



Minutes- BBIA Board Meeting

July 28, 2016 at the Royal LePage Office in Bancroft

present: Mary Kavanagh, Lynn Haines, Shannon O'Keefe, Dave Rattle,
Deb Neuman, Lynn Neuman, Jody Didier

absent: Ronnie Munro, Scott Munro

1. Call to Order

Dave called the meeting to order at 6:45

2. Approval of Agenda

Any additions? None

Motion to approve the agenda as presented. MB: M.Kavanagh SB: S. O'Keefe
carried

3. Disclosure of Pecuniary Interest (in anything on the Agenda)

"pecuniary interest" is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated" None noted.

4. Adoption of Previous Minutes

Motion to approve the minutes of the June 16, 2016 meeting of the BBIA Board.

MB:L. Haines SB:S. O'Keefe
carried

5. Change to Board of Directors

The board officially accepted the resignation of J. Fulford which has already been reported to the Town Clerk.

6. Finances

The board reviewed finances

Motion: That the BBIA will assume responsibility for the budget and bank accounts.

MB: M. Kavanagh SB: S. O'Keefe
carried

Motion: The BBIA Executive Officer will be responsible for bookkeeping.

**MB: M. Kavanagh SB: D. Neuman
carried**

Note: Mary Kavanagh has asked the Town Treasurer which bookkeeping program he would prefer that the BBIA utilize and he has confirmed that the EO can proceed using the current format, Excel Spreadsheets.

7. WWW

The board discussed the 2016 WWW which was a great success, despite the weather.

The board discussed various Provincial & Federal reports that identify Festivals & Events as essential to economic development and social well-being. The board wants to ensure that there are regular special events throughout every season in the Town of Bancroft.

The board believes that all events and festivals that occur in the area become part of the "Bancroft Experience."

In order to optimize the opportunity provided by festivals & events it is important that the board maintain a role in the process, providing guidelines that ensure:

- that the Town is provided input and outlines, in order to make informed decisions and wise investments in relation to festivals and events;
- that there is consistent quality in the delivery of events;
- that there is appropriate data collection and record keeping;
- that a strong brand will be developed;
- that there will be cross-promotion & coordination through network development with all stakeholders;
- that risk mitigation, sustainability, inventory control & human resources development (employment opportunities/skill building/team building/succession planning) shall be priorities;
- that efforts will be made to prevent overlap and duplication of inventory acquisition.

The board feels that the business of festivals and events should be overseen by an experienced third party. The board will facilitate this transition through the appropriate measures, including an RFP to secure an appropriate arrangement with a third party to ensure the future of WWW and other festivals and events.

Motion: The BBIA Board of Management would be pleased to put out an RFP to facilitate contracting an events coordinator for local festivals and events.

**MB: L. Haines SB: L. Neuman
carried**

8. Signage

The board expressed concern about the vinyl banner that has been attached to the newly painted sign posts at Millennium Park by way of coarse vinyl rope, rather than using the hooks at the bottom of the sign. Mary will investigate to see who gave permission for this.

The board discussed the new headers that were delivered in May. The Works Dept. has been shorthanded and too busy to install. The board agreed to explore of hiring someone to install the new headers. The board discussed thank you for visiting signs and noted there are currently only 3 but there should be 4. The board noted that a new Vance Farm sign was used at Oak Street but there is an old-style sign at the corner of Bridge West and Highway 28.

The board discussed the number of compliments received regarding the new signage. A number of smaller signs with the blue and white design should be replaced. This will be discussed at the next meeting.

Motion: To request that Logie Bear provide a new sign for the corner of Bridge West and Highway 28. And further, to ask Logie Bear about the cost of producing four of the new thank you for visiting signs and to proceed with the order, provided the cost does not exceed \$1,000.

**MB: M. Kavanagh SB: D. Neuman
carried**

9. Landscaping, Gateway Gardens & Flowers

The board discussed the condition of the structures located in the shade gardens and to investigate the possibility of staining them. The board discussed the kiosk and decide to investigate the possibility of replacing the signage and painting or staining the kiosk located near the cenotaph and replacing the signage affixed to it.

Motion: To instruct Linda from Rocky Ledge Landscaping to proceed with a clean up of the two shade gardens, as per her quote.

**MB: D. Neuman SB: L. Haines
carried**

10. Communication

The board discussed Burke Chamberlain's request for a letter of support re: the boardwalk and decided there will be no action taken, due to a conflict of interest.

The board expressed interest in cooperating with NHEDC and Jody will liaise with Cathy Trimble; in this regard.

11 . New Business

The board discussed the logistics of meeting at 6:30 and decided to change regular meeting times to 7 p.m.

12. Next Meeting Date : September 15, 2016 at 7 p.m. (BBIA Office)

13. Adjournment

Motion to adjourn

MB: D. Neuman SB: L. Neuman

carried