



## Draft Minutes- BBIA Board Meeting

June 1, 2016- 6:30 pm at the Bancroft BIA Board Office

Present: Directors, Deb Neuman, Lynn Haines, Mary Kavanagh, Shannon O'Keefe, Executive Officer Jody Didier. Guest: Ronnie Munro  
Chair Dave Rattle.

Regrets: Lynn Neuman, Scott Munro Absent: Josh Fulford

### 1. Call to Order

The meeting was called to order by D. Rattle at 6:45 p.m.

### 2. Approval of Agenda

*Motion to approve the agenda.*

*MB: M Kavanagh*

*SB: D Neuman*

*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 reported*

### 4. Adoption of Previous Minutes

*Motion: to approve the minutes of the April 28, 2016 meeting as presented.*

*MB: M Kavanagh*

*SB: S O'Keefe*

*carried*

### 5. Change of Board Member

The board welcomed Ronnie Munro.

**Motion:** To formalize the results of the email discussion of May 25<sup>th</sup>, 2016 and subsequent acceptance of the letter of support to appoint Ronnie Munro to the BBIA Board of Management, pending Town of Bancroft Council approval.

MB: S O'Keefe

SB: D Neuman

**carried**

## **6. WWW**

The board discussed:

1/ ReMax's request for a receipt for an ad they had placed, voluntarily, in the past two editions of their listing flyers- the most recent edition having been distributed to many local households, by way of Canada Post. The board did not feel it appropriate to provide a receipt for a voluntary ad and further, found it impossible to associate any specific value to these ads.

**Motion:** To provide a thank you to ReMax from the stage at some time during the 2016 WWW event and to post appreciation for their donation in the hub.

MB: M Kavanagh

SB: S O'Keefe

**carried**

2/ An extensive list of prospective sponsors was reviewed.

**Motion:** To meet in two weeks to discuss wrap-up of the sponsorship drive and impact to the WWW budget.

MB: D Neuman

SB: M Kavanagh

**carried**

3/ We need to recruit volunteers who are committed for the weekend of July 8, 9, 10. Last year, only a handful of the board directors attended which put them under stress working 17 hour days, back to back, in the heat and humidity, without breaks and we cannot allow that to happen again this year.

4/ Last year, a handful of cars were turned away from the show after driving up from Peterborough. Lynn Haines who knows Dave (and Gail) Kinney will speak to him about

lining a row of vehicles down the centre lane and also making use of the Hawley lot between Scotia and McMichael's.

5/ In spite of the need to raise additional funds to cover costs related to WWW, the purchase of Kevlar canoe was deemed too expensive for a raffle prize- due to the risk of not breaking even with ticket sales at this late date.

6/ The board of management does not believe that the WWW festival falls completely within the mandate of the BBIA which is "To oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally and promotes the area as a business or shopping area". For this reason WWW is not included in the job description for the E.O. and the E.O. has been doing this work on a voluntary basis. It is unreasonable to expect the extraordinary amount of time required to plan, fundraise, deliver, evaluate and report on the festival to be performed by the E.O. on a volunteer basis.

**Motion:** The BBIA will complete the 2016 WWW and then withdraw from any future involvement with the festival.

MB: M Kavanagh

SB: S O'Keefe

**carried**

7/ Shade tents and fans that we used last year belong to the Chamber of Commerce. Members of the board will see what they can scrounge.

**Motion:** To Purchase shade tents with an upset limit of \$300.00

MB: M Kavanagh

SB: D Neuman

**carried**

## **7. Finances**

The board reviewed the information provided by Craig Davidson. Jody has requested future financial reports to be configured so that they coincide with line items as per the adjustments recently made and will submit the new budget to Craig so that he can make the necessary changes to his records.

## **8. Giant Frame**

Due to Josh Fulford's absence this item was not discussed.

## **9. Signage**

The board was informed that new “park signs” and “wayfinding toppers” have been delivered to town works. They will be installed as the department finds time. The posts for the park signs have been sandblasted and will be painted black.

**Motion:** To pay half the cost for sandblasting and paint for park signage posts.

MB: M Kavanagh

SB: D Neuman

**carried**

## **10. Landscaping, Gateway Gardens & Flowers**

Flowers are lovely and fresh looking this year, lots of compliments. Deb Neuman to remind Lynn Neuman to follow up with Ed Sturgeon to ensure that town works gets detailed instructions and schedule required to maintain the flowers.

The spring Gateway Garden clean-up looks great and the committee has arranged an autumn clean-up, as well- both should come in within budget. Board reviewed gardener's suggested plant list for filling spaces. Ronnie Munro said she has some lovely large hostas that would be perfect for filling some of the holes in the gateway gardens.

**Motion:** To formalize agreement to pay Lynn Neuman to reimburse her \$92.66 for lunch expense for the flower planting volunteers and \$40.95 for gift made to GroBark.

MB: D Neuman

SB: M Kavanagh

**carried**

## **11. Canada 150 Project**

The E.O. is to investigate possibilities of securing a Canada 150 grant to make improvements at Millennium Park.

## **12. Future Projects**

The board agreed to make “out-of-town” advertising a priority project and Jody will look into possibilities with OHTO's Partnership Program.

## **13. New Business**

None discussed.

## **14. Next Meeting Date : June 16, 2016 6:30 p.m. (BBIA Office).**

**14. Adjournment at 9:15 p.m.**

*Motion to adjourn*

MB: M Kavanagh

SB: D Neuman

approved