



TILBURY BIA
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Minutes of the Meeting of the Board of Management Wednesday, October 10, 2018, 5:30pm

1. Call to Order

Meeting came to order at 5:45pm.

2. Attendees

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

Executive Director: Gloria Mailloux

Regrets: Merrick McCall

3. Approval of Agenda

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

4. Approval of Minutes

Minutes of September 12, 2018

The Minutes of the meeting of September 12, 2018 were approved on a motion by Mark Authier, seconded by Tom Gyles. CARRIED

5. Financial Report

Moved by Tom Gyles, seconded by Mark Authier that the financial report be approved.
CARRIED.

6. Invoices for Approval

Moved by Tom Gyles, seconded by Mark Authier that the invoices from Entegrus, Tilbury Chamber of Commerce and Tilbury Legion in the amount of \$203.33 be approved for payment. CARRIED.

7. Reports

a) Staff Report

Moved by Mark Authier, seconded by Tom Gyles that the BIA book the Canadian Cowgirls for the Christmas Parade in the amount of \$1,000.00 plus HST. CARRIED.

The OBIAA conference in London is 1 day only, while the Festivals & Events conference in Ottawa is scheduled from February 26-28. This information is to be held for consideration of the 2019 budget.

A CIBC bank account has now been opened. One cheque remains to be cleared from the National Bank account before the balance can be transferred to it.

Gloria advised the Board that the BIA laptop screen is failing. Dan Hope obtained a quote for \$215.00 plus tax, including labour to repair, or \$165.00 plus tax for a used laptop.

Dan Hope declared a conflict and abstained from the vote.

Moved by Tom Gyles, seconded by Mark Authier that the BIA purchase a used laptop computer in the amount of \$165.00 plus tax. CARRIED.

b) Christmas Décor Installation

Only the light poles on Mill Street are Entegrus poles. Therefore there will be a charge for an engineering report for those.

The poles on Queen Street are those of Public Works and there will be no charge for an engineering report.

c) Tilbury Gardens

The timing of this meeting did not allow for an invite to be extended to the proprietor of Tilbury Gardens. The Board will try to invite him to the next meeting.

d) Electronic Sign

Warranty for the east sign to be explored. Dan Hope will look at options and Gloria Mailloux will email Amber.

e) Walking Tours

Paul Courey to call Billie-Jo Tremblay of Billie's Beautiful Beginnings Hair and Day Spa to organize the event.

f) Outdoor Table at Library

Moved by Dan Hope, seconded by Mark Authier that Paul Courey can authorize \$300.00 for repair of the table. Paul may acquire chess and checkers pieces to have available for check out at the Library. CARRIED.

g) Information Booklet

No report available.

h) Remembrance Day

Moved by Tom Gyles, seconded by Mark Authier that a Remembrance Day wreath be purchased and that Gloria Mailloux place the wreath at the ceremony. CARRIED.

8. New Business

a) Memorial Benches

New memorial benches to be considered for budget as the existing ones will be removed as they become deteriorated.

b) Dead Trees

The Board recognizes there are 11-13 more dead trees. Moved by Dan Hope, seconded by Tom Gyles to authorize approximately \$6,000.00 to remove the dead trees and fill the wells with concrete. CARRIED.

c) Potted Trees

Dan Hope will check on the plans with Ian Cook and Linda Henderson for winter storage of the potted trees.

d) Annual General Meeting

The AGM will take place on February 06, 2019 at the Kinsmen Hall. Moved by Mark Authier, seconded by Tom Gyles that unaudited 2018 financial statements will be reviewed and voting for new Directors will take place. CARRIED.

9. Next Meeting

Next meeting will be November 14, 2018 at 5:30pm at the Tilbury Municipal Office.

10. Meeting Adjournment

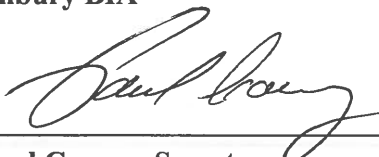
Moved by Tom Gyles, seconded by Paul Courey that the meeting adjourn at 6:10pm. CARRIED.



**Bret Drew, Chair
Tilbury BIA**



Date of Approval



**Paul Courey, Secretary
Tilbury BIA**