

WALKERTON

BUSINESS IMPROVEMENT AREA

BOARD MEETING AGENDA

Wednesday May 9, 2018
8:30 a.m. BIA Boardroom

- 1.1 Adoption of May 9, 2018 agenda
- 1.2 Conflict of interest/pecuniary interest
- 1.3 Acceptance of April 11, 2018 minutes
- 1.4 Business arising from minutes

ACCOUNTS PAYABLE

- 2.1 Motion to pay April bills
- 2.2 Trial balance

ONGOING BUSINESS

- 3.1 None

REPORTS/UPDATES

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

BUSINESS UPDATES

- 5.1 Façade updates-Racheal

NEW BUSINESS

- 6.1 From the board table

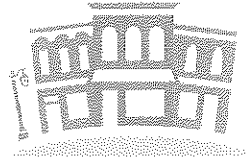
CORRESPONDENCE

Ken Brown-Hospice

CLOSED SESSION

ADJOURNMENT

NEXT MEETING *June 13th, 2018 8:30 am in the BIA Boardroom*



WALKERTON
BUSINESS IMPROVEMENT AREA

BOARD MEETING MINUTES

Wednesday, April 11, 2018

8:30 am – Walkerton BIA Boardroom

PRESENT

President - Paul Crysler

April Hawkins

Brian Currie

Executive - Michelle Mackey

Richard Popiez

Dan Gieruszak

Vice President - Chelsey Reich

Anita Gathercole

REGRETS

Sharon Johnson

STAFF

Racheal Bye - Manager

Taralyn Golbeck – Secretary

Vice President Chelsey Reich calls the meeting to order at 8:32 am

1.1 Adoption of April 11, 2018 agenda

A motion was made to adopt the April 11, 2018 agenda as presented.

MOTIONED BY – Richard Popiez

SECONDED BY – Brian Currie

MOTION CARRIED

1.2 Conflict of Interest/Pecuniary Interest

None.

1.3 Approval of March 14, 2018 minutes

A motion was made to approve the March 14, 2018 minutes as presented.

MOTIONED BY – Brian Currie

SECONDED BY – Richard Popiez

MOTION CARRIED

1.4 Business arising from minutes

None.

1.5 Welcome Anita Gathercole

Anita moved to Walkerton a year ago to work at Maple Court. Anita is also on Rotary and the Community Living board. The board went around and introduced themselves.

Paul Crysler arrived at 8:34 am.

ACCOUNTS PAYABLE

2.1 Motion to pay April 11, 2018 bills/accept bills paid

A motion has been made to approve and pay the April 11, 2018 bills totalling \$12,909.70.

MOTIONED BY – Chelsey Reich

SECONDED BY – Richard Popiez

works and a group will be developed to undertake it. It is hoped that members of a few committees will be able to join.

BUSINESS UPDATES

LE Studio – is opening up downtown at the previous Adrenalin Auto location. They will have photography and DIY.

NEW BUSINESS

5.1 From the board table

The board discussed the results of the Go Capitals Go banners. As this is the first year this has been undertaken and done so with haste, the board would like to have better communication with Walkerton Minor Hockey to ensure safe practices are used and a clear schedule is planned out.

The municipality is putting forward a welcome wagon initiative. The BIA was asked to let the businesses know that kits would be available. Businesses have the option to place coupons into the kits voluntarily. There will be an OMAFRA presentation on May 9th at the Best Western for anyone interested in attending.

CORRESPONDENCE

None.

CLOSED SESSION

None.

ADJOURNMENT

The meeting adjourned at 10:01 am

MOTIONED BY – Brian Currie

Next meeting scheduled for May 9, 2018 at 8:30 am at the BIA office.

**Walkerton Business Improvement Area
Bills - April 2018**

Payee	Description	Amount	
Municipality	HST & Wages	\$	7,600.70
Gillespie	Office Equipment	\$	25.56
Wightman	Internet	\$	178.56
Home Hardware	Office Supplies (lightbulbs)	\$	25.98
Valu-mart	Walkerton Dollars	\$	300.00
Pellow Pharmasave	Walkerton Dollars	\$	270.00
McDonalds Plus	Walkerton Dollars	\$	125.00
Tranquility	Walkerton Dollars	\$	400.00
Browns Pharmacy	Walkerton Dollars	\$	125.00
Victor Lair	Walkerton Dollars	\$	1,450.00
Amazing Assets	Walkerton Dollars	\$	500.00
Kisses	Walkerton Dollars	\$	200.00
Joys source for sports	Walkerton Dollars	\$	450.00
walkerton Auto Parts	Walkerton Dollars	\$	75.00
Walkerton Tyota	Walkerton Dollars	\$	325.00
Tirecraft	Walkerton Dollars	\$	625.00
Foodland	Walkerton Dollars	\$	150.00
Municipality	Wages March	\$	6,728.80
Municipality	March HST	\$	307.29
Municipality	VISA (Confrence)	\$	953.76
		\$	20,815.65

Trial Balance

As of 30 April 2018

	30 Apr 18	
	Debit	Credit
1000 · Chequing	31,807.97	
1020 · Accounts receivable	32,624.40	
1025 · Prepaid expenses	558.70	
1500 · *Undeposited Funds	310.75	
1800 · Inventory - relocation guides	0.00	
1700 · Office furniture	9,100.89	
1701 · Acc Amort - Office Furniture		6,106.00
1710 · Computers	10,921.58	
1711 · Acc amort - Computers		10,513.00
1720 · Equipment	6,461.69	
1721 · Acc Amort - Equipment		3,620.00
1740 · Signs	40,883.58	
1741 · A/A Signs		30,593.00
1010 · Petty cash	100.44	
1730 · Leaseholds	6,462.80	
1731 · A/A Leaseholds		6,462.80
2020 · Accounts payable		300.00
2050 · Accrual account	0.00	
2200 · GST Payable (due to/from Ont.)	2,255.01	
2500 · Deferred Revenue		55,150.00
3010 · Reserves	0.00	
3900 · Retained Earnings		47,658.72
4000 · General income		84.08
4000 · General income:Bank interest		198.16
4000 · General income:Tax levy		20,950.00
4100 · Income-other		349.20
4100 · Income-other:Tourist centre funding		4,300.00
4200 · BIA Membership:Associate Memberships		7,500.00
4710 · Promotions-Income:Christmas promo	162.82	
4800 · Image Income:Streetscape	488.45	
4950 · Doors Open Income	1,526.39	
5000 · Wages & Benefits	20,202.30	
5100 · Mileage/training/lodging/meals	460.75	
5300 · Office	48.56	
5300 · Office:Copier lease	147.26	
5300 · Office:Internet/telephone/fax	536.72	
5300 · Office:Postage/meter lease		165.98
5300 · Office:Website	169.50	
5400 · Building maintenance	2,011.40	
5400 · Building maintenance:Rent & utilities	2,011.40	
5700 · Walkerton \$\$	23,755.00	
6500 · Business Functions	754.75	
6700 · Image Expenses	167.72	
6700 · Image Expenses:Christmas Lighting & banners	25.00	
6750 · Doors Open Expenses		4.89
TOTAL	193,955.83	193,955.83

Walkerton BIA Manager

From: Ken Brown <kbrown@brownspharmacy.ca>
Sent: April 30, 2018 8:52 AM
To: Christine Brandt
Subject: office space

Hello, Racheal,

I am chair of the local Hospice South committee and we represent the municipalities of South Bruce, Brocton and Hanover in south Grey |Bruce.

Our goal is to establish a residential hospice in this area to supply palliative care to local residents.

We have secured approval and funding for 6 beds and now we have to hire a part time project manager (PM) to write our proposal and business plan for submission to the local SW LHIN.

I am looking for a donation of temporary office space in a central location for our new PM to work. We need a small office / meeting room with fax, internet and phone and your board room is ideal with a separate entrance. The PM will probably only need the office space for half days or a few days a week for about 6 – 9 months.

Our PM would vacate the office for any BIA needs.

I am available to attend your meeting to make my request in person.

Thanks

Ken Brown
Chair
Hospice South Committee
Southern Grey Bruce