



MINUTES
DOWNTOWN WOODSTOCK BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT

Present: Steve McGregor (chair), Jordan Ellis, Councillor Kate Leatherbarrow, Johannes Olivier, Kat Otulak, Jennie Pickard, Duane Kumala-Thomas (Operations Manager)

Guest: Kerry Jarvi (Downtown Development Officer)

Regrets: Melanie Burns, T.J. McNamara, Fadel Zabian

DATE: Thursday, October 5, 2023 **TIME:** 8:30 am
LOCATION: City Hall Board Room

- 1) **CALL TO ORDER** – 8:30 a.m.
- 2) **ADOPTION OF AGENDA – MOTION:** To adopt the agenda as presented. **Moved:** K. Otulak
Seconded: J. Ellis **Carried**
- 3) **CONFLICT OF INTEREST** - none
- 4) **ADOPTION OF MINUTES – MOTION:** To approve the board meeting minutes of September 7, 2023.
Moved: J. Ellis **Seconded:** J. Pickard **Carried**
- 5) **PRESENTATION: Circulation of Draft 2024 Budget - MOTION:** To adopt the Draft 2024 Budget as presented. **Moved:** K. Otulak **Seconded:** J. Ellis **Carried**
- 6) **UPDATE:** a) Special Events/Christmas Promotions – October 26th Downtown Shopping Night will have two performances by Rhythm Works in Museum Square between 5 p.m. and 8p.m., there will be 200 treat bags to give to kids. Suggestion of doing a booklet similar to BBBS. Look at implementation in spring or during streetscape construction. Christmas – City Run Light Up Night is November 17th, 5:30 p.m., Santa Claus Parade is November 18th, 6 p.m. Ding, Dong the Tax is Gone will be running this weekend based on participating businesses. Festive Shopping Fun will be December 8/9, 15/16 with free pictures with Santa Fridays 5 – 8 and Saturdays noon – 4, Hop On/Hop Off Golf Cart will take people end to end on Dundas Street Fridays 5 – 8 and Saturdays noon – 6. Two groups of musicians will be out on the street and popping up in businesses Fridays 5 – 8 and Saturdays noon – 4
b) Potential new board members – application was circulated to five potential members. Three people applied. **MOTION:** To approve the addition of Eric Boyar, Sarah Hodgkinson and Wes Mazur to the Downtown Woodstock BIA Board. **Moved:** K. Leatherbarrow **Seconded:** J. Ellis **Carried**

c) Annual General Meeting – The AGM will be held at Reel Treats, November 7th, 6:30 p.m. It will include the Audited Financial Statement, the Draft 2024 Budget and a slide presentation of 2023 successes.

7) **DISCUSSION** – a) Downtown Business Owner Membership – Kerry circulated information on the cost per property owner. Discussion was held to go forward with a draft document outlining various fees for businesses based on commercial assessment. A draft document will be circulated at the November meeting.

b) Garbage Downtown – All members are aware of the frequency of illegal dumping or waste put out without county tags. It was discussed that we should encourage our neighbours to be neighbourly. A postcard will be sent to all property owners and businesses in the area highlighting proper waste management and highlight BIA activities over 2023.

8) **NEW BUSINESS** - None

9) **ADJOURNMENT** 9:30 a.m. **Moved:** K. Leatherbarrow **Seconded:** J. Ellis **Carried**

Dates to Note

Next Board Meeting: November 2nd, 8:30am, City Hall Board Room