

TILBURY BIA
P.O. BOX 1299
17 Superior Street, Tilbury ON N0P 2L0
519-682-3040 Fax: 519-682-3123
bia@tilburyontario.com

Minutes of the Meeting of the Board of Management Wednesday, September 13, 2017, 5:30pm

1. Call to Order

Meeting was called to order at 5:30pm by Dan Hope.

2. Attendees

Present: Dan Hope, Paul Courey, Tom Gyles, Mark Authier

Executive Director: Gloria Mailloux

Guests: Gerry Harvieux, James Mason

Regrets: Bret Drew, Merrick McCall

3. Approval of Agenda

The Agenda was approved on a motion by Paul Courey, seconded by Tom Gyles. CARRIED.

4. Approval of Memo

Memo of August 9, 2017 Meeting

The Memo of the meeting of August 9, 2017 was approved on a motion by Tom Gyles, seconded by Mark Authier. CARRIED

5. Business Arising from Minutes

None – No quorum at previous meeting.

6. Reports

a) CK Police Liaison

No report.

b) Staff Report

The Staff Report was approved on a motion by Mark Authier, seconded by Paul Courey. CARRIED.

a. Streetscape/Beautification

Mark Authier to put coroplast on the sign board.

Tree removal complete of designated trees as approved by the Board at the June meeting.

b. Executive and Financial

Moved by Dan Hope, seconded by Mark Authier that the invoices from the Tilbury Chamber, Entegrus, Tilbury Times, Mark G Contracting Inc., CG Pearson Bus Lines Ltd., Jeff Mifflin and Gloria Mailloux be approved for payment. CARRIED.

c) Marketing/Promotions

No report.

d) Festivals and Events

Preparation for upcoming Christmas festivities to begin.

e) Professional Development

The 2018 OBIAA Conference will be held in Collingwood.

Gloria suggested that 3 rooms be booked in advance and can be cancelled at no charge 48 hours prior to the date if necessary, to avoid anyone missing out.

7. New Business

Tenant Applications

Tenant Applications submitted by Woodbridge Foam and Home Hardware were approved on a motion by Paul Courey, seconded by Mark Authier. CARRIED.

Art in the Park

A proposal was presented to the Board by James Mason of the Tilbury Arts Council for takeover of Art in the Park Tilbury.

Attendance at the event was estimated at 10,000 people, however not much business support was received.

Moved by Mark Authier, seconded by Paul Courey that the proposal be referred to the October meeting for budget deliberation. CARRIED.

The Board may entertain, if feasible, the possibility of being a partner by way of providing administrative support, sitting on the committee and providing grant application support for the event.

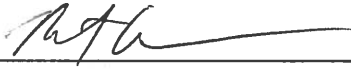
8. Next Meeting

Next meeting will be Wednesday, October 11, 2017 at 5:30pm at the Municipal Office.

Gloria to take a poll amongst the Board for other possible meeting days.

9. Meeting Adjournment

The meeting was adjourned by Paul Courey, seconded by Mark Authier. CARRIED.



Bret Drew, Chair
Tilbury BIA

Oct 11/17

Date of Approval



~~Paul Courey, Secretary~~ **Dan Hope, Vice Chair**
Tilbury BIA



TILBURY BUSINESS IMPROVEMENT AREA
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Minutes of the Meeting of the Board of Management Wednesday, October 11, 2017, 5:30pm

1. Call of Order

Meeting was called to order at 5:30pm by Bret Drew.

2. Attendees

Present: Bret Drew, Mark Authier, Dan Hope, Merrick McCall, Tom Gyles

Executive Director: Gloria Mailloux

Guests: Gerry Harvieux, Bryon Fluker

Regrets: Paul Courey

3. Approval of Agenda

The Agenda was approved on a motion by Dan Hope, seconded by Tom Gyles.

CARRIED

4. Approval of Minutes

The Minutes of the meeting of September 13, 2017 were approved on a motion by Dan Hope, seconded by Tom Gyles. CARRIED

The Minutes of the AGM meeting of August 29, 2017 were approved on a motion by Tom Gyles, seconded by Dan Hope. CARRIED

5. Business Arising from Minutes

Art in the Park – A copy of the proposal prepared by James Mason was made available to the Board members not in attendance at the prior meeting. It was suggested by Bret Drew that we defer this item until the November meeting.

Community Board – Mark Authier to install coroplast

6. Reports

(a) CK Police Liason

Report presented by Constable Hodder was accepted by the Board.

(b) Staff Report

The Staff Report was approved on a motion by Mark Authier, seconded by Tom Gyles. CARRIED.

a. Streetscape/Beautification

Bricks and Blooms will be taking care of the Christmas Decorating.

b. Executive and Financial

Moved by Dan Hope, seconded by Tom Gyles that the invoices from Tilbury Chamber(2), Teksavvy, Tilbury Columbus Hall, WSIB, Entegrus, Tilbury Legion and J & T Lawn and Irrigation Service be approved for payment. CARRIED.

(c) Marketing/Promotions

No report.

(d) Festivals and Events

Richard Fluery has taken charge of the Santa Claus Parade. Gloria reported that the preparations for Shop the Neighborhood Weekend are continuing to take shape.

(e) Professional Development

No report.

7. New Business

Remembrance Day Wreath

Moved by Mark Authier, seconded by Tom Gyles to purchase a small wreath from the Tilbury Legion. A volunteer is needed to lay the wreath on Saturday, November 11, 2017.

Art in the Park

A copy of the written proposal was made available to the board members that were not in attendance at the September Meeting so that further discussion could take place.

No decisions were made at the time. Bret Drew suggested that the proposal be referred to the November meeting for further consideration.

Board Meetings

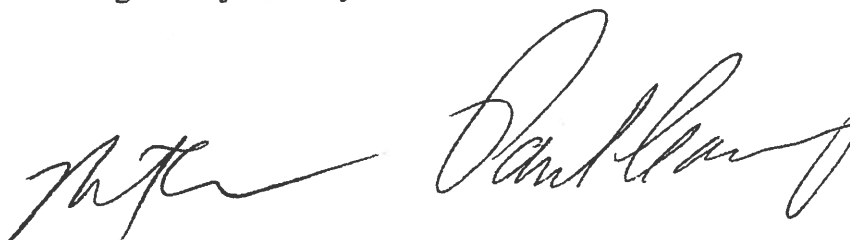
The board discussed concerns regarding attendance during the months of July & August. Gloria noted that other BIA's break during the summer.

8. Next Meeting

Next meeting will be Wednesday, November 8, 2017 at 5:30pm at the Municipal Office.

9. Meeting Adjournment

The meeting was adjourned by Merrick

Two handwritten signatures in black ink are located at the bottom of the page. The signature on the left is more stylized and appears to be 'Merrick'. The signature on the right is more legible and appears to be 'Dan Hope'.



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Minutes of the Meeting of the Board of Management Wednesday, November 8, 2017, 5:30pm

1. Call to Order

Meeting was called to order at 5:30pm by Bret Drew.

Attendees

Present: Bret Drew, Dan Hope, Paul Courey, Tom Gyles, Merrick McCall, Mark Authier
Executive Director: Gloria Mailloux
Guest: Gerry Harvieux

2. Approval of Agenda

The Agenda was approved on a motion by Dan Hope, seconded by Mark Authier. CARRIED.

3. Approval of Minutes

Meeting Minutes of October 11, 2017

The Minutes of the meeting of October 11, 2017 were approved on a motion by Dan Hope, seconded by Merrick McCall. CARRIED.

4. Business Arising from Minutes

Art in the Park – Budget Deliberation

Moved by Mark Authier, seconded by Merrick McCall that this subject be deferred to a future meeting. CARRIED.

5. Reports

a) CK Police Liaison

The CK Police Liaison report as presented by Constable Hodder was received by the Board.

b) Staff Report

The Staff Report as presented by Gloria Mailloux was received by the Board.

c) Executive and Financial

Moved by Merrick McCall, seconded by Dan Hope that the invoices from the Instant Print Shoppe, Tilbury Chamber, Computer Intervention, Entegrus and Kara's Rose Garden be approved for payment. CARRIED.

Financial reports to be available next month from Al Shanks.

The 2014 audit is nearing completion.

Moved by Mark Authier, seconded by Dan Hope that \$1500.00 maximum from the tree refund be used for the Santa Claus parade, as needed. CARRIED.

Gloria to provide an updated Budget report at the December meeting.

Mark notified the Board to remove the library project from the list of considered projects. The Municipality has made a cut to the library budget so a partnership is unlikely.

d) Streetscape/Beautification

Winter Decorating Update

The bubbling rock at the Parkette has been winterized.

Bricks and Blooms to begin decorating for the Winter season after November 11th.

Mark Authier will ask the Municipality about lights to add to the trees downtown.

The Wine Store & More will be building pallet trees to dress up the corner of Queen & Mill Street. Gloria mentioned they would also like to wrap the cement blocks to look like presents. Moved by Mark Authier, seconded by Paul Courey that the Board agree to provide approximately \$150.00 to cover the costs for the rolls of plastic. CARRIED.

e) Marketing/Promotions

The Winter banners have been installed by Public Works.

The Board opted to offer new banners for the Spring to those businesses who do not currently have one.

f) Festivals and Events

Parade and Shop the Neighbourhood update provided by Gloria, complete with a window decorating contest, snowman guessing contest, street performer, Santa at the Fire Hall, horse and carriage rides, smores and more.

g) Professional Development

No report.

6. New Business

The Board agreed with a suggestion by Dan Hope that the BIA AGM be held in February at which unaudited financial statements and the budget will be presented.

7. Next Meeting

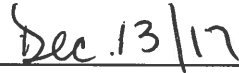
Next meeting will be Wednesday, December 13, 2017 at 5:30pm at the Municipal Office.

8. Meeting Adjournment

The meeting was adjourned by Mark Authier, seconded by Merrick McCall at 7:05pm.
CARRIED.



Bret Drew, Chair
Tilbury BIA



Date of Approval


~~Paul Courey, Secretary~~ **Dan Hope**

Tilbury BIA