



**MINUTES**  
**DOWNTOWN WOODSTOCK BUSINESS IMPROVEMENT AREA**  
**BOARD OF MANAGEMENT**

**Present:** Steve McGregor (chair), Eric Boyer, Councillor Kate Leatherbarrow, Wes Mazur, Kat Otulak, Jennie Pickard, Fadel Zabian Duane Kumala-Thomas (Operations Manager)

**Guest:** Kerry Jarvi (Downtown Development Officer), Brad Hammond (Development Officer), Josh Pember (BIA Member)

**Regrets:** Melanie Burns, Sarah Hodgkinson, Jordan Ellis, TJ McNamara, Johannes Olivier

**DATE:** Thursday, January 11, 2024   **TIME:** 8:30 am

**LOCATION:** Hybrid – City Hall 2<sup>nd</sup> Floor Board Room/Microsoft Teams

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- 1) **CALL TO ORDER** – 8:40 a.m.
- 2) **ADOPTION OF AGENDA – MOTION:** To adopt the agenda as presented. **Moved:** K. Leatherbarrow  
**Seconded:** K. Otulak **Carried**
- 3) **CONFLICT OF INTEREST** - none
- 4) **ADOPTION OF MINUTES – MOTION:** To approve the board meeting minutes of December 7, 2023.  
**Moved:** E. Boyer **Seconded:** K. Otulak **Carried**
- 5) **DISCUSSION** – Guest Mr. Arpan Khanna, MP Oxford County, Jasmine Sullivan, Office Manager.  
Discussion items included cost of living, housing, homelessness. Open door policy for Mr. Khanna and eager to promote events and activities downtown.
- 6) **ACTION ITEMS FROM PREVIOUS MEETING:** Action items completed.
- 7) **DISCUSSION – VISIONING/PRIORITIES** –  
Vision  
Downtown Woodstock is the heart of Woodstock! Our vision is to make Downtown Woodstock a destination of choice for residents and visitors for shopping, dining, entertainment, diverse activations, and cultural experiences.  
  
Directive  
To improve and sustain the vibrancy and prosperity of downtown Woodstock through beautification and promotional efforts.
- 8) **DISCUSSION – DOWN TOWN HALL** Update was given on agenda and format of meeting.
- 9) **FINANCIALS – MOTION:** To approve the YTD Financials as of November 30<sup>th</sup>, 2023. **Moved:** K. Leatherbarrow **Seconded:** K. Otulak **Carried**

**10) COMMITTEE UPDATES –**

- a) Marketing and Communications – to be scheduled
- b) Special Events– to be scheduled
- c) Beautification– to be scheduled
- d) Town Halls – will meet on Monday, January 15<sup>th</sup>

**11) NEW BUSINESS –**

- a) **MOTION:** To accept with regret the resignation of Melanie Burns. **Moved:** K. Leatherbarrow  
**Seconded:** K. Otulak **Carried**
- b) Create a task force for by-law review. Participants Kate, Wes and Duane.

**12) ADJOURNMENT 9:55 a.m. Moved: J. Pickard Seconded: K. Leatherbarrow Carried**

**Dates to Note**

**January 17<sup>th</sup> – Down Town Hall – Theatre Woodstock – 6pm**

**January 25<sup>th</sup> – Woodstock Shopping Night**

**February 1<sup>st</sup> – Board Meeting**