

**NOVEMBER 29, 2022**  
**SBIA BOARD MEETING MINUTES**

In attendance: Sara Porter, Jeff Cody, Paul Schendel, Lisa Mills  
Via Zoom: Janine King, Jaris Edwards, John Divinski  
Regrets: Kendall Sawyer

ITEM	ACTION	RESP.
<b>1. Call to Order</b>	5:04pm	
<b>2. Additions to Agenda</b>	None	
<b>3. Request for declarations of Pecuniary Interest</b>	None	
<b>4. Review of Office Descriptions and Election of Officers</b> Comprehensive descriptions for each office may be found Within the SBIA Bylaws and are available at the BIA office or from Coordinator Offices are: Chair, Vice Chair, Treasurer, Promotions and Events Committee Chair, Streetscape Committee Chair and Membership Chair	John Divinski began the call for nominations with three calls per office  Chair: Nominated by Jaris Edwards Seconded by Paul Schendel  Vice Chair and Governance: Nominated by Sara Porter Seconded by Jeff Cody  Treasurer: Nominated by Sara Porter Seconded by Jaris Edwards  Promo & Events Chair: Nominated by Jaris Edwards Seconded by Janine King  Streetscape Committee Chair: Nominated by Sara Porter Seconded by Paul Schendel  Membership Committee Chair: Nominated by Paul Schendel Seconded by Jaris Edwards	Sara Porter  Jaris Edwards  Janine King  Paul Schendel  Kendall Sawyer  Jeff Cody
<i>ALL NOMINATIONS WERE CARRIED UNANIMOUSLY.</i>		

**5. Review/create description for Coordinator**

Review contract and create updated job description for next meeting Sara and Lisa

John noted that when the description is being reviewed by Board that it be a closed session and Lisa will excuse herself.

Sara suggested that a communications tree be created for Social Media and Paul recommended that not more than two people have access to the accounts in order to maintain continuity Sara and Lisa

**6. Coordinator’s Report**

Lisa asked that signing officers be assigned to expedite invoicing and payments Treasurer, Chair and Vice Chairs’ names and signatures will be submitted to Town Clerk Lisa

Question arose regarding the allocation of \$8,000 from Streetscape Budget for Renewal Plan overages Move the allocation to correct spot on the budget page Lisa and Janine

**7. Request for Motion to Accept the Minutes** from October 22, 2022 Board Meeting

*Moved by Sara Porter  
Seconded by Jaris Edwards  
Passed unanimously*

**8. Promotions and Events Committee Report, Paul Schendel**

Lit garlands have been made and installed along main block, most of the upper block and part of the lower block More garlands will be made for installation next year as we have the materials Paul asked that John extend our thanks to the Town Works Dept for helping with the installation of garlands

John to thank Town Works Lisa to write note of thanks John Lisa

Santa Claus Parade - John will be representing as Councilor Committee may have one or two walkers as well To be confirmed by Thursday Paul

Horse drawn wagon rides will be available for Festive Fridays December 9, 16 and 23 Paul

Future Sparkles - Paul suggests that Festive Fridays commence immediately following Sparkles for 5 Fridays Board in agreement to have 5 Festive Fridays

Sara suggests all Parade, Sparkles and Festive Friday events be outlined in Q1 of 2023 2023 list of events Committee

Sara will confer with Port Elgin BIA to coordinate the shopping, tree lighting and parade days for 2023 so as not to overlap with each other Meet with Port BIA Sara  
May also want to include Christine Mitchell with CofC

**9. Establish Meeting Calendar for Board**

Consensus attained to hold regular Board of Management Meetings Monthly, every third Thursday at 5:30pm

**10. Board will form a delegation** to introduce themselves at the next Town Council Meeting on December 12th via Zoom

Lisa will confirm and submit request with Town Clerk Lisa

**11. Next Streetscape Meeting**

Dec 1, 3pm via Zoom Link to Lisa Sara

**12. Addendum** - Notes of thanks to previous Board of Management

Lisa will write notes of thanks Lisa and Sara

**13. Next Meeting Date**

December 22, 2022

5:30pm

**14. Meeting Adjourned**

5:57pm