



Downtown Simcoe BIA
 (Business Improvement Area)
 MINUTES OF
 Monthly Board of Management Meeting

DATE: Friday October 13, 2023 at 12:00 Noon LOCATION: Simcoe Chamber of Commerce office
 PRESENT: Board Members: Cam Carter, Joe Botscheller, Brian Jones, Lyndsey Ross, Marianne Ward, Laura Downey, Tiana Moe, Alan Duthie (Quorum)
 STAFF: Judy Phibbs, Les Anderson
 GUESTS: None
 REGRETS: Doug Brunton, Kathy-Ann Judy Fearon, Shauna Poulton (OPP), John Regan (Norfolk County)

1.	<p><u>Call to Order / Welcome / Declaration of Pecuniary Interest / Review of Agenda</u></p> <p>12:00 Noon. Cam Carter chaired the meeting, called the meeting to order. Cam reviewed the Agenda. No additions to the Agenda. No Declaration of Pecuniary Interest.</p>
2.	<p><u>Shauna Poulton – OPP</u></p> <p>Shauna was unable to attend the meeting, but sent her report which was forward to each Board Member prior to the meeting. Joe would like to see more detail re: Peel & Colborne. A comparison chart for each meeting would show if improvements happen. Can we get a list of non-working cameras? Sometimes it’s a reboot required from KWIC.</p> <p><i>ACTION ITEM: Les to write a letter to Council outlining problems at Indwell. They need to police their own building. Include a deputation to council cc: Jim Milson, Police & Fire Department, CEO of Norfolk County. **All councilors to be cc’d on this letter and all County communications.</i></p>
3.	<p><u>Guest: John Regan (Norfolk County)</u></p> <p>John Regan did not attend as Zoom was not available for the meeting.</p>
4.	<p><u>Election of Officers</u></p> <p>Cam Carter opened the election of officers and called for motions for the position of Chair, Vice Chair, and Treasurer.</p> <p>Moved by: Lyndsey Ross Seconded by: Marianne Ward</p> <p>That Brian Jones be nominated for the position of Chair of the Downtown Simcoe BIA Board of Management for the period of October 13, 2023 to December 31, 2024. All in favour. Carried.</p>

Moved by: Brian Jones
Seconded by: Joe Botscheller

That Tiana Moe be nominated for the position of Vice-Chair of the Downtown Simcoe BIA Board of Management for the period of October 13, 2023 to December 31, 2024. All in favour. **Carried.**

Moved by: Joe Botscheller
Seconded by: Brian Jones

That Lyndsey Ross be nominated for the position of Treasurer of the Downtown Simcoe BIA Board of Management for the period of October 13, 2023 to December 31, 2024. All in favour. **Carried.**

5. **Acceptance of Minutes – September 8, 2023**

*MOTION by Lyndsey Ross to accept the meeting minutes of September 8, 2023. Seconded by Marianne Ward. All in favour. **Carried.***

6. **Business Arising from the Minutes/Updates**

Items will be covered under Other Business.

7. **Correspondence**

Chamber of Commerce letter email requesting nominations of businesses for the 2023 Outstanding Business Achievement awards.

Panorama is requesting a donation. There are a number of sponsorship opportunities for \$250.00. This will be discussed further at the next board meeting.

Check if our old logo is on our cabin. Reach out to Lucas Wilson to see which logo it is.

ACTION ITEM: *Les to check if there can be a pick-up in downtown parking lot for the horse trolley. Also check if we put can put an axle under cabins to make them easier to move. Start with the BIA's cabin. Les to arrange a meeting with Lucas Wilson to propose that.*

8. **Financial Report:** Joe Botscheller, Treasurer

Joe presented the Financial Report for September, 2023.

*MOTION by Joe Botscheller to accept the September 2023 Financial Report. 2nd by Brian Jones. All in favour. **Carried.***

ACTION ITEM: *Les/Brian to send email to all members that the BIA cleaned up sidewalks this time, but please help keep up the great appearance. Take a broom out/meet your neighbour. Take pride in your business which helps the appearance of our downtown.*

9. Committee Reports

Executive Committee: No meeting held.

Committee of the Whole: Meeting was held on Friday September 22 at 8:30 AM. Items from the notes will be discussed under Other Business. Committee of the Whole report was received prior to this meeting as information. Next meeting date is Friday October 27, 2023 at 8:30 AM.

*MOTION by Joe Botscheller to accept the Committee of the Whole report of September 22, 2023. 2nd by Lyndsey Ross All in favour. **Carried.***

Moved by Joe Botscheller

Seconded by Marianne Ward

*That the Board of Management approves the 2024 budget Option #2 as amended to combine Contracted Services and Website under the heading Digital Services, with a levy requirement of \$180,000.00 and a total operating budget of \$218,500.00 And further that, the 2024 Operating Budget for the Downtown Simcoe BIA be forwarded to Norfolk County's Budget Committee for their review. All in favour. **Carried.***

10. Other Business / Round Table

10a 2022 Simcoe BIA Audit:

Joe Botscheller reported that a \$340 item from 2023 was moved back to 2022 for Statement of Operations. It was for funds received from Norfolk County for reimbursement of water used for pressure washing the sidewalks. County moved the item as Accounts Receivable. Bank balance was higher. MMR understands that the grant process requires payment by a certain date. Donations: Les to get 2023 \$ for donations. The \$ for Beautification in statement of operations reflects grant (murals).

Moved by Lyndsey Ross

Seconded by Brian Jones

*That the Board of Management approves the Audited Financial Statements for the period ending December 31, 2022. And further that the 2022 Audited Financial Statements be provided to the membership for their review and approval at the Annual General Meeting on October 25, 2023. All in favour. **Carried.***

10b 2023 Annual General Meeting: Being held Wednesday October 25 at 7:00 PM at Capital Arts. Add "Additional Awards" and the criteria to the Agenda of AGM.

2023 Budget and Projections to Year End as of September 30 were reviewed. The 2024 budget has been submitted to Norfolk County for the Budget Committee to review on Thursday October 26.

10c	<p>The 2023 Budget and Projections to Year End as of September 30, 2023, were reviewed and accepted. 2023 Budget is projecting a surplus of \$3,800 surplus at the end of September 2023, and possibly \$10K by year-end. Contract signed to have digital advertising at Hwy. 3 & 24: 8 weeks for the cost of 4 weeks. Starts late Nov 20, 2023 to Jan 5, 2024.</p> <p>In 2021, an RFP was distributed and it had a poor response. Two businesses responded. Jordan Louis presented on behalf of Shop Our Town.</p> <p>Lyndsey has volunteered for the Chair of the Communications Committee.</p>
10d	<p>Increase in minimum wage on October 1, 2023: Rick Parkins and Doug Kadey will be increased.</p> <p><i>Motion by Alan Duthie that Doug Kadey and Rick Parkin’s base rate of their contract be increased to reflect the increase in minimum wage effective October 1, 2023. 2nd by Marianne Ward. All in favour. Carried.</i></p>
10e	<p>Banner auction: Les will email information regarding auction opportunities for the banners to all board members.</p>
10f	<p>Treats, Eats & Beats in the Streets: Karen from Dental Hygiene inquired about liability for having food trucks on her property. Les answered that she can be listed on BIA’s insurance as an additional insured. Also, that she doesn’t have hydro available, but the food trucks should provide their own power by generator. Gail Fuller and Hannah Dolson are confirmed as entertainment. Others will be asked.</p>
10g	<p>Vacant Imperial Oil: Have had communications from Imperial Oil. We replied that we could lease property, but Norfolk County would need to be involved if looking to purchase.</p>
10h	<p>Each BIA Board Member to think of additional awards for the BIA to present at future AGMs. Thursday October 19 – Heritage Dept. of Norfolk County at 4:00 PM at the Gazebo. Presentation of Larry Dawson’s plaque on new benches near the gazebo.</p>
10i	<p>Day and Time of Board Meetings: An email survey will be sent to each BIA Board Member to decide future day and time of monthly meetings.</p>
11.	<p><i>MOTION to adjourn by Marianne Ward. 2nd by Alan Duthie. All in favour. Carried.</i></p> <p>Meeting Adjourned at 1:46 PM</p> <p><u>Next Meeting Date:</u> Time and location: TBD</p>

2023 Downtown Simcoe BIA Board of Management