Minutes

Downtown Woodstock Business Improvement Area

Board of Management

DATE:	Wednesday February 10, 2021 (Meeting date changed due to lace of quorum February 4, 2021)
TIME:	8:30 AM
LOCATION:	Zoom Call (Virtual Meeting) Province Wide Shutdown under effect
PRESENT:	Melanie Burns, Phillippe Lehner, T.J. McNamara, Ryan Shelton, Mark Ellis, Steve McGregor, Virginia Armstrong (Mgr.), Judith Fleming (Asst. Mgr.)
REGRETS:	Councillor Ron Fraser, Fadel Zabian
ABSENT:	
RECORDING:	Virginia Armstrong, Manager

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1. CALL TO ORDER

Meeting opened at 8:37 AM

2. ADOPTION OF AGENDA MOTION

MOTION

Moved: M. Burns

Seconded: T.J. McNamara

AND RESOLVED THAT THE agenda for February 10, 2021 be accepted as presented.

"Carried"

3. CONFLICT OF INTEREST - None

4. ADOPTION OF MINUTES – From Regular Board Meeting (Thursday January 7, 2021)

MOTION

Moved: T. J. McNamara
Seconded: M. Burns
AND RESOLVED THAT THE minutes from the January 7, 2021 BIA Board of Management Meeting be accepted as presented.
"Carried"

5. DELEGATIONS – none

6. CHAIRPERSON'S REPORT – S. McGregor

S. McGregor thanked the Board members and staff that helped with moving the BIA inventory last week between the two storage areas. He thanked the staff for the quick coordination of efforts, on such short notice.

7. Assistant Manager's Report – J. Fleming (attached)

8. Manager's Report – V. Armstrong (attached)

MOTION

Moved: M. Ellis
Seconded: M. Burns
AND RESOLVED THAT THE reports of the Chair, Assistant Manager and Manager be accepted as presented.
"Carried"

9. COMMITTEE REPORTS

a) Social Media – included in Assistant Manager's Report

b) Beautifications Committee – R. Shelton

- 10 persons are interested in working on the Beautifications Committee
- Projects haven't been confirmed for 2021 budget, not established, will talk with BIA Manager, V. Armstrong on Budget allowances for 2021
- Has identified several locations in the Downtown for murals and painting
- V. Armstrong will send some mural samples to the Board
- Many businesses are willing to provide In Kind donations
- Several artists are interested in assisting with beautifications projects

c) Governance Committee – included in Manager's Report

d) Homeless Ad Hoc Committee – included in Manager's Report

10. FINANCIAL STATEMENTS

Treasurer's Report – F. Zabian

No report

2021 Budget

- V. Armstrong has asked for all Committees to submit their Budget requests by February 8, 2021 as indicated in a recent email to Committee Chairs.
- V. Armstrong reported that she had contacted the City for the BIA financial reports. The reports have been delayed due to budgets, year end and preparation for audit. They will be forwarded as soon as they are ready.

11. NEW BUSINESS

It was suggested that we start a Board recruitment campaign. M. Burns reminded everyone that there had been previous discussion about this and that a review and update of the current package is needed. It was suggested that one on one recruitment has been the most succesful.

Cell phones for staff – T. J. Mc Namara proposed to Management staff, that they use their individual cell phones for BIA business and that the BIA does not commit to another 3- year cell phone contract. A cell phone payment allowance, per staff, would be paid per month. Staff would have the current BIA office number rollover to their phones. Management staff accepted this proposal.

MOTION

Moved: T. J. McNamara
Seconded: M. Burns
AND RESOLVED THAT THE Management staff will use their individual personal cell phones for BIA business, with a rollover of the BIA number to their phone. Monthly allowance payments to staff will be paid as follows; Manager, $75/month and Assistant Manager, $25/month, respectively.
"Carried"

11. OUTSTANDING – None

12. ADJOURNMENT
Motion to Adjourn
P. Lehner
"Carried"

The BIA Board of Management Meeting was adjourned at 10:06 AM

Next Meeting:

Thursday March 4, 2021 @ 8:30 AM Zoom Call – Virtual Meeting