

Board of Directors
Meeting Minutes
April 18, 2013
Napanee Business Centre

Attendance: Brad Way, Ashley Arnold, Peter Veltheer, Shaune Lucas, Tom Coke

Absent: Doris Lucas, Michelle Edgar, Bill Pierson

- 1. Call Meeting to Order: 6:20pm**
- 2. Disclosure of pecuniary interest: none**
- 3. Motion for approval of agenda by Peter Veltheer seconded by Shaune Lucas: CARRIED**
- 4. Motion for approval of the previous meetings minutes: March 20th, 2013 by Ashley Arnold seconded by Peter Veltheer: CARRIED**

5. Committee Reports: A) Beautification

Peter asked the Board about any updates regarding the old waste receptacles and whether or not a plan is still in place to get them painted. Brad reminded everyone that the original agreement with CAAC was to cost share on new receptacles if the old receptacles would be refurbished and placed on some of the side streets where needed. Brad asked if we could request the provincial flags be put up as soon as time and weather permits.

ACTION: Tom will follow up with the Town on the status of the provincial flag installation and on a timeline for getting the waste receptacles painted.

II) Street Smarts Funding:

Shaune Lucas updated the Board on the future of Street Smarts Funding. Town Council has approved \$15,000 in additional funding within the new Municipal Budget and overall the BIA Board feels that it's been a great program for Downtown Napanee and a major catalyst for building improvements. The Board would like to see Tom create a report for Council in support of the continuation of the program.

Motion for Tom create a report on the benefits Street Smarts has had on the transformation the Downtown for Council's information by Peter Veltheer, and seconded by Ashley Arnold. CARRIED

III) Awards Planning

Brad updated the Board on the Awards Gala. Brad together with Tom will work out the specific set of criteria or standards for each award and then it will be sent out to the Board

ACTION: Brad and Tom will determine the specific award criteria and will report back to the Board

6. Business Arising from Previous Meeting

Downtown Logo: Brad asked for an update on the Downtown Logo that the Board approved at a previous meeting. Tom informed the Board that it needs to go to the CAAC and then onto Town Council. Tom is arranging plans for the Downtown Logo to be discussed at an upcoming CAAC meeting.

ACTION: Tom will arrange for the Downtown Logo to be discussed at an upcoming CAAC meeting

A meeting of the Board of Directors needs to occur to discuss potential sponsors for the BIA many programs. Brad would also like a meeting to occur to discuss the results from the CAAC survey. The Board would like to see if the raw data from all the survey work completed by the CAAC could be provided to the BIA.

ACTION: Arrange a meeting to discuss the survey results from the CAAC and to inquire with Lyndsay Tee about receiving the raw data for the survey.

7. Reports

A) Chairperson's Report

The AGM went well. There were a number of new faces that asked a lot of excellent questions. Brad thanked Tom for his efforts in putting the AGM on. Brad also updated the Board on a meeting taking place on Friday April 19, 2013 that Brad and Tom will be having with Jon Begg from Kawartha Credit Union.

B) Council Report

Shaune presented the Council report in Bill's absence. Dave Morgan will be attending an upcoming meeting of council where he will present an urban forestry plan for the Town. Shaune was very happy to see the Town continue the Street Smarts Program with the renewed investment in it, and also that the Town passed their 2013 budget.

C) Treasurer Report

Peter reviewed the finances with the Board. Discussion took place regarding the Snow Removal. Peter will examine the Snow Removal relationship with the municipality and present it to the Board at a later date.

ACTION ITEM: Peter will create a report looking at the re-evaluation of the Snow Removal agreement.

**Motion for approval of the treasures report by Ashley, second by Shaune.
Carried**

Brad asked to include in all future board packages the previous month's cheques and bills paid.

ACTION ITEM: Tom to ask town staff for a monthly bill/cheque report on a go forward basis.

D) Chamber of Commerce

Peter provided the Chamber of Commerce report. He was pleased that the Chamber was able to meet with key Town of Greater Napanee officials in a formal idea sharing and partnership building meeting. This meeting is the start of what Peter hopes is the Chamber's increased involvement in economic development within the community. Peter also on behalf of the Chamber attended accessibility meetings and he was happy to report back that any existing buildings do not require any accessibility changes. However he noted that if your building needs major work, or if you are in the process of doing any new construction, then your building would be subject to accessibility standards (links to information will be made available on Chambers Website). The Chamber is also in the midst of redeveloping its policies and procedure manuals.

E) CAAC

Brad gave the CAAC report. He stated that the committee is busy meeting on a monthly or bi-weekly basis and is developing packages and an event idea surrounding all the information needed in one place for investors that might be looking for opportunities. Both Shaune and Peter asked where the committee stood on the signage project that they both sit on as a sub committee. They noted they have not met nor have been given direction from the steering committee. Peter is going to follow up with CAAC lead Lyndsay Tee at the Town.

F) Communities in Bloom

Brad reported based on emails, social media and conversations that the committee is getting energized and looking forward to 2013 with many plans and activities planned and underway.

G) Office Manager Report:

I) Taste of Napanee:

Tom made a presentation to the Board on a more detailed account of the Taste of Napanee. A draft agreement has been made with the Canadian Diabetes Association. The Board provided feedback on Tom's initial plans and suggested the artisans display be moved from the riverfront to the downtown streets and moved the time of the event from 11am to a 10am start time.

Motion to move forward with the Taste of Napanee Peter Veltheer, and seconded by Shaune Lucas, CARRIED

Motion to accept the terms and conditions set forth in the letter from the Canadian Diabetes Association, dated..... By Ashley second by Peter. Carried.

II) Social Media Responses

Tom provided the Board an update on the social media response that the BIA has been receiving. Overall the BIA Facebook page continues to grow, and Twitter continues to expand. Social media has been a very slow build for the BIA but it is still moving in the right direction.

III) OBIA Conference

Tom informed the Board about his attendance at the 2013 OBIA conference in Toronto. The seminars were very informative and he thanked the board for allowing him to go. Brad commented that for future years it is important to have the Office Manager regularly attend the OBIA conference and possibly a board member too. Peter has asked for a more detailed summary on the different seminars, experience and overall value of the conference.

ACTION: Tom will provide the board a more detailed account of the OBIA Conference at the next general board meeting.

Motion to approve all of the reports Ashley Arnold, and seconded by Peter Veltheer, CARRIED

8. New Business:

Shaune informed the Board that the Big Bright Light Show Committee continues to meet. Shaune brought up the various illumination issues that building have in the Downtown.

Motion to have Tom complete an illumination audit report of buildings in the BIA district by the end of 2013 by Shaune, second by Peter. Carried.

Shaune informed the Board that Jane Adams Roy will be opening up her new restaurant along the waterfront with a target date of May 24 and that a brand new Edible Arrangements store has opened in Napanee along John Street.

The Board discussed Point Perry as a boater's destination and their Boat Tours on Lake Scugog. They are looking towards Point Perry to see if a similar activities and boat tours could happen in Napanee.

ACTION: Tom will contact Point Perry and report back to the board on opportunities if they exist in Napanee.

Peter informed the Board that he would like to discuss the potential sale of the Golf Cart at the next meeting.

Adjournment 7:47pm, **Motion to adjourn by Ashley Arnold, seconded by Peter Veltheer, CARRIED**

Next meeting May 15th, 2013 at 6:15pm

Reviewed by: Brad Way, Chairperson

Created by

Office Manager

Secretary