



WALKERTON

BUSINESS IMPROVEMENT AREA

BOARD MEETING AGENDA

Wednesday October 10, 2018

8:30 a.m. BIA Boardroom

- 1.1 Adoption of October 10, 2018 agenda
- 1.2 Conflict of interest/pecuniary interest
- 1.3 Approval of September 12, 2018 minutes
- 1.4 Business arising from minutes

ACCOUNTS PAYABLE

- 2.1 Motion to pay September/October bills
- 2.2 Trial balance

ONGOING BUSINESS

- 3.1 None

REPORTS/UPDATES

- 4.1 Office – Racheal Bye
- 4.2 Office- Paul Crysler
- 4.3 Brockton Council – Dan Gieruszak
- 4.4 Community Improvement Committee – Racheal Bye
- 4.5 Economic Development Committee – Paul Crysler
- 4.6 Events & Networking Committee – Chelsey Reich

BUSINESS UPDATES

- 5.1 Façade application- Nicole Thomas Marlin Travel

NEW BUSINESS

- 6.1 From the board table

CORRESPONDENCE

CLOSED SESSION

ADJOURNMENT

NEXT MEETING *November 14, 2018 8:30 am in the BIA Boardroom*



BOARD MEETING MINUTES

Wednesday, September 12, 2018
8:30 am – Walkerton BIA Boardroom

PRESENT

President - Paul Crysler
Dan Gieruszak
Sharon Johnson

Vice President - Chelsey Reich
April Hawkins

Executive - Michelle Mackey
Richard Popiez

REGRETS

Anita Gathercole

Brian Currie

STAFF

Racheal Bye – Manager
Alishia Oberle – Administrative and Communications Assistant

President Paul Crysler calls the meeting to order at 8:33 am

1.1 Adoption of September 12, 2018 agenda

A motion was made to adopt the September 13, 2017 as presented.

MOTIONED BY – Chelsey Reich SECONDED BY – Dan Gieruszak
MOTION CARRIED

1.2 Conflict of Interest/Pecuniary Interest

Walkerton Dollars to Marlin Travel – Michelle Mackey

1.3 Approval of August 8, 2018 minutes

A motion was made to approve the Aug 30, 2017 minutes.

MOTIONED BY – Chelsey Reich SECONDED BY – Sharon Johnson
MOTION CARRIED

1.4 Business arising from minutes

None.

ACCOUNTS PAYABLE

2.1 Motion to pay August and September bills/accept bills paid

A motion has been to approve the August and September bills totalling

MOTIONED BY – Michelle Mackey SECONDED BY – Richard Popiez
MOTION CARRIED

2.2 Reconciling the Accounts

Taralyn came in last Friday and her and Racheal looked through the accounting issues. They have figured out how to reconcile the accounts. Still need to input about 20 journal entries.

ONGOING BUSINESS

3.1 None.

REPORTS/UPDATES

4.1 Office – Racheal Bye

Currently training Alishia Oberle on role of Administrative and Communications Assistant. Already updated all of the pamphlets out front. We will be planning tasks for the upcoming year very soon.

Golf Nights both happened. Raised enough money for 3 sets of lights. 4 sets were donated.

We ran a small promotion called Dirt Pigs Dollars. Not much interest but quick and easy. Restaurants enjoyed it the most (519, Old Joes and Walkers participated). One time coupon only for that weekend. Walkers had 65 people, Old Joes # not confirmed, 519 had 10 people. Would be a good quick and easy promotion to do again in the future.

Doors Open – Wine and Cheese on Thursday Sept 13, 2018. All advertising booked (radio and newsprint). The actual event itself is Sept 29, 2018.

Budget- Going to be starting on this soon. Would anyone be interested in volunteering to help (Paul has put his name forward). Once budget is set it can be presented at the AGM.

Radio Campaign - Successful for the summer, will be running again in the Fall if budget allows.

Event Planning – We will be working on that this soon. If anyone would like to join the Events or Promo committee let Racheal know. BA5, Shoppers Night coming up. Would also like to keep a sponsored Golf Night in 2019 – very successful. Trick-or-Treating will stay – also successful. Shop Walkerton And Win will be re-vamped. Would like to create a service database, especially for newcomers, joint project with Municipality.

Christmas Party – 22 people interested. (Only Freiburgers currently)

Office Deep Clean – Sept 19, Chelsey volunteered to help with cleaning the shed.

‘Monday’ Online Productivity Application – Signed up so that executives can now peek in on what our productivity task list looks like. Free application so no need to include in budget.

‘Unison’ Application – Another web application we can use to share documents, make comments, without physically meeting.

4.2 Office – Paul Crysler

AGM- Set for Oct 3, 2018. Racheal asked if anyone knew of any suggestions for a mediator. Agreed we should be more diligent in not allowing people to speak out of turn or when their time is up – perhaps using coloured flash cards to signal ‘30 seconds remaining’ and ‘15 seconds remaining’.

Need to make a decision on whether to include School Board Trustees at the AGM. Dan suggested that since they are usually included we should continue to. Dan – suggested 3 minutes given for acclaimed candidates.

Will be advertised in Brockton Buzz, newspapers, etc. It is Brandy’s responsibility to advertise all AGMs. The Walkerton BIA needs to be diligent in ensuring we are advertising the AGM and not endorsing it. Paul suggested that we potentially find a sponsor to cover costs. (Ask Tim Hortons to donate coffee and donuts). Since this is not an event for businesses we should avoid utilizing BIA funds for this.

4.3 Brockton Council – Dan Gieruszak

All of the Committees of Council will be updated so a new Councillor could be assigned to the Walkerton BIA after the election.

Hired a new CAO – Sonya Watson.

Hired a new Clerk – Fiona Hamilton

Has worked for municipalities in the past and is a very positive addition.

Hired a new Operations Manager (parks and rec, sewer and water, roads) – Jamie _____

Strong background in operation

Council approved a Code of Conduct mandated by Province

Pertains to all committees of Council

Reinforces roles and responsibilities

Gas Pipe Line (Epcor) coming across northern Brockton to connect to Kincardine, Saugeen Shores and Huron-Kinloss

We are also looking at having Elmwood, Cargill, Chepstow hooked to that line. Looks like a possibility in the future.

Could dramatically reduce heating bills of local residents.

In July Council approved an expansion to the Cargill Community Centre

60% fundraised locally, remaining 40% covered by Council

With the upgrade they will no longer have to close for the winter months

Council currently has more in Reserves than previous years.

4.4 Community Improvement Committee – Racheal Bye

No update- meeting was cancelled in September. Will meet again in October.

4.5 Economic Development Committee – Paul Crysler

Had a meeting but did not have quorum to vote on anything. Said farewell to Kathleen Arsenault.

4.6 Events & Networking Committee – Chelsey Reich

Golf Tournament – successful

Next BA5 – October 4, 2018 (HDTV) 5pm-7pm

Want to do 6-7 in 2019 (AGM counts as one)

Took summer off – Next meeting Tuesday September 18, 2018 8:30am.

Michelle, Chelsey, and Sharon still willing to sit on Events Committee.

4.7 Broom Corn Decorating

Chelsey – Last year we split it with the Ag Society. Haven't spoken to them yet but guessing they will partner with us again. Bows were thrown out last year accidently so need to reorder.

Need to purchase new bows (\$8 each), 5 stalks per post (\$1.20 a stalk), 52 posts, but we do every other one (so 26 posts)

A little over \$200 total

April suggested doing all four corners at the main intersection and at the cross walk, as well as the sun shelter's front 2 posts.

A motion to, pending budget approval, proceed with the Broom Corn Decorating.

MOTIONED BY – Michelle Mackey SECONDED BY – April Hawkins

MOTION CARRIED

4.8 Christmas Shoppers Guide

We have a template that we just need to edit. We will be getting to this very soon. Should maybe consider getting stores to take pictures of their own products instead of gathering product from shops to take pictures back at the office (proved too time consuming last year).

BUSINESS UPDATES

5.1 Façade application – Nicole Thomas Marlin Travel

Just waiting on final approval. Waiting to see who the Municipality will hire as the new Community Development Coordinator.

NEW BUSINESS

5.2 Owen Sound BIA Trip to Iceland

The Owen Sound BIA has contacted their 'sister town' in Iceland and organized a trip out to visit them. Could get some sort of 'sister town' for Walkerton to create an exchange program.

Walkerton, Indiana or Greenock, Scotland

Would be really interesting to focus on BIA members. Could pair alike shops (ie woodworking, a brew master, etc.)

Could also have a bus tour happen for a more local feel. Could get people from Exeter, Stratford, etc and bring them here to shop and then supper at a local restaurant.

5.3 Skip the Dishes

Owen Sound and surrounding cities have it. We should consider getting it started here.

CORRESPONDENCE

None.

CLOSED SESSION

None.

ADJOURNMENT

The meeting adjourned at 9:45 am

MOTIONED BY – Sharon Johnson

Next meeting scheduled for October 10, 2018 at 8:30 am in the BIA Boardroom