



BOARD OF MANAGEMENT MEETING
Wednesday, February 7th, 2024 5pm
Rosina Ristorante

MINUTES

Attending: Andrew Kennedy, Andrea Belair, Melissa Good, and Lisa Mills, Coordinator

Regrets: Pier Donnini, Rachel Stack

Guest: Shawna Harvie

1. **Meeting** called to order at 5:30pm, Land Acknowledgement and Welcome
We want to acknowledge the Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further, to give thanks to the Chippewas of Saugeen and the Chippewas of Nawash, known collectively as the Saugeen Ojibway Nation, as the traditional keepers of this land.

2. **Additions** to the Agenda
 - a) Shawna Harvie, Manager Downtown Port Elgin Artisan and Farmers' Market
Shawna re-capped last year's success and her desire to see the Market grow, however the present site, Coulter Parkette is too constraining and limits vendors to 36 spots and the need to rush to clear the area for 3pm.
The Town recommended a move to the Parking Lot at Bricker and Green Streets where they can have hydro ready for the beginning of June.
Further discussion suggested making all of Downtown the Port Elgin Market District with signage and window postering encouraging people to carry on down Goderich Street to shop and dine after the Market.

Request for motion to move Artisan and Farmers' Market to new location
Moved by Andrew Kennedy
Seconded by Andrea Belair
Passed unanimously

Lisa will be investigating grants and pricing out lamp post banners for the Area, some for the Market, some with indigenous art (if possible), or generic BIA banners

3. **Request** for Declaration(s) of Pecuniary Interest
None declared.

4. **Request** for motion to adopt minutes of January 3rd Board Meeting
Moved by Andrea Belair
Seconded by Andrew Kennedy
Passed unanimously

5. **Chair's Report, Andrew Kennedy**
 - a) Deputation to Council February 12 - **UPDATE**: to be re-scheduled due to illness
 - b) Require additional Board Members as soon as possible - invite prospects to next meeting?
 - c) Expectations of Board: to please respond to written or text communications when asked, including responding to your attendance at meetings (well) in advance of the meeting
The schedule is the first Wednesday of each month, please mark in your calendars

6. **Treasurer's Report, Andrea Belair**
Andrea will be fine-tuning the budget to include holding back \$25,000 to be used for media across various events and activities.

7. **Coordinator's Report, Lisa Mills**
 - a) Membership listing is ready and Lisa will prepare a package that includes landlord and tenant declaration, "what is a bia", and list of 2024 events for Andrew to distribute when he does a walkabout with Amanda Monaghan later in February
 - b) OBIAA Conference, April 21 - May 1, Lisa and Melissa will be attending, Andrew will try to come for a day, pending schedule <https://obiaa.com/conference/>
 - c) Website - in progress, should be ready to publish in the next couple of weeks
 - d) Code of Conduct forms distributed and signed. The BIA is governed by the Town's code of Conduct and as such, the Board and staff are required by that.
 - e) Public Art - Lisa investigating with Amanda Monaghan. Awaiting report from STEPS as to initial costs for an art programme - it may be that the Town roll this into their plans to have public art guidelines. In the meantime, Lisa will also discuss opportunities for Spruce the Bruce
 - f) Newsletter - did not get discussed - does anyone have any thoughts?

8. **Promotions and Events Report, Andrew Kennedy**
 - a) 25th Anniversary Celebration has been moved to Southampton Coliseum
- Town will provide \$10,000 towards BIA event for the Friday evening
- This could be held at the new Market location instead of closing Goderich Street
 - b) Family Day - Saturday Feb 17, 10am to 2pm
Family event at Coulter Parkette (booked with appropriate street closure)
- Interactive hockey skills activations (3)
- pancake breakfast, Queens Bar and Grill, pay as you can
- hot beverage pop up, Rabbit Dash,
- Window posters and social posts are in place
- Event listed with county, RTO7 and other local event boards
- Melissa will reach out to her daughter/friends re volunteering
 - c) Easter Egg Hunt, end of March, Lisa will create window poster
 - d) Poutine Fest, June or September
 - e) Shoppers' Night, November 14th
 - f) Additional suggestions from Last meeting: Sunday Caesar Fest, Ladies Shopping Nights, Men's Shopping Nights

Pumpkin Fest: Port Elgin Pie Auction - create a fall fair atmosphere without the agriculture component - more of a carnival feel with lots of kid events, seed spitting (and other), contests...

Encourage merchants to "Pumpkin up the savings" by have end of season sidewalk sale
From last meeting:

Melissa suggested that the car show detracts from people coming into stores as they are in the middle of the street. Could the cars park in the middle of the street leaving the curbs and sidewalks available for shoppers and merchant displays? **WHO CAN TAKE THIS CONCERN TO THE PUMPKINFEST BOARD?**

9. **Streetscape Report, Melissa Good**
 - a) Sourcing pots to replace damaged ones and to keep adding in future years
 - b) **Pricing required asap (by February 20th), in order to apply to Spruce the Bruce for Streetscape funding**
 - c) Spruce the Bruce funding for streetscape to include planters (for all year use), and banners
 - d) From last meeting: come up with a plan for Coulter Parkette as a year round spot for informal gatherings and events: Lights, Christmas tree, etc

11. **Town Report - Rachel Stack**
n/a

12. **Next Meeting BOARD MEETINGS WILL BE THE FIRST WEDNESDAY OF EACH MONTH AT 8PM**
March 6th, 2024 via zoom

13. **Meeting Adjourned** at 8 pm