



## Ingersoll Business Improvement Area (BIA)

### Meeting Minutes

Monthly Board Meeting

Tuesday May 14, 2019

6:30 PM – JC Herbert Room – Town Hall

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<b>Board Member</b>	<b>Attendance</b>
Kathleen Young - Chair	Present
Mike Bowman	Present
Cheryl Cole	Present
Mark Erhardt	Present
Amanda Evely	Regrets
Lisa Janssen	Present
Andrea Mulder	Present
Chris Radford	Present
Sue Reintjes	Present
Dom Riccuito	Present
Steve Walker	Present
Councilor Gord Lesser	Present
Curtis Tighe – Staff	Present
Lauryn Ostermaier – Staff	Present

#### 1. Welcome/Introductions – Lauryn Ostermaier, Staff

Meeting called to order at 6:30pm.

As the official meeting following the April BIA Board of Management election, Board Members were asked to introduce themselves to all members.

#### 2. Election of Chair – Lauryn Ostermaier, Staff

- Process of electing the Chair explained.
- **Motion to open nominations**
  - o **Moved by Dom Riccuito, Seconded by Chris Radford – CARRIED.**
- Gord Lesser nominated Kathleen Young
- **Motion to close nominations**
  - o **Moved by Dom Riccuito, Seconded by Steve Walker - CARRIED.**
- Board of Management unanimously voted for Kathleen Young to remain as the BIA Board of Management Chair
- Congratulations was given to Kathleen and the meeting was then turned over to the elected Chair



### 3. Disclosure of Pecuniary Interest

None.

### 4. Approval of BIA Agenda of May 14, 2019

Moved by Lisa Janssen, Seconded by Mike Bowman – CARRIED.

### 5. Approval of BIA Minutes from April 9, 2019

- Previous minutes to be circulated and posted to the website upon approval  
Moved by Dom Riccuito, Seconded by Sue Reintjes – CARRIED.

### 6. Business arising from BIA Minutes – April 9, 2019

- **Gazebo Lights**

- Parks Department measured the gazebo ceiling – 1 x 150ft spool is required
- Lights are out of stock but expected to be available to order in June
- Ceiling will require an outlet – Parks Department is arranging for the electrician to install

- **Bike Repair Station**

- 2 quotes received:
  - 1 was to repair the bike station stored at Fusion
  - 1 was for a brand new station
- Cost to repair current station would total roughly \$2000.00
- Cost for new station – 4 options available:
  - Bike Post Repair Station - \$2,333.33
  - Freestanding Repair Post – complete with secured tools, high pressure pump and bike hanger - \$4,266.67
  - Wall Mount Repair Station w/ Cable Tools - \$1,200.00
  - Freestanding Pump - \$2,866.67
- BIA agrees to fund this project
  - Parks will install at their cost
- Project will be dedicated in memory of Bob Mott

**A: Will require quotes from 3 different companies before proceeding**

**Motion to spend up to \$2500.00 on a new bike repair station in Memory of Bob Mott**

**Moved by Chris Radford, Seconded by Mark Erhardt – CARRIED.**

- **IngersollWeddings.ca – ON HOLD**

- **A: Lauryn to add to the June 10<sup>th</sup> meeting agenda**

### 7. Financial Statements and Report from May 14, 2019

None.

- **A: Lauryn to provide an updated financial statement on reserves and information on pending projects to new members for the June 10<sup>th</sup> meeting**

### 8. Correspondence

None.

## 9. Ingersoll Festivals and Special Events

- **Red & White /Kick Off to Summer Event – Planning Update**
  - Flyers continue to be distributed / will continue to promote on Social Media platforms
  - James Chamberlain, who is assisting with arranging the car show, has worked with Tom from Grampa's Attic to promote the BBQ/Car Show in the Old Autos newspaper
  - Interactive activities have been booked
  - Thames St (between the intersections of Charles St and King St) will be closed for this event from 1pm to 7pm – Public Works will close and reopen during specified times
  - Mark Erhardt, Joker's Crown, has confirmed sliders with kettle chips will be provided for this event
    - BBQ no longer required – Lauryn to cancel rental request with Kim Bidwell from the Seniors Centre
  - Radio advertising will occur June 21<sup>st</sup> to June 27<sup>th</sup> on Easy 101.3FM
  - **A: Lauryn to advertise this event in the Village Voice as well as, determine if we can run this ad on the Rogers Community Events channel**
  
- **Send Us Your Photos Contest**
  - A few photo submissions received – will continue promoting on Social Media
  - Prizes will be:
    - May – Gift Certificate to Butterworth's Automotive
    - June – Lesser Jewelers
    - July – Joker's Crown
  
- **Summer/Fall Calendar**
  - Email distributed to the BIA Membership requesting 'A Call for Advertisements'
  - Deadline to submit confirmation of participation is May 27<sup>th</sup>
    - Send calendars to print by June 12<sup>th</sup>
    - Estimated date of mail out will be week of June 24<sup>th</sup>

### Any Other Business

- **Radio Ad Campaigns**
  - Heart FM – Shop Local ads will run in July, September, October and December
  - Easy 101.3FM – larger events will be advertised for a 7 day window in June, August and November
  
- **Downtown Signage**
  - Town Staff are working with the Engineering Department on sight lines, locates, etc.
  - Town will pay for the expense of the town-wide directional signage project
  
- **Call List Pyramid**
  - BIA reviewed the call sheet org chart and upon review made known the Shaggy Parlour is no longer in business and will need to be removed from the Call List



- Board agrees an email should be distributed to the membership (when possible) as well as, a phone call
- **A: check with Lyn Pacheco from McKim's Home Hardware to determine if she is willing to send out an email to the BIA membership, in addition to, calling the assigned stores when an emergency occurs**
  
- **Chamber/BIA/Town – Ingersoll Business Showcase Event**
  - Event is being held Tuesday June 11, 2019 from 6:00pm to 8:00pm at Carnegie Hall
  - Objective of the event is to network and promote everything local
  - Appetizers and drinks will be provided
  - Invitations have been distributed to the BIA Membership
  - If interested in attending, please register through the Eventbrite using the link provided in the email invite – admission is FREE
  
- **June Meeting Date**
  - Due to the Ingersoll Business Showcase event the BIA June meeting is to be rescheduled to an alternate date
  - The Board agrees to hold June's meeting on Monday June 10, 2019 @ 6:30pm in the J.C. Herbert Room, Town Hall.
  
- **Parking Lot Review**
  - A Parking Lot review was done by Council during the Monday May 13<sup>th</sup>, 2019 meeting
  - Council approves to remove the 8 permit parking spots in the Water St lot and move these spots to the Charles St lot
  - Individuals will be able to purchase a 24hr permit parking pass
    - Cost for pass is \$35.00
  
- **Right to Life Walk**
  - OPP wanted to close the street from Memorial Park to Henderson Hall at the end of May for approximately 2 hours
  - Kathleen had proposed to start the walk @ Dewan Park and continue to Henderson Hall
  - Council did not agree with this option nor did they agree to a full road closure as requested
  - It was determined the street will not be closed and Police will escort walkers during this event

**NEXT MEETING – Monday June 10, 2019**

## **10. Adjournment**

Meeting adjourned at 7:45pm.

Moved by Sue Reintjes.