



**Downtown Oakville BIA**  
**Minutes - Board of Management Meeting Wednesday, Feb 21, 2018 @ 6:30 pm BIA Office**

**Board Members:** Anna Cammarata, Julia Hanna, Kevin Yates, May Natour, Nick Bourikas, Mayor Burton, Gord Petch  
**Guests:** Mary Vallee, Dorothy St. George, Jasper Moester  
**Regrets:** Anna Cammarata  
**BIA Staff/Minutes by:** Sharlene Plewman

Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:35 p.m.	
3.	Declaration of Quorum: Yes	
4.	Declared Conflicts of Interest: None	
5.	Approval of Agenda for , 2018. <b>MOTION:</b> To approve meeting agenda <b>Moved by:</b> Mayor Rob Burton <b>Seconded by:</b> Anna Cammarata <b>CARRIED</b>	
6.	Acceptance of Past Board of Management Minutes for January 17, 2018. <b>MOTION:</b> To approve meeting minutes <b>Moved by:</b> May Natour <b>Seconded by:</b> Anna Cammarata <b>CARRIED</b>	
7.	<b>Chair's Report</b> 2019-2022 Elections discussion moved to future meeting <b>MOTION:</b> <b>Moved by:</b> <b>Seconded by:</b>	Nick B
8.	<b>ED Update</b> ED Update Pre-read comments/questions: How to build on successes we're seeing on digital platforms? -See what DMX can offer to us if we give them more of a mandate -Branded content- what will it be and how do we create more content -Kevin agreed to meet with Sharlene and Brittany to provide guidance on digital and overall approach <u>AGM Agenda</u> <b>MOTION:</b> To approve the agenda as is for the AGM. <b>Moved by:</b> Mayor Burton <b>Seconded by:</b> Anna Cammarata <b>CARRIED</b>	Sharlene
9.	<b>Town Council Update</b> -Mitigation strategy to EMT on Feb 22 -To council on April 10 (no longer in March) -Still looking at costing for each options -BIA board will see it at same time as council -P&D council – agenda published ahead with report for us to view and can come to speak to it at the meeting -Post office – project office for streetscape underway -Marketing and communications plan for streetscape coming together	Dorothy
10.	<b>New Business/Other</b> - General discussion regarding what avenues we have to best support the downtown	Sharlene



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	- Gord to prepare a memo for board to review	
11.	<b>Date and Time of Next Meeting</b> <u>Board Meeting</u> Wednesday March 21, 2018, 6:30 p.m. – 9:00 p.m.	Sharlene
12.	<b>Adjournment</b> <b>MOTION:</b> To adjourn 7:26 pm <b>Moved by:</b> May Natour <b>Seconded by:</b> Julia Hanna <b>CARRIED</b>	Nick B