



Minutes- BBIA Board Meeting

April 28, 2016- 6:30 pm at the Bancroft BIA Board Office

Present: Directors Lynn Neuman, Josh Fulford, Deb Neuman and Mary Kavanagh, Executive Officer Jody Didier. Guests: Lynn Haines, Bruce Averill.

Regrets: Kathy Tripp, Scott Munro, Shannon O'Keefe, Dave Rattle
Mary Kavanagh was asked to chair the meeting in the chair's absence.

1. Call to Order

The meeting was called to order by M. Kavanagh at 6:37 p.m.

2. Approval of Agenda

Motion to approve the agenda.

MB: L Neuman

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

Mary welcomed Bruce Averill, a Business Development Advisor with Chase Paymentech who gave a brief presentation and then left, at 7 p.m.

4. Adoption of Previous Minutes

Motion: to approve the minutes of the April 7, 2016 meeting as presented.

MB: J Fulford

SB: D Neuman

carried

5. Change of Board Member

Mary explained that Marjory Wilson had given notice to the Town of Bancroft that she was winding down her businesses and had thanked Lynn Haines for her service on the Board of Management. The board was notified that Lynn Haines has presented a letter of support from Marty Robbins of Unique Finds in order that she resume the position of director.

Motion: to accept Lynn Haines' letter of support and forward it to the CAO for the Town of Bancroft to be presented to council for approval.

MB: L Neuman

SB: D Neuman

carried

The board discussed the Terms of Reference Item #1 Composition of Board, 1.204 One Vote, #16 Vacancies and, also, Schedule A to By-Laws in the Bancroft BIA Procedural Policies item #1 Attendance.

Motion: To thank Kathy Tripp for her service and to accept her resignation from the BBIA Board of Directors.

MB: D Neuman

SB: L Neuman

carried

Motion: that Scott Munro will be temporarily retained as a board member despite absences.

MB: M Kavanagh

SB: J Fulford

carried

6. Code of Conduct

The board reviewed Town of Bancroft policies around conduct, Terms of Reference & Roberts Rules of Order.

7. WWW

The board discussed:

1/ Celebrate Ontario 2016 results. As anticipated, support was given to large festivals (which is why the BBIA had been advised to apply with a request for a larger event), however, most funds were allocated to longer standing festivals in urban centres;

2/ The charity group "Giving Back" will be doing the refreshment tent at WWW and will get all necessary permits. The CMC (motorcycle club: Derek Anderson) will not be participating in WWW. Plans for poker runs have been put on back burner, due to time and budget restraints.

3/ The Fish Hatchery will help if we wish to do draw tickets. They will arrange for necessary permits;

4/ The need for all directors to commit to helping out a WWW and also, to become actively involved in fund raising. Directors to see what they can scrounge in the way of canopy tents and fans for use at WWW;

5/ Mary is going to talk to Mark Sills about the large tent that was purchased for Switzers' farmers market by the BBIA and may have significant value. A motion was made at the last meeting to sell the tent but we need to find the original invoice if possible and seriously investigate the value;

6/ Advertising WWW in "Country Roads" was determined to be outside of the BBIA budget;

7/ Mary will speak to the Sea Cadets and the High School about having kids volunteer "information ambassadors" for WWW with the offer of community hours and wrist bands in exchange for their time;

8/ There isn't much on the website (www.bancroftbia.com) yet about the 2016 WWW. L Neuman received an email from an out-of-towner looking for info. We had to wait to hear about funding & fundraising, to get details from other community groups, to obtain approval for road closures and to finish building the new website before releasing full details. This should be completed shortly;

9/ A meeting is scheduled for May 9th at Club 580 at 7 p.m. for WWW;

10/ To formalize the decision to advertise in Travel Our Backyard Magazine which was passed by way of an email poll during the past month

***Motion:** to advertise WWW in the Travel Our Backyard Magazine*

MB: D Neuman

SB: M Kavanagh

carried

8. Finances

Discussion:

- The Town of Bancroft has generously increased their cash donation to \$6000 for WWW. The budget for WWW is separate and apart from the BBIA budget, with only \$3000 allocated to the event. EO to ask the treasurer to provide financial statements with lines according to the revised budgets.

-There are a few housekeeping issues around the office. Water taps are being installed outside for ease of access for WWW. Mary will speak with Mark Sills about repairing the outdoor light fixture and we would like to get the door painted burgundy.

-Mary to investigate direct costs of "student hours" that would have been charged in the past and will be charged this year to the BBIA;

- New Canada Flag banner ship date is May 4th, 2016 due to a delay in processing the invoice;

- Bruce Keller has met with Mark Sills about Christmas decorations;

- The map sign will be removed from budget and plans this year.

9. Giant Frame

The board expressed enthusiasm for the project.

10. Signage

The board discussed the revision in the quote from Jenniune Signs (because the original quote did not account for the park signs being double-sided). The board reviewed the sign quotes.

Motion: To rescind the previous decision to accept the proposals made for signage by Jenniune Signs and, instead, to adjust the budget in order to award Logie Bear signs with the "park sign" contract and Jenniune with replacement of the "wayfinding sign toppers".

MB: M Kavanagh

SB: D Neuman

carried

11. Landscaping, Gateway Gardens & Flowers - Lynn Neuman

Lynn and Deb have met with several local landscapers and anticipate proposals for the next meeting. They have also arranged a donation of a truck load of mulch from Barry Ramsbottom of Gro-Bark who would like to have small signs placed at the gardens.

12. New Website

The board reviewed hard copy of the new site (www.BancroftBIA.com), approved the design and expressed enthusiasm for the project. Items have been disappearing from beautifulbancroft.ca and the business directory has to be completely rebuilt. Work just began on building the site this week as the designer has been waiting for our deposit cheque but the new page should be live in just a few days.

13. Next Meeting Date : June 2, 2016 6:30 p.m. (BBIA Office)

14. Adjournment at 9:15 p.m.

Motion to adjourn

MB: J Fulford

SB: D Neuman