

**Minutes
Downtown Woodstock Business Improvement Area
Board of Management**

DATE: Thursday April 9, 2020
TIME: 1:30 PM
LOCATION: Virtual Meeting
PRESENT: Cheryl-Ann Lovie, Judith Fleming, Katherine deBoer, T. J. McNamara,
Steve McGregor, Mark Ellis, Councillor Ron Fraser, Melanie Burns
REGRETS: Adam Shaw, Phillippe Lehner
ABSENT: Ryan Shelton
GUESTS: Fadel Zabian
RECORDING: Virginia Armstrong, Manager

1. CALL TO ORDER

Meeting opened at 1:40 PM

Introduction of Guest

2. ADOPTION OF AGENDA

MOTION

Moved by: K. deBoer

Seconded by: R. Fraser

AND RESOLVED THAT THE Agenda for April 9, 2020 be accepted as presented.
“Carried”

3. CONFLICT OF INTEREST - none

4. ADOPTION OF MINUTES

MOTION

Moved by: S. McGregor

Seconded by: J. Fleming

AND RESOLVED THAT THE Minutes from the February 13, 2020 BIA Board of
Management meeting be accepted as presented.

“Carried”

5. DELEGATIONS

6. EDUCATION

- BIA Governance Session will be held in the Fall 2020

7. CHAIRPERSON'S REPORT – Cheryl-Ann Lovie

No report

8. MANAGER'S REPORT – Virginia Armstrong

(Attached)

Promotions/Events

a) **Farmer's Market** - postponed until further notice due to Covid – 19

b) **Bark in the Park** - postponed until further notice due to Covid – 19

c) **Streetfest 2020**

The Board discussed the finances, staffing, planning, commitments and signed contracts, needed to make Summer Streetfest possible each year. It was decided that this year those commitments are not feasible due to the current pandemic.

MOTION

Moved: S. McGregor

Seconded: J. Fleming

AND RESOLVED THAT THE Summer Streetfest 2020 be cancelled due to COVID – 19.

“Carried”

d) **Incentive Cards – recommendation from the Manager to research other incentive programs that will benefit more businesses than the current program. The cards are obsolete this year due to the pandemic. Need something that will help businesses now.**

MOTION

Moved: K. de Boer

Seconded: M. Ellis

AND RESOLVED THAT THE Downtown Woodstock incentive card program be cancelled due to COVID – 19 and that a program that will help more businesses be researched and presented to the Board at the next meeting.

“Carried”

Beautifications

a) Core Beat Officers Report - Officer T. Allard

Foot patrol continues daily in the downtown. Social distancing is being enforced.

b) Crosswalk Project – K. deBoer

K. deBoer expressed concerns about the crosswalks not being done any time soon due to the pandemic.

The CIBC crosswalk area is scheduled for Bell maintenance, which means digging at that location. V. Armstrong to check with Bell on the project schedule.

The Manager asked the Board to make a motion on whether they would like the BIA logo included on the painted crosswalks.

MOTION

Moved: K. deBoer

Seconded: J. Fleming

AND RESOLVED THAT THE painted crosswalks for the Crosswalk Project have either, the BIA logo or Downtown Woodstock BIA, stencilled on them.

“Carried”

c) Beautifications Initiatives for 2020 – tabled

d) Downtown RENEW Strategic Plan – City is waiting for final document from the consulting firm

e) Nick Kinkle, FICE – on hold due to Covid – 19

Summer Job Placements – just announced that the grants will be released to help stimulate employment opportunities for youth. Details will follow.

AGM 2020

The AGM has been postponed until the Fall 2020. All members will be notified of the new meeting once the details are confirmed by the Board.

MOTION

Moved: K. deBoer

Seconded: J. Fleming

AND RESOLVED THAT THE Manager's Report be accepted as presented.

“Carried”

9. Financial Statements – A. Shaw, Treasurer

No Report

10. BUDGET – V. Armstrong

The draft Budget was presented, as drafted by the Manager. The Board will meet next Tuesday to discuss the staff wage budget line via Zoom and then make a Motion on the final budget.

11. Committee reports: CIP

No report

12. NEW BUSINESS

None

13. Adjournment:

Motion to Adjourn: R. Fraser

2:45 PM

Next Meeting: Thursday May 14, 2020

