

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

DATE: Thursday January 9, 2020
TIME: 8:00 AM
LOCATION: BIA Office, 5 Graham Street, Suite 201, Woodstock
PRESENT: Cheryl-Ann Lovie, Judith Fleming, Katherine deBoer, Adam Shaw, T. J. McNamara, Steve McGregor, Philippe Lehner, Ryan Shelton
REGRETS: Councillor Ron Fraser
GUEST: Melanie Burns
RECORDING: Virginia Armstrong, Manager

1. CALL TO ORDER

Meeting opened at 8:08 AM

2. ADOPTION OF AGENDA

MOTION

Moved by: K. deBoer

Seconded by: J. Fleming

AND RESOLVED THAT THE Agenda for January 9, 2020 be accepted as presented.

“Carried”

3. CONFLICT OF INTEREST – None

4. ADOPTION OF MINUTES

MOTION

Moved by: K. deBoer

Seconded by: R. Shelton

AND RESOLVED THAT THE minutes from the Tuesday November 19, 2019 BIA Board of Management meeting be accepted as presented.

“Carried”

5. DELEGATIONS

Nick Kinkle, OMAFRA will not be attending today’s meeting

Constables Allard and Bryant, Woodstock Police “Downtown Beat” Officers

6. CHAIRPERSON'S REPORT – Cheryl-Ann Lovie

No report

7. MANAGER'S REPORT – Virginia Armstrong

(Attached)

Nick Kinkle, OMAFRA will not be attending today, due to our time constraints. He will present the St. Thomas, FICE report to the Board in the future and then provide a template for the Board to provide comments. This will in turn create the goals of the Board going forward in 2020.

The Board agreed that a Zoom meeting would be the most accessible form of meeting in January.

The BIA Manager will make these arrangements.

Introduction to our new Downtown Constables.

Start date for patrolling Downtown Woodstock was January 6, 2020.

2 year contract. M- F presence during the day and 7- 11 pm, Saturdays as well.

Goal: to create a safer downtown for everyone. They are currently visiting businesses in the Downtown to introduce themselves to business owners and staff.

Code of Conduct forms were circulated to the Board members for signatures

Social Media Policy document was sent home for Board members to read and bring back comments and edits to the next meeting.

AGM date: tentative April 15, 2020, Woodstock Art Gallery

Governance Training was attended by some of the Board members in 2019. They thought it was an excellent presentation. BIA Manager, expressed how important it is to anyone sitting on the Board to take this training.

MOTION

Moved: K. deBoer

Seconded: R. Shelton

AND RESOLVED THAT BIA Governance Training is mandatory for all Woodstock BIA Board of Management Members.

“Carried”

BIA Manager approached the Board about the relevance of the printed directory for this year at a cost of \$4000.

MOTION

Moved: S. McGregor

Seconded: J. Fleming

AND RESOLVED THAT THE we do not continue with the printed brochures and that the budget for the brochures be put into the advertising and promotions budget to be used towards other forms of advertising, including Social Media.

“Carried”

BIA Manager, approached the Board about the imminent single use ban coming into effect soon and the surplus of Downtown Woodstock shopping bags.

MOTION

Moved: A. Shaw

Seconded: J. Fleming

AND RESOLVED THAT THE BIA Manager make available, the Downtown Woodstock plastic shopping bags at no cost to BIA Business Owners. Timing of disbursement at the Manager’s discretion.

“Carried”

UPDATE:

RENEW Downtown Strategic Plan will be presented to Council in March 2020.

MOTION

Moved: K. deBoer

Seconded: A. Shaw

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

“Carried”

8. Office Relocation recommendation – V. Armstrong

Tabled

9. FINANCIAL STATEMENTS – Treasurer, Adam Shaw

No report

10. Committee Reports: CIP

V. Armstrong noted that there were no new reports.

11. NEW BUSINESS

Extreme Sports, closed, November 2019

Penny Lane Spa, closed, December 2019

Mystic Revelations, closed, December 2019
Vape Store, near Comfort Guy, sold, December 2019

12. Adjournment:

Motion to Adjourn: K. deBoer
9:23 AM

Next Meeting: Thursday February 13, 2020 8:00 AM