



Ingersoll Business Improvement Area (BIA)

Meeting Minutes

Monthly Board Meeting

Tuesday August 13, 2019

6:30 PM – JC Herbert Room – Town Hall

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

1. Welcome/Introductions – Kathleen Young, Chair

Meeting called to order at 6:31pm.

2. Disclosure of Pecuniary Interest

None.

3. Approval of BIA Agenda of July 9, 2019

Moved by Mike Bowman, Seconded by Chris Radford – Carried.

4. Approval of BIA Minutes from June 10, 2019

- Previous minutes to be circulated and posted to the website upon approval

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

5. Business arising from BIA Minutes – June 10, 2019

(To be added as required)

- **Heritage Square Bike Station**

- Greenspoke delivered the station to the Parks building
- Lauryn reached out to Darryl Capern to determine when installation will occur – will update when date known



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- **Heritage Square Bike Rack**

- Lauryn reached out to Public Works and Parks to inquire if there additional bike racks the BIA can make use of in storage.
- Doug will be moving the bike rack, located next to Dwell, to a more noticeable area within Heritage Square

A: Lauryn to locate the 2nd bike rack

**Motion to spend up to \$1000.00 to purchase a new bike rack for the Downtown core
Moved by Chris Radford, Seconded by Mike Bowman – Carried.**

- **BIA Call List**

- Email template created and distributed to Lyn
 - Template will be used when there is an Emergency in the BIA area

A: Lauryn to continue distributing call lists

6. **Financial Statements and Report from August 13, 2019**

Financial statements were reviewed from July 2019. Statements included paid invoices for the End of Summer Bash as well as, the Canterbury Folk Festival sponsorship.

7. **Correspondence**

None.

8. **Ingersoll Festivals and Special Events**

- **Send Us Your Photos Contest**

- Have had a few submissions for August 14, 2019
- August prize is a \$50.00 Gift Certificate to the Olde Bakery Café
- Prize for September will be a \$50.00 Gift Certificate to PB Fries

A: all photos submitted to the Submit Your Photos Contest are to be added to the Town of Ingersoll website

- **Summer/Fall Calendar**

- As stated in June's meeting minutes, the calendar was distributed the week of June 24th (Friday July 28th dropped off at Canada Post)
- According to the Post office, the calendars would be mailed out Tuesday July 2nd (due to the long weekend)



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- Of the 7500 copies produced, 6760 were mailed and the remaining will be distributed to the BIA businesses for customers to pick up when shopping

- **End of Summer Bash**

- All activities, vendors, food, entertainment have been booked for this date
- Promotion will continue via social media – Facebook and Instagram
- The radio ad will run from August 19th to August 29th on Easy 101.3
 - Ad cost will be shared with Harvest Fest

9. Any Other Business

- **Gazebo Lights – Update**

- The lights had been torn down the beginning of August and the timer had been stolen
- The Parks Department has re-installed the lights and replaced the timer

A: Parks has requested for the BIA will need to purchase a new power cord and 1 connector – Lauryn to order from company that supplied the lights

- **Ingersoll Carnival**

- Recommendation was brought to Council regarding Ingersoll hosting a Carnival
- Council supported the carnival in principal and requested further details be provided (i.e. street closures, dates, etc.)
- Objective is to close Thames Street, the 4th weekend in July, from Friday to Sunday
- Staff to provide updates when available

- **Annual General Meeting**

- The BIA Board of Management will be hosting their 2019 Annual General Meeting on Tuesday September 10th, 2019 @ 6:00pm in the J.C. Herbert Room, Town Hall
- 2020 AGM will take place in the Spring

A: Lauryn to ensure there is no mandate pertaining to the amount of time required to provide meeting notice to the membership (i.e. 30 days)

- **Laura Secord and Thomas Ingersoll Plaques – Gazebo**

- Scott Gillies, Curator at the Ingersoll Cheese & Agricultural Museum, has raised concern over the condition of the Laura Secord and Thomas Ingersoll Plaques located on either side of the gazebo



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- The plaques will need to be replaced due to sun damage and vandalism
- A: Mike Bowman to research various durable/anti-graffiti products that can be used to replace these plaques**
- **Façade Improvement Application – Grampa’s Attic**
 - Tom Smith of Grampa’s Attic submitted a complete BIA Façade Improvement Application Form.
 - Board reviewed and approved the application
- A: Lauryn to work with the Clerk’s Department to create an agreement with payment schedule**

NEXT MEETING – Tuesday September 10th, 2019

10. Adjournment

Meeting adjourned at 7:27pm.
Moved by Cheryl Cole.