



Minutes BBIA Board

November 2, 2017 at 7:00 PM

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

Regrets: S. O'Keefe

1. Call to Order Meeting was called to order at 7:05

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 F.Yantha & J. Didier to remove themselves from discussion about storage of office contents.

5. Adoption of Previous Minutes

Motion to approve the minutes of the October 5, 2017 minutes as presented. MB: FY SB: LH Carried

6. E.O.'s Report & Communications

-letter sent to P.Jenkins re: seasonal businesses from Chair has not yet garnered a response.

-historical plaques (buildings) Plaques cost \$125 including artwork, \$65 if we do artwork, installation will be extra for 24" X 18". Posts are 2" X 2" square 6' length \$165 each, primed & painted- it was agreed that we will plan this for a spring program & do this in implements, annually- historic locations to be decided. BBIA will approach the Museum about using their logo on the plaques to advertise the museum.

- EO to send quarterly E newsletters

- office contents/storage containers (F Yantha & J Didier removed themselves from discussion.

- T. McGibbon yet to talk to Town of Bancroft about the hydro pole outlet attached the building but she will follow up.

MOTION: To investigate the possibilities of placing a sea can at Town Works to permit access to our supplies and to place the office contents in F.Yantha's trailer until we investigate a sea can (container) and to pay \$50 per month, effective January 1st until no longer required. MB: LH SB: T.McG carried

- residual funds from Veteran Banner sales

MOTION: To donate BBIA portion of residuals (less HST) on 2017 Veteran's Banner sales to the Museum. MB: FY SB: T.McG carried

- strategic direction (AGM conversation & www application) The board discussed strategic direction and approved the language used to describe it in the WWW Celebrate Ontario Application.

-reminder of office move November 4th at 9 a.m. Tracy will get keys if needed, from Mark.

7. Treasurer's Report

We have not received any further levy funds from the Town of Bancroft as of yet, but expect them soon.

8. Committees

Banners/Signage:

-Very positive feedback on Veteran's banners, people are already stepping up for next year.

- Changing green sign toppers (\$1300 estimate). The wooden frames will discolour in the weather to be same grey as posts.

-Theatre district sign has come off post.

MOTION: To request that Town Works completely remove the "Theatre District" signs

MB: LH SB :FY carried

MOTION: To approve \$1300 expense for Logie Bear Signs to change Green sign toppers to Black and White. MB: TMcG SB: FY carried

Landscaping, Gateway Gardens, Flowers

-D. Moxam Gateways & shade gardens

MOTION: To approve transfer of gateway and shade garden maintenance to D.

Moxam. MB: FY SB: LH carried

MOTION TO APPROVE Order & PURCHASE OF 2018 spring FLOWERS mixed cascading petunias, no tuts or other plants (previously used in large planters) and to follow Ed Sturgeon's suggestion for mixed bridge baskets. MB: T McG SB: LH carried

WWW: J Didier/F Yantha Proposed Enhancements were discussed and details of Celebrate Ontario funding application received board approval.

Christmas: B Kellar et al have plans well under way

Décor other than Christmas Committee: T. McGibbon nothing to report

Christmas in November: NOV 23, starts at Royal LePage at 5:30 sign up posters, signs have been changed, shopping bags ordered & book mark save the dates are in.

Bylaws:

The board discussed recruitment of new board members.

The board discussed Procedural Policy 2

The Board will conduct elections for membership on the Board as part of the Annual General Meeting to be held during November of a Town Council “election year”, for the purpose of providing Town Council with the recommendation of the BIA membership on Council’s appointment of members to the Board of Management.

The Board will appoint a “nominating committee”, consisting of both board and non-board members, sixty (60) days before the date set for the elections of the Board of Management to invite eligible candidates to come forward.

Any member may nominate a candidate or candidates in writing to the secretary of the Board of Management. Those nominations will be delivered to the Secretary at least twenty (20) days prior to the election to be included in the list of nominations

At our AGM the Town Clerk mentioned next year’s election process, our board has been in place less than the current municipal term we will have to make some arrangement with her for understanding. E.O. to advise clerk and investigate implications.

9. Other Business

- MKavanagh would to take some of the “old” Xmas lights to craft fundraising items for the museum

MOTION: To welcome M.Kavanagh to take the old, coloured, pine cone shaped lights.

MB: FY SB: T. McG carried

-EO to contact town to:

1/ask if BBIA can affix a small sign to the Town building (train station)

2/ obtain written permission to use the Town board room for BBIA meetings

3/ place a sea can at town works yard.

10. Next Meeting Date & Adjournment

January 4th at 7 p.m. at the Town of Bancroft (unless otherwise specified)

Motion to adjourn: MB:FY SB: LH carried

Actionable Items:

D. Rattle	-follow up with acting mayor about letter re: seasonal vendors
J. Didier	-calculate residuals from veteran banners sales and remit to Museum - follow up with Town Clerk re process of elections/terms

	<ul style="list-style-type: none"> -give M. Kavanagh board's blessing to take away old Christmas lights -request written approval to use Station for meetings -request approval to have a sign blade for BBIA on the Station -ask about leaving sign on 68 until needs to be moved -send letter asking permission to have a container at Town Works yard -request town works removes Theatre District signs -order replacements for green sign toppers - to institute quarterly E newsletters in 2018
T.McGibbon	<ul style="list-style-type: none"> -investigate hydro poles with electrical outlets billed to 68 Hastings -florescent lights out at 68 Hastings