



AGENDA

Central Huron Business Improvement Area (BIA) Meeting

Wednesday, October 11, 2023

6PM

LIBRO CREDIT UNION – BRANCH COMMUNITY ROOM

48 ONTARIO STREET, CLINTON, ON, N0M 1L0

PRESENT:

EXECUTIVE MEMBERS:

- Chair – HAYLEY BETTLES
- Vice-Chair – OLGA JURDENS
- Secretary – DAWN BONNEAU
- Treasurer – DAVE CORRIE
- Councillor Appointed – JENNIFER COX (EAST WARD)

RECORDING SECRETARY: DAWN BONNEAU

Guests: Clerk Rachel Anstett

REGRETS:

1. CALL TO ORDER

Chair

2. CONFIRMATION OF THE AGENDA

2.1. Recommended Motion:

That the agenda as prepared for the 11 OCTOBER 2023 meeting of the Central Huron Business Improvement Area be adopted as circulated.

3. ADDITIONS OR DELETIONS TO THE AGENDA

4. ADOPTION OF THE PREVIOUS MINUTES

4.1. Recommended Motion:

That the minutes of the 11 JULY 2023 meeting of the Central Huron Business Improvement Area be adopted as circulated.

5. CHAIR'S REPORT – HAYLEY BETTLES

5.1 LIST TO BE ADDRESSED UNDER FINANCIALS

5.2 LIST TO BE ADDRESSED UNDER BOARD BUSINESS AND REPORTS

5.3 UPDATE ON WHO HAS BEEN CONTACTED FOR CURRENT CONTRACTS

6. GUEST – CLERK RACHEL ANSTETT

- 6.1 6.2 ANNOUNCE APPROVED BOARD
- 6.3 ANNOUNCE APPROVED RULES AND PROCEDURES
(AVAILABLE ON WEBSITE)
- 6.4 ANNOUNCE NEW MAP OF BIA MEMBER DESIGNATED AREA
(PROVIDED BY TOWN HALL, AVAILABLE ON WEBSITE)
- 7. **COUNCILLOR'S REPORT AND/OR COMMENTS – JENNIFER COX**
 - 7.1 NO REPORT PROVIDED
- 8. **CIC'S REPORT – ANGELA SMITH**
 - 8.1 NO REPORT PROVIDED
 - 8.2 REQUESTED VERBALLY TO COMMENT ON FOUNTAIN AND
SCULPTURE ON ISSAC STREET.
- 9. **FINANCIAL REPORT – DAVE CORRIE AND HAYLEY BETTLES**
 - 9.1 NO REPORT PROVIDED
 - 9.2 WHERE IS PREVIOUS TREASURER'S REPORT FOR MAY TO
SEPTEMBER?
 - 9.3 DISCUSS ADVERTISING BUDGET, ½ BUDGET IS CONSUMED BY
ADVERTISING
 - 9.4 ADD BUDGET FOR CLEANING OF UPTOWN
 - 9.5 REVIEW OF 2022-2023 BUDGET AND DISCUSSION
 - 9.6 2024 BUDGET (AVAILABLE ON WEBSITE FIRST DRAFT)

Recommended Motion:

That the budget as prepared for the 11 OCTOBER 2023 meeting of the Central Huron Business Improvement Area be adopted as circulated so it can be sent to council for approval.

- 10. **BOARD BUSINESS & REPORTS**
 - 10.1 CREATE WORKING GROUPS FOR SOCIAL MEDIA, WELCOME
PACKAGE AND OTHER SUGGESTIONS WITH MEETING DATES TO
START PROJECTS.
 - 10.2 SET UP STEP-BY-STEP PROCEDURES FOR ALL CURRENT
PROJECTS
 - 10.3 SET UP TIMELINE FOR ALL PROJECTS WITH ALL CONTACTS,
CONTRACTS, DATES. COORDINATE WITH TOWN FOR EVENTS
 - 10.4 REQUESTING CURRENT GRANTS BE CLARIFIED AND MADE
CLEAR AS TO WHAT DECISIONS BIA IS REQUIRED TO MAKE AND
WHAT MONIES ARE DEDICATED TO WHAT CURRENT PROJECTS
 - 10.5 ASSOCIATE MEMBERS – WHY WERE THEY NOT BILLED? IF
THEY WERE NOT BILLED, ARE THEY STILL ASSOCIATE
MEMBERS? WHO SENDS OUT THE BILLING?
 - 10.6 POTS – LOOK AT OLD CONTAINERS VS NEW, COST SAVINGS?
 - 10.7 ADVERTISING – REDUCE TO INCREASE FLOWER BUDGET
 - 10.8 TREASURER'S FINANCIAL REPORT – TO BE READ AT EVERY
MEETING

- 10.9 CONTRACTS – GREYHAVEN CONTRACT TO BE RENEGOTIATED, STORAGE AND FLOWERS FOR EACH SEASON INCLUDING THE MEMORIAL POTS.
- 10.10 NEW SIGNERS FOR EXPENSES SENT OUT BY TOWN. WE NEED TWO. DEB STEPHENSON TO INFORMED ONCE VOTED UPON.
Recommended treasurer and vice chair
- 10.11 CREDIT CARD AND PURCHASE DECISIONS AND PAYMENTS? WHERE IS IT AND WHO HAS ACCESS. WHAT IS IT CURRENTLY BEING USED FOR?
- 10.12 CHANGE BIA EMAIL ACCESS AUTHORIZATION TO CHAIR- HAYLEY BETTLES.

Recommended Motion:

That the two new signers for the expenses of the Central Huron Business Improvement Area be appointed.

11. ADJOURNMENT

- 11.1 Adjourn Meeting

Recommended Motion:

That this meeting stand adjourned at _____ PM.