



Ingersoll Business Improvement Area (BIA)

Agenda

Monthly Board of Directors Meeting

Monday January 24, 2022

7:00 PM – Zoom Meeting

Notice: This meeting will be held virtually and will not be recorded. Any member of the public wishing to view the virtual meeting may contact business@ingersoll.ca for a link to the Zoom meeting.

Board Member	Attendance
Kathleen Young – President	
Mike Bowman	
Lisa Janssen	
Andrea Mulder	
Christopher Radford	
Sue Reintjes	
Dom Ricciuto	
Gordon Lesser - Councillor	
Genevieve Jane – Coordinator	
Curtis Tighe – Staff	

1. **Call to Order**
2. **Disclosures of Pecuniary Interest**
3. **Approval of Agenda: January 24, 2022**

THAT the agenda for the January 24, 2022 meeting of the Ingersoll Downtown BIA board of directors be approved as presented.

Moved by: _____ Seconded by: _____

4. **Approval of BIA Minutes: November 29, 2021**

THAT the minutes of the November 29, 2021 meeting of the Ingersoll Downtown BIA board of directors be approved as presented.

Moved by: _____ Seconded by: _____

5. Financial Statements and Report Ending December 31, 2021

BIA Monthly Financial Report-2021

TOWN OF INGERSOLL
Ingersoll:SUMMARY
For the Twelve Months Ending Friday, December 31, 2021

Account #	Description	Current Month Actual	2020YTD Actual	2021YTD Actual	Annual Budget	Remaining Budget	% Expended
INCOME & EXPENSES - FULL							
REVENUES:							
01498	MISCELLANEOUS RECOVERIES	\$0	(\$3,575)	\$0	(\$4,000)	(\$4,000)	0%
01501	TAX LEVY SUPPORT	0	(82,228)	0	(82,195)	(82,195)	0%
01541	INTEREST EARNED	(8)	(2,480)	(17)	(4,000)	(3,983)	0%
01950	TRSFs FRM OWN FUNDS-RESERVES	0	(37,216)	0	(71,000)	(71,000)	0%
	TOTAL REVENUES	(8)	(125,499)	(17)	(161,195)	(161,178)	0%
EXPENSES:							
10010:10140 + 12995	SALARIES FULL TIME	3,782	8,498	5,047	29,890	24,844	17%
40200	OFFICE SUPPLIES	12	400	12	800	788	2%
40220	TELEPHONE	19	250	39	500	461	8%
40230	POSTAGE	0	800	0	1,600	1,600	0%
40250	PHOTOCOPIER/PRINTERS	0	400	0	800	800	0%
40270	NEW EQUIPMENT	0	0	0	200	200	0%
40280	INSURANCE	0	777	642	1,400	758	46%
40500	SPECIAL EVENTS	(11,689)	47,176	34,341	30,000	(4,341)	114%
40510	ENTERTAINMENT	0	894	0	3,000	3,000	0%
40570	MIDNIGHT MADNESS	2,355	0	5,730	9,000	3,270	64%
40580	AUGUST DT SIDEWALK DAYS	0	0	0	4,000	4,000	0%
40600	MEMBERSHIP FEES	0	229	0	500	500	0%
40610	MEETINGS AND CONFERENCES	0	1,820	(1,648)	5,000	6,648	(33%)
40700	AUDIT FEES	2,351	2,100	251	4,400	4,149	6%
40760	TAX REFUNDS/ABATEMENTS	0	215	451	4,000	3,549	11%
40990	ADVERTISING - RADIO	0	7,388	2,763	12,000	9,237	23%
41000	ADVERTISING	0	4,539	3,695	9,000	5,305	41%
41020	PROMOTION & MEALS	0	0	0	1,200	1,200	0%
41160	HONOURS & AWARDS	0	0	0	500	500	0%
41430	STREET DECORATIONS	30,415	32,313	35,024	90,000	54,976	39%
41530	EQUIP REPAIRS & MAINTENANCE	0	0	0	1,000	1,000	0%
42005	CHRISTMAS PARADE	0	0	3,000	6,000	3,000	50%
42590	FACADE FORGIVABLE LOAN	0	1,500	0	5,000	5,000	0%
42900	MISCELLANEOUS EXPENSE	0	0	0	1,200	1,200	0%
98900	TRSF TO OWN FUNDS - GEN FD	0	11,200	0	22,400	22,400	0%
98910	TRSF TO OWN FUNDS - CAPITAL FD	0	5,000	0	0	0	0%
	TOTAL EXPENSES	27,245	125,499	89,346	243,390	154,044	37%
	(SURPLUS)/DEFICIT	27,237	0	89,329	82,195	(7,134)	109%

6. Correspondence

7. Business Arising

- BIA Bucks Sales Update - Gordon
- Restaurant Vouchers Recap
- Snow Removal Procedure from Oxford Street Back Alley
- Family Day Skate with Potential Expansion - Genevieve

8. Coordinator's Report

- BIA Budget
- Social Media
- 211 SouthWestern Ontario
- Ontario Economic Stimulus Fund

- e) OBIAA Membership
- f) Downtown Business Directory + BIA Member Email List Update
- g) Downtown Art Installation
- h) 2022 Proposed Events Planning

9. New Business

- a) BIA Bucks Promotional Weeks Proposed
- b) OBIAA Conference April 25th to 27th, 2022 in Niagara Falls, Ontario
- c) Moonlight Madness/Christmas Madness Week Options
 - Option A: One Day: Moonlight Madness Thursday November 17th
 - Coincides with Lighting of the Lights
 - Option B: One Week: Monday November 14th to Saturday November 19th
 - Coincides with Lighting of the Lights and Parade
 - Option C: Ten Days: Thursday November 17th to Saturday November 26th
 - Coincides with Lighting of the Lights and Parade, as well as a Family Fun Day on the last Saturday
- d) My Main Street Funding
 - PizzaFest
 - Outdoor Art Installation
- e) Revisit Tri-Annual Calendar

10. Governance

- BIA Board Code of Conduct

NEXT MEETING: February 28, 2022 (Via Zoom)

11. Adjournment

THAT the January 24, 2022 meeting of the Board of Directors of the Ingersoll Downtown BIA adjourns.

Moved by: _____ at _____