



Ingersoll Business Improvement Area (BIA)

MINUTES – Meeting Notes

Monthly Board Meeting

Tuesday, March 12, 2013

7:00 pm - JCH Boardroom - Town Hall

Board Member	Attendance
Mike Bowman – President	X
Sue Reintjes	X
Richard Hamilton	Regrets
Bob Mott	X
Tony Scott	Regrets
Councilor Gord Lesser	X
Kathleen Young	X
Lisa Janssen	X
Will Prinzen	Regrets
Vacancy spot on Board	
Vicki Gydov – Staff Support	X
Kale Brown – Staff Support	X

1. Welcome/Introductions – President Mike Bowman

- Meeting called to order at 7:04 pm.

2. Approval of BIA Agenda for March 12, 2013

- Moved by Lisa / Seconded by Bob.

3. Approval of BIA Minutes from February 12, 2013

- Moved by Sue / Seconded by Kale.
- Minutes to be circulated via wide e-mail list of BIA members until the website updates are complete to make it available there.

4. Business arising from BIA Minutes from February 12, 2013

- Donation for Rita still outstanding? \$50 to Sakura House to be confirmed by ED office.

5. Financial Statements and Report to January 31, 2013

- Invoices to February 28, 2013 to be paid. (Sue/Bob).

- Draft Budget will continue to be reviewed with the new treasurer.
- ED office to confirm average cost figure for Christmas street decorations and confirm if Parks & Rec are open to a flat donation rather than current arrangement.
- The two BIA Façade improvement loans entering final year of repayment will be written off. (Moved by Gord / Seconded by Bob – Carried).
- ED to confirm all festivals & businesses were billed for radio adverts last year & paid.

6. Correspondence

- Home Centre – N/A to have a charge account there any longer.
- BIA new applications for Façade loans. (Lisa, Sue and Mike to review).

7. Committee Reports – Ingersoll Festivals and Special Events

- Ribfest – Vicki to forward a copy of checklist to board members.
- Still confirming judges for the event.
- Band is booked, will continue progress with planning and preparation.
- Letters have been sent to invite restaurants, will go out to service clubs this week.
- Forms for public to become judges will be circulated with the minutes to all BIA members on the email list.

8. Advertising

- Easy 101 – ED office to check with festivals if they would like to run ads this year on Easy 101 or Heart FM etc.
- Business card adverts on the BIA web page – was supposed to be charged out annually, ED to follow up and confirm invoices are sent out to those with ads on the site.

9. Other Business

- Wedding Group website – cost to the BIA for the remainder of the year is \$19.90 per month hosting with no updates done.
- Advertising for the Wedding Group in the tourism booklet to go ahead as it did last year and for the BIA to cover the cost.
- Market Lane – Town staff to confirm the correct survey lines and refresh the information to allow paving of the North end of the delivery access lane behind Thames St. to the West. More information will be presented at future meetings, but the condition of the roadway does require attention as soon as is practicable this spring, 2013.
- Letters to residents – ED office still in search of a Broker of BIA communications.
- Roof access – BIA would like a request given to council to have the situation of roof access for adjoining properties to be looked at by the By-Law Committee.
- Walk of Fame “Businesses of Distinction Awards” – Businesses that have been around for 30-50 years will be honoured this year - Ingersoll Jewellers & Gemologists qualifies as an extension of Frank Schmidt Jewellers.

10. Adjournment - NEXT MEETING – Tuesday, April 9, 2013 at 7:00 pm in JCH Boardroom.