



## Minutes BBIA Board Agenda

October 5, 2017

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

J. Didier

Regrets: S. O'Keefe

Mary Kavanagh attended to make a presentation at 7 p.m

### 1. Call to Order

The meeting was called to order at 7:14 p.m.

### 2. Additions to the agenda

None noted

### 3. Approval of Agenda

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

### 4. Disclosure of Pecuniary Interest

None noted

### 5. Adoption of Previous Minutes

**Motion to approve the minutes of the September 14, 2017 minutes as presented. MB: LH SB: FY carried**

### 6. E.O.'s Report & Communications

-AGM plans were discussed

### 7. Treasurer's Report

Budget/Bank account

BBIA has received invoices/chq book/bank recs from Town, expecting another injection to Bank account in October from tax levy

### 8. Committees

Banners/Signage:

14 veteran banners have been ordered, 10 others have expressed an interest

Museum would like to collect their stories

5 flags have been installed on the new sites on Sherbourne (part of the additional locations that were requested for Sesqui)

-discussion around various signs that have been erected in the BBIA catchment- board needs to examine Town by-laws, tabled for next meeting

Landscaping, Gateway Gardens, Flowers

- the board discussed the need for Gateway Garden maintenance
  - flowers are still looking good, will stay up until Veteran Banners are ready or
- If we get a bad frost and they look poorly

Décor other than Christmas Committee: S. O'Keefe (T. McGibbon)

- No report

Christmas in November: Lynn Neuman

No report

Bylaws:

## **1. Notice**

**206.** *A board of management shall give reasonable notice to the general membership of the improvement area of a meeting to hold a vote under clause 204 (3) (b) or for the purposes of a discussion under subsection 205 (1). 2001, c. 25, s. 206; 2002, c. 17, Sched. A, s. 41.*

- a) Notice of a general meeting must include the meeting agenda (and proposed budget for the annual general meeting).
- b) The board's complete audited financial statements, with balance sheet and revenue and expenditure statements must be available at the annual general meeting.
- c) The board will supply the Clerk with the notice of the general meeting and any accompanying materials, at least fifteen (15) days before the date of the general meeting.
- d) The board of management will send the notice of the general meeting electronically at least fifteen (15) days before the date of the meeting to business improvement area property owner members, tenant members and all members of Council and through notices posted on the BIA website as well as through posting a notice in the local newspapers for two (2) consecutive weeks prior to the date of the meeting.
- e) **MOTION:** Be it resolved that the BBIA board would like to strike item C) (save for providing notice of the date for AGM) from the above item in the by-laws. It is noted that this resolution requires the approval of the general membership and will become part of the Agenda at the upcoming AGM, October 31, 2017. MB: FY SB: LY carried

## 9. Other Business

Discussion around Mary Kavanagh's presentation/Invitation to share office space at Museum:

Office space at 68 Hastings has been used by BBIA for several years, BBIA made an offer in September of 2015 to pay for the space.

Fiscally responsible for us to discontinue renting office space and to utilize free storage space at town works. Board will investigate requirements with regard to locking the fenced section of the storage room or possibility of acquiring a designated container to prevent further loss of BBIA assets.

Board will meet on Saturday November 4<sup>th</sup> at 9 a.m. at the BBIA office, to pack up the office.

**Motion: Be it resolved that the BBIA Executive Officer advise both the Town of Bancroft and NHEDC that the board intends to vacate 68 Hastings St as at Dec. 31, 2017 and request that the Town arrange to discontinue Bell phone/internet at that time, if the NHEDC does not wish to continue those services.**

**MB: FY SB: LH carried**

Discussion about how the move will change the proposed budget. Change to be reflected in budget taken to AGM for member ratification. Tracy to mention AGM at next council meeting and invite council to attend.

**Motion: Be it resolved that the EO submit the adjusted proposed 2018 budget to the Town Clerk as per AGM requirements in the by-laws.**

**MB: LH SB: FY carried**

Discussion about the recent CBC Marketplace piece

<http://www.cbc.ca/news/business/farmers-markets-lies-marketplace-1.4306231>

**Motion: Be it resolved that the Board send a letter to the Town of Bancroft inquiring about seasonal vendors and businesses.**

**MB: LH SB: FY carried**

**Motion: Be it resolved that the BBIA Executive Officer thank M. Kavanagh for her invitation and advise the Museum that we are exploring all possible options.**

**MB: TMcG SB: LH carried**

T. McGibbon to take M. Kavanagh's place on NHEDC as BBIA rep- if her schedule permits.

Discussion about electrical issues at 68 Hastings St North. One of the hydro poles near the river and one in the middle of the parking lot between the building and the drug store are live and drawing power from the building. Some large transports have been seen plugging into those outlets. Florescent lights on the 2<sup>nd</sup> floor are out and ballast may be going. Tracy will investigate.

### 10. Next Meeting Date & Adjournment

November 2, 2017

**Motion to adjourn: MB: LH**

#### Actionable items:

T.McG	<ul style="list-style-type: none"><li>-Investigate use of meeting space at the station</li><li>-Explore schedule for NHEDC meetings</li><li>- notify town about hydro pole electrical outlets in parking lot being attached to block 68 building</li><li>- florescent lights out in the building 2<sup>nd</sup> floor</li></ul>
D. Rattle	<ul style="list-style-type: none"><li>-Send letter to acting Mayor regarding seasonal businesses/vendors</li></ul>
J Didier	<ul style="list-style-type: none"><li>- Send notice to Town of Bancroft re vacating premises and request phone/internet shut off for Dec 31<sup>st</sup></li><li>- Send Town Clerk adjusted proposed budget</li><li>- Thank M. Kavanagh for</li></ul>

	proposal - Obtain quote to replace green sign tops
All	-Mark calendar for Nov 4 <sup>th</sup> 9 a.m. to pack office