



**Downtown Oakville BIA
Board of Management Meeting on Wednesday, April 19, 2017 @ 6:30 pm BIA Office**

| <p>Board Members: Nick Bourikas, May Natour, Mayor Burton, Kevin Yates, Tim Danter, Anna Cammarata Town Staff: Dorothy St. George Regrets: Julia Hanna Guests: Nick Hutchins BIA Staff/Minutes by: Susan Johnston</p> | | |
|--|---|------------|
| Item # | Item Description | Presenting |
| 1. | Chair's Welcome | Nick B |
| 2. | Meeting was called to order at 6:35 pm. | Nick B |
| 3. | Declaration of Quorum: Yes | Nick B |
| 4. | Declared Conflicts of Interest: None | Nick B |
| 5. | Approval of Agenda for April 19, 2017. MOTION: To approve meeting agenda Moved by: Tim Danter Seconded by: Anna Cammarata CARRIED | Nick B |
| 6. | Acceptance of Past Board of Management Minutes for March 22, 2016. MOTION: To approve meeting minutes Moved by: Tim Danter Seconded by: Kevin Yates CARRIED | Nick B |
| 7. | <p>Chair's Report</p> <p><u>Hometown Hockey</u> CBC's Hometown Hockey has requested the Town host Hometown Hockey in December 2017 (Date TBD based on NHL schedule) and have requested Downtown Oakville for the location. Proposal to be presented to Town Council in June for approval as there is a cost to the Town to host. No cost to BIA – will provide support through Marketing and member participation. Estimate attendance 8,000 – 12,000. Event occurs over multiple days, partial street closure required. CBC television coverage provides significant media exposure. Board agrees the event is on strategy – builds community. MOTION: To approve HTH occur downtown, pending Council, approval. Moved by: Tim Danter Seconded by: Anna Cammarata CARRIED</p> <p><u>Bentall Kennedy</u> Bentall Kennedy is one of the BIAs largest members based on # locations. Need to engage them and get them excited about the new downtown. Understand their point of view on why vacancies persist/why businesses are leaving. Kevin to present the strategy position paper from 2016. MOTION: Mayor Burton to contact Bentall Kennedy and request an exploratory discussion with Bentall Kennedy. Moved by: Kevin Yates Seconded by: Mayor Burton CARRIED</p> | Nick B |



**Downtown Oakville BIA
Board of Management Meeting on Wednesday, April 19, 2017 @ 6:30 pm BIA Office**

| | | |
|-----|---|-------------------------------|
| 8. | <p>ED Update ED Update Pre-read (Financials, Beautification, Marketing, Events). Comments/questions: <u>Financial Statements</u> – Add in sponsorship revenue commitments to financials. <u>2016 Audited Financial Statements</u> Statements sent out as pre-read. Audit conducted by KPMG. No questions or comments by Board. MOTION: Board to approve 2016 Audited Financial Statements. Moved by: Kevin Yates Seconded by: Mayor Burton CARRIED</p> | Susan Nick |
| 9. | <p>Town Council Update <u>Board insurance coverage</u> Board is covered by the Town however the deductible is \$150,000. BIA can purchase Director’s and Officer’s insurance for \$1,000 with \$1 million coverage through Affiliated Insurance Co. MOTION: ED to contact Affiliated for quote and purchase of D&O insurance Moved by: Mayor Burton Seconded by: Kevin Yates CARRIED</p> | Dorothy |
| 10. | <p>New / Other Business <u>Smart Cities</u> Nick, Kevin and Susan to attend Town led <i>Smart Cities</i> workshop as it pertains to the Streetscape project. BIA to table challenges faced for discussion on how technology can solve. <u>Board structure</u> Currently Board has same term as Council. Concerned about risk of losing continuity if entire BIA Board changes at the same time. Should additional Board members be added? Member from the new area? Next step – Nick to come up with a proposal to mitigate risk. <u>Building the “Best Downtown in Canada”</u> Discussion on communicating to members and the community regarding the downtown that will built in 2019/2020. Need to drive excitement and engagement. Susan and Kevin to have a discussion and propose a plan of action for next Board meeting.</p> | Susan Kevin All |
| 11. | <p>Date and Time of Next Meeting <u>Board Meeting</u> Wednesday May 17 at 6:30pm, BIA office Kevin Yates sends regrets – conflict. <u>Member Social</u> BIA Social Tuesday May 9 @ 6:30 pm. Location: King’s Arms.</p> | Susan |
| 12. | <p>Adjournment MOTION: To adjourn at 7:44 pm Moved by: Kevin Yates Seconded by: Tim Danter CARRIED</p> | Nick B |