



Downtown Oakville BIA
Minutes - Board of Management Meeting Wednesday, Jan 17, 2018 @ 6:30 pm BIA Office

Board Members: Anna Cammarata, Julia Hanna, Kevin Yates, May Natour, Nick Bourikas, Mayor Burton, Kevin Graff, Gord Petch

Guests: Mary Vallee, Dorothy St. George

Regrets:

BIA Staff/Minutes by: Sharlene Plewman

Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:34 pm.	
3.	Declaration of Quorum: Yes	
4.	Declared Conflicts of Interest: None	
5.	Approval of Agenda for Nov 15, 2017. MOTION: To approve meeting agenda Moved by: Kevin Yates Seconded by: May Natour CARRIED	
6.	Acceptance of Past Board of Management Minutes for Nov 15, 2017. MOTION: To approve meeting minutes Moved by: Kevin Yates Seconded by: Julia Hanna CARRIED	
7.	Chair's Report <u>Vice Chair</u> Looking for people to table their recommendation for Vice Chair. MOTION: To appoint Anna Cammarata as Vice Chair (formerly Tim Danter, now resigned). Moved by: Mayor Burton Seconded by: Kevin Yates CARRIED	Nick B
8.	ED Update ED Update Pre-read (Financials, Beautification, Marketing, Events). Comments/questions: None. <u>Reserve Allocation</u> MOTION: To put 2017 surplus towards stabilization reserve and reallocate all reserve funds to stabilization reserves. Moved by: Mayor Burton Seconded by: May Natour CARRIED <u>Budget 2018</u> MOTION: To approve the 2018 budget as presented to go forward to AGM for final approval. Moved by: Mayor Burton Seconded by: Julia Hanna CARRIED	Sharlene
9.	Town Council Update -Aardvark selected as marketing/communications firm to support construction communications	Dorothy



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	-Mitigation Strategy to council in March – will present several possible mitigations; actual mitigations still to be finalized -Construction on post office starting in order to create communications office for streetscape project (to house Mary V among others) – aiming for completion in March.	
10.	New Business/Other -Leasing strategy: wait to see what communications are coming from town with new positions and marketing firm before pursuing	Sharlene
11.	Date and Time of Next Meeting <u>Board Meeting</u> Wednesday February 21, 2018, 6:30 p.m. – 9:00 p.m.	Sharlene
12.	Adjournment MOTION: To adjourn at 8:40 pm Moved by: Julia Hanna Seconded by: Kevin Yates CARRIED	Nick B