



Minutes BBIA Board Agenda

October 30, 2018 at 7:15 AM at CLUB 580

Present: D. Rattle, F. Yantha, M. Kavanagh, J. Didier

Late: L. Haines

Absent: T. McGibbon

1. Call to Order: D. Rattle requested that J. Didier chair the meeting

2. Additions to the agenda none

3. Approval of Agenda

Motion to approve the agenda as presented MB: FY SB: DR carried

4. Disclosure of Pecuniary Interest none

5. Adoption of Previous Minutes

Motion to approve the minutes of the Sept 27th, 2018 minutes as presented. MB: FY SB: DR carried

6. E.O.'s Report & Communications

VERBAL re:

- Hours

- Events (WWW, StS)

- RED/Celebrate/OHTO/TDPP grants & reporting- funding and payment for admin was discussed

- Popup/Seasonal Businesses (Town process/bylaws) to be followed up with Town of Bancroft

- BBIA funds reconciliation with Town ongoing- waiting for Town re: HST rebates

- Meeting with Ed Sturgeon re flowers awaiting pricing

- Update on Veterans Banners -13 new this year, prices are higher, no more banner arms

- Fall Garden Clean Ups complete

- AGM ads on facebook for new board members- EO to place ad in newspaper

-Membership List revamped- new directory had to be built online due to collapse of previous directory

-No reconciliation yet from Town on funding received for main street revitalization earmarked for façade improvements.

- John Kirby re Art Gallery & Playhouse wanting permission to move Kiosk at TD parking lot to be advised to contact the Town of Bancroft

Motion to proceed with WWW & StS MB: LH SB: DR carried

Motion to approve the E.O.s report. MB:DR SB:FY carried

7. Treasurer's Report

VERBAL re: meeting with town treasurer/acting clerk, grant reports were discussed. Bank account balance indicates we are in good standing, with a further 30% of levy funds outstanding.

Motion to approve the Treasurer's Report. MB: LH SB: DR carried

8. Committees

Banners/Signage were discussed: J. Didier

Landscaping, Gateway Gardens, Flowers were discussed: L Haines/J.Didier

WWW: J Didier/F Yantha to move forward

Shake the Shield: J Didier/F Yantha to move forward

Christmas: B Kellar et al – design is well underway

Bylaws: Reviewed full Code of Conduct and Ethics for Town of Bancroft Board Members and:

19. Rules of Conduct and Debate

- a) All Directors of the Board will serve the BBIA membership in a conscientious and diligent manner. No member will use the influence of office for any purpose other than the exercise of his or her official duties.
- b) All BBIA Board members and volunteers will adhere to the BBIA Board of Directors and Volunteers Code of Conduct.
- c) All BBIA staff will adhere to the Town of Bancroft Code of Conduct, By-Law ##-2013.
- d) The Chair will preside over the conduct of Board meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Board.
- e) The Chairperson may answer questions and comment in a general way without leaving the chair, but if he/she wishes to speak to a motion and take part in the debate, he/she will first leave the chair and turn it over to a member who has not spoken to the question and the Chairperson will resume the chair after the question has been decided.
- f) No member will:
 - i. Speak disrespectfully of any one;
 - ii. Use indecent, offensive or insulting language; speak on any subject other than the subject in debate;
 - iii. Where a matter has been discussed in a meeting or part of a meeting closed to the public and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed session meeting;
 - iv. Disobey the rules of the Board or a decision of the Chair on questions of order or practice or the interpretation of the Rules;
 - v. Interrupt a member who is speaking, except to raise a point of order or a question of privilege.
- g) All BBIA Board members and volunteers will adhere to the Appendix A Code of Conduct.

9. Other Business

Discussed conference calling and concluded that it would not be adopted.

10. New Business

11. Next Meeting Date & Adjournment: meetings to be held Last Thursday of the Month Next meeting November 29/2018 Motion to adjourn: MB:LH

Actionable Items

<i>Who</i>	<i>What</i>
Town	Response to query about seasonal/pop-up businesses- waiting for new council
Town	Response to HST credits
Town	Response to prior year budget funds outstanding
Town	Responsibility for Ranger maintenance & repairs
Town	Revitalization funds/Funds for lights
EO	Place Ad in Newspaper for new board members
EO	Price banner suppliers & banner arm suppliers