



Ingersoll Business Improvement Area (BIA)

Agenda

Monthly Board Meeting
Tuesday April 28, 2020
7:00 PM – Zoom Meeting

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

Guests: Chelsea Stephens – Ingersoll District Chamber of Commerce

- **Welcome/Introductions – Kathleen Young, Chair**
Meeting called to order at 7:05pm. Chair had asked if there were any Board members opposed to holding a virtual meeting via Zoom. No opposition stated.
- **Disclosure of Pecuniary Interest**
None.
- **Approval of BIA Agenda of April 28, 2020**
Moved by Mike Bowman, Seconded by Sue Reintjes – Carried.
- **Approval of BIA Minutes from March 10, 2020**
 - Previous minutes to be circulated and posted to the website upon approval
Moved by Dom Riccuito, Seconded by Andrea Mulder – Carried.
- **Business arising from BIA Minutes – March 10, 2020**
(To be added as required)
 - Board Member Vacancy



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- Chelsea Stephens, Member Services at the Ingersoll Chamber of Commerce, is interested in becoming a BIA Board member.
- Staff to request an application form from the Clerks Department and provide to Chelsea.
- Safe Cycling – Ontario By Bike Program (On Hold)
 - Kathleen reminded members of last month's presentation from the Safe Cycling Committee. This program will be further discussed during May's meeting.
- Beautification Project - Update
 - New hanging baskets and baskets for the bridges are on order and should arrive in a couple of weeks
 - Flowers have been ordered and parks will be planting all of the baskets the first part of May
 - Baskets will be hung in June and all gardens will be planted in the early part of June
- 2020 Operating Budget
 - The budget the Board approved in March was not balanced.
 - Initial the thought was to increase the levy by \$2267.00 to balance the budget but given the current situation, there will be no increase to the levy at this time. This amount will be transferred from reserves.

Motion to approve the 2020 BIA Operating Budget.

Moved by Dom Riccuito, Seconded by Sue Reintjes – Carried.

- **Financial Statements and Report from April 28, 2020**

No financial statements to report.

- **Correspondence**

None.

- **Ingersoll Festivals and Special Events**

- Summer/Fall Calendar
 - The Board agrees to delay the summer/fall calendar to September. Further discussion will be had in June to determine if further delay is required.

Motion to postpone the summer/fall calendar and revisit this idea during June's meeting.



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Moved by Steve Walker, Seconded by Dom Riccuito – Carried.

- **Carnival**
 - Staff contacted Campbell's Amusements to determine if there is an alternate date, potentially in the fall, Ingersoll could host a carnival (pending social distancing rules).
 - Board members would like to receive an update during May's meeting as to the suggestions provided by Campbell's Amusements.
 - An announcement will be made to the community, via social media, following this discussion

- **August Sidewalk Day Sale/End of Summer Bash**
 - Board would like to wait until May's meeting to further discuss this event/determine how to move forward

- **Any Other Business**

OBIAA Conference

- Kathleen notified the Board of the postponed conference
- OBIAA will notify if this conference is going to be rescheduled

Parking Update – Councilor Lesser

- Most BIA businesses would have received a letter notifying of businesses being able to utilize two parking spaces in front of their storefronts for curbside pick-up or take-out.
- Councilor Lesser notified the Board of the business signs Millcreek Printing can create for businesses offering curbside pick-up or take-out options – no cost to the business. Staff have distributed an email to the BIA Membership with further details. Business signage available – reach out to Mike if interested
- Follow up discussion to be had during May's meeting to determine if there are further issues with parking

BIA Webpage

- Staff created a simple BIA webpage for members
- Webpage lists Board members, agenda/minutes, newsletters, various web resources and contact information



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- Staff notified the Board this webpage is a work in progress and will continually be updated
- Webpage can be found by visiting www.ingersoll.ca / Do Business tab / BIA tab
- Board members have been asked to review this webpage and provide feedback during our May meeting

COVID-19 BIA Initiatives

- Chelsea Stephens provided some information as to various initiatives the Chamber is doing for businesses – ex: purchasing of gift cards to be used as prizes for various contests. This could be a potential partnership between the BIA and Chamber.
- Website was created – whatsopeningersoll.ca – this will link to the supportingoxford.ca website (website provides a list of businesses in Oxford County that are offering various services during this time)
- Board members would like to see Staff continue to send emails to the membership providing various resources as they become available – emails are seen has very helpful
- Staff provided various initiatives other cities/BIA's have implemented
- Staff suggested it would be best to create a subcommittee to continue discussing various initiatives, timelines, etc. to assist local business during this time. Board was in agreement to this idea.
 - Subcommittee members include: Kathleen Young, Gord Lesser, Dom Riccuito, Sue Reintjes, Chelsea Stephens, Curtis Tighe and Lauryn Ostermaier
 - Meeting will be held via Zoom
 - Staff to distribute a Doodle Poll to subcommittee members to determine a meeting date and time

NEXT MEETING - Tuesday May 26, 2020 at 7:00pm

- **Adjournment**

Meeting adjourned at 7:46pm

Moved by Mike Bowman.