation for next year.  
The BIA will not sponsor a MBTR concert this year, but will attempt to place one board member on the MBTR board if it comes together for next summer. The BIA will also need to consider the benefits to downtown and the issue of dates and times (Sunday afternoons) because downtown shops are not typically open in this time frame.  
Discussion turned to the location of the 2013 Multicultural Festival. It was emphasized that a member of the BIA board participating in the Multicultural board would ensure better communication in areas such as these. An email will be sent out indicating this and asking for a representative.
5. **Motion** for approval of minutes from June 20, 2012 with stipulation of wording change under section 7 (a) moved by Peter, seconded by Doris – **CARRIED**
6. Business arising from previous minutes
  - a. Garbage bins (RBC request): pictures and quote estimate of new garbage bins, pet waste stations, and cigarette disposal stations were presented to the board. The lack of recycling in the downtown is an issue that needs to be addressed; solar compacting garbage bins may also be worth investigating. The BIA requests a CAAC representative to present this information and the overall plan. Attention was brought to the poor state of the current garbage cans and the need for their repair before considering purchasing new ones.  
**Motion** confirming the BIA has committed to dialogue regarding the enhancement of current garbage collecting receptacles, special items, etc, moved by Shaune, seconded by Peter - **CARRIED**
  - b. Parking: Moved to (9) New Business.
7. Reports

- a. Chairperson's Report:
  - i. Big Bright Light Show: Brad has been working with James to speak with merchants regarding the Light Show. There has been support from merchants as well as many questions regarding the program.
- b. Council Report: There is no report. Representative absent. No report this month. No report last month.
- c. Treasurer's Report: A package of information was received. **Motion** to receive report as information moved by Peter seconded by Shaune – **CARRIED**
- d. Chamber Report: There was no meeting. Kathy (Chamber) and Lyndsay (Town) will be asked if they have any data base of business information that can be reviewed for trends in the economic status of the downtown business area.
- e. Core Area Advisor Committee: There is no report.
- f. Communities in Bloom: There is no report. James will be asked to send the minutes from the last Communities in Bloom meeting to the BIA board. Property owners should be encouraged to participate in the initiative. It should go past the minimum requirements and be a sustained effort. **Motion** to receive all reports moved by Peter, seconded by Doris – **CARRIED**

#### 8. Committee Business

- a. Events: Peter has requested a list of events to plan a calendar for promotion purposes and to encourage their location downtown. Shaune has requested a copy of the Unionville events flyer be presented at the next meeting as an example.
  - i. Movie Nights: The first film night on July 13<sup>th</sup> was a success. The presentation was good and attendance (150-200 people) was high. Merchants were invited to advertise on a slide show before the film started, and the response was good. Ashley (BIA) and Hollie (Boulevard Cinema) will be contacted and asked for a more detailed report of the success of the advertisements.
  - ii. Scarecrow Minutes: There is no report. Sondra will be contacted and asked for meeting minutes. The BIA board wishes to know which streets are closing and what the parameters of the festival are.
  - iii. Old Car Show: a contact who has done an old car show in the past was not aware Lisa no longer worked at the BIA. He is attempting to pull an event together for August. It would ideally take place on a Friday afternoon in Market Square (rather than the gravel parking lot).
- b. Beautification: Rennie was excused from this meeting. Brad reports she wanted to mention (1) the completion of 62 Dundas parking lot, (2) push for the use of golf cart instead of the truck, and (3) is working on the removal of dead trees to be replaced in the fall.
- c. Communications: There is no report.

#### 9. New Business

- a. Lighting: The lights being considered are LED Rope Lights, available for \$250 for 150ft with connecting clips every three feet for easy length adjustment; they are long-lasting with no energy intake. The project would initially start at the garden centre and continue with Shaune and Doris's buildings. James has to

officially confirm the light choice. Primary objective is rooftops. This is general conversation; the BIA has made no commitment.

- b. Storefront: Shaune and Doris have opened a new store called Miss Emma May's. Kitchen Creations has closed. Olivia will contact D & L Carpentry to inquire as to their business status.
  - c. Survey Distribution: Lyndsay and Olivia distributed online surveys door-to-door in the BIA area. The property owners are given a separate survey given in person by Lyndsay; these are still taking place. The goal is to assess the strengths and weaknesses in the downtown core in order to make prospective business owners more attracted to the downtown. Lyndsay will be contacted for a description in results, goals, and wording of the survey.
  - d. Meeting Attendance: A request for confirmation of attendance will be sent out prior to each meeting. It was suggested that if a quorum could not be established, the meeting would be rescheduled. Council representatives are encouraged to submit updated information in writing if they cannot be present at the meeting. The BIA constitution states that any board member who misses three meetings is required to step down from their position if they do not attend a meeting immediately following receipt of the letter.
  - e. Downtown Presentation:
    - i. Flags/Banners: Where is the décor that was supposed to be placed in the downtown? Olivia will contact Lyndsay for an update.
    - ii. Parking: Shaune requested Trent be present next meeting to discuss replacing the parking sign poles. The new signs could better mark the parking zone, the time allotment, a welcome message to Napanee, and potential advertising for merchants. Improvement is also needed for the painted parking lines.
10. Other: Trent's presence at the next BIA meeting was requested for discussion of fixing the current garbage cans and the re-painting of the parking lines.

**Adjournment – 8:15pm**

**NEXT MEETING:** General Meeting August 8, 2012.

Minutes prepared by: Olivia Mills  
Reviewed by: Brad Way