



BBIA Board Minutes

May 31, 2018

Present: F.Yantha, D. Rattle, L. Haines, T. McGibbon, J. Didier

Regrets: D. Thompson

1. Call to Order

The meeting was called to order at 7 pm

2. Additions to the agenda none

3. Approval of Agenda

Motion to approve the agenda as presented MB:LH SB: FY Carried

4. Disclosure of Pecuniary Interest none

5. Adoption of Previous Minutes

Motion to approve the minutes of the April 5, 2018 minutes as presented. MB: FY SB: T McG Carried

6. E.O.'s Report & Communications

- discussion included OBIAA poll of other BIAs with regard to attendance at AGMs. Others experience attendance issues and suggestion was to amend our terms of reference to offer "proxy" votes OR email AGM information in advance and announce that non-attendance indicates an affirmative vote for the budget and any other business on the AGM agenda. To be revisited at a meeting in August. Flowers are being planted in barrels on Friday at 8 a.m. MKavanagh & 2 members of Horticultural society have offered to help Jody. Dave will also help.

Motion to approve the E.O.s report. MB:T.McG SB:LH Carried

7. Treasurer's Report

Current bank balance, year to date expenditures (on target) and budget for WWW & StS Rally were reviewed. Flowers to be delivered Thursday May 30th. Banners are running late, due to works signage for construction taking priority. We are still waiting for clarification of transfer made on May 18th from Town that Town Treasurer has identified as interim levy funds \$24499 from which he deducted \$1550 for 2013 BBIA share of annual audit and \$2200 for 2017 share. Historic records indicate payments were already deducted and we have asked for confirmation. We've also asked for current levy rate and for an explanation of any hold backs because this amount does not reconcile with what we should be receiving.

Motion to approve the Treasurer's Report. MB: LH SB:TMcG Carried

8. Committees

Banners/Signage: J. Didier

Landscaping, Gateway Gardens, Flowers: L Haines

Motion to request Town works to move potted trees from Millennium Park to boulevard in front of plazas adjacent to Eagle's Nest. MB: LH SB: TMcG Carried

Motion to request Town works to straighten gates surrounding trees in town and touch up with black paint. MB: LH SB: FY Carried

WWW: J Didier/F Yantha

Shake the Shield: J Didier/F Yantha : Rally website has been launched. OHTO has agreed to TDPP grant, bringing total grants for event to approximately \$30K. Jody & Fabian will be presenting to Twp of Madawaska Valley council on Monday June 4th as they are considering contribution to Shake the Shield Budget. Dave may be around a bit during the event, Tracy is busy with BCT, Lynn will help with Green Room, Jody and Fabian will be there full time.

Motion to request that Town transfer funds they have allocated to WWW Event into BBIA account to help cover BBIA portion of matching funds for grants.

MB: FY SB: LH Carried

Christmas: B Kellar et al : Plans are moving forward well

Bylaws:

1. **General Duties Of The Board Of Directors**

- a) It will be the duty of all Directors;
- b) To attend all meetings, participate in discussions, and act in a collective manner with all members of the Board;
- c) To establish applicable policies that define the strategic priorities to be achieved in carrying out the purpose of the Board, and policies for Board processes;
- d) To ensure that applicable services and programs are provided in a cost-effective manner;
- e) To balance the diverse values, aspirations, priorities and competing interests of the entire membership;
- f) To make sound, effective, and timely decisions based upon objective data and open debate of pertinent issues;
- g) To carry out strategic priorities on behalf of the membership of the BBIA and to conduct activities in an orderly, professional and businesslike manner;
- h) To be honest and respectful of each other in their communications and to refer all press inquiries to the Chair;
- i) To have utmost regard to and refrain from disclosing all confidential and privileged information;
- j) To respect time and honour commitments of all Directors, BIA members, BBIA Staff, Town Council, Town Staff and relevant stakeholders;
- k) To embrace/encourage constructive disagreement and discussion while avoiding discouraging destructive conflict;
- l) To make reasonable attempts to build consensus on issues and, failing that, to respect and represent decisions of the majority vote of the Board;
- m) To participate actively in one Committee and one Special Event each year;
- n) To adhere to the policies and procedures stated herein and to refer to the Town Clerk for clarity and guidance on any matter, if required.

9. Other Business

10. New Business

11. Next Meeting Date & Adjournment June 28th, 7 p.m. at Royal LePage

We are still waiting for locks to be changed so that we can meet at Town Offices.

Motion to adjourn: 7:45 p.m. MB: FY SB: T McG Carried