



## Call to Order

An Executive Meeting of Strathroy's BIA was held on Wednesday, March 8th, 2023 at 8:30 am, Rusty Wrench - with Zoom option. Meeting commenced at 8:34am.

## Attendees

<input checked="" type="checkbox"/> Colin Grantham	<input checked="" type="checkbox"/> Frank Kennes	<input checked="" type="checkbox"/> Meredith Chatelain	<input checked="" type="checkbox"/> Daniel Kiekens
<input checked="" type="checkbox"/> Sue Looman	<input checked="" type="checkbox"/> Kaity Phillips	<input checked="" type="checkbox"/> Courtney Sinclair	<input checked="" type="checkbox"/> Chris Traczuk
<input checked="" type="checkbox"/> Nathan Wilcox	<input checked="" type="checkbox"/> Robin Tiller		

## Approval of Minutes

A motion was made to approve the minutes of the Wednesday, February 8th, 2023 Executive meetings.

*Motion - 2023-03-08 Made by Chris. Seconded by Frank.*

## Main Motions/Upcoming Actions:

Motion:	Update/Next Steps:	Motion to Approve:	Second Approver:	Voted												
Approval of Previous Meeting Minutes (Wed. Feb 8th, 2023) <i>2023-03-09</i>	Approved	Chris	Frank	Yes												
Board Seats for 2023/2024: <i>2023-03-10</i>	<table><tr><td>Position:</td><td>Appointed Member:</td></tr><tr><td>Chair</td><td>Nathan</td></tr><tr><td>Vice Chair</td><td>Frank</td></tr><tr><td>Treasurer</td><td>Sue</td></tr><tr><td>Secretary</td><td>Kaity</td></tr><tr><td>Signing Officer</td><td>Courtney, Nathan</td></tr></table>	Position:	Appointed Member:	Chair	Nathan	Vice Chair	Frank	Treasurer	Sue	Secretary	Kaity	Signing Officer	Courtney, Nathan	Nathan	Chris	Yes
Position:	Appointed Member:															
Chair	Nathan															
Vice Chair	Frank															
Treasurer	Sue															
Secretary	Kaity															
Signing Officer	Courtney, Nathan															
Motion to remove Robin and John as Signing Officer <i>2023-03-11</i>	Approved	Kaity	Frank	Yes												
Committee Chairs for 2023/2024: <i>2023-03-12</i>	<table><tr><td>Committee:</td><td>Appointed:</td></tr><tr><td>Finance</td><td>Sue</td></tr><tr><td>Promotions</td><td>Chris</td></tr><tr><td>Beautification</td><td>Kaity, Nathan</td></tr></table>	Committee:	Appointed:	Finance	Sue	Promotions	Chris	Beautification	Kaity, Nathan	Nathan	Chris	Yes				
Committee:	Appointed:															
Finance	Sue															
Promotions	Chris															
Beautification	Kaity, Nathan															

		(See If John wants to remain a member)			
	Communications	Meredith			
	Business Advocacy	Courtney & Dan (Frank member)			
	Security	Dan			

## Officer's Reports

Motion:	Update/Next Steps:	Motion to Approve:	Second Approver:	All in Favour:
1. FINANCE <i>Sue Looman</i>	TREASURERS REPORT: <ul style="list-style-type: none"> <li>- Bad debt line was added to the financial statements</li> <li>- Revised Jan budget to actual to include tax levy and the bad debt</li> <li>- Removed Dickens Dollars income/expenses</li> <li>- on all reports changed the HST refund -year 2021 or year 2022 to say HST refund-previous year</li> <li>- All other lines remain similar</li> <li>- No concerns currently</li> <li>- 2022 year end documents sent to Bill to complete year end</li> <li>- Reserve line has grown from no events during covid and not having a General Manager</li> </ul>	Frank	Robin	Yes
2. PROMOTIONS <i>Chris Traczuk</i>	N/A	N/A	N/A	N/A
3. BEAUTIFICATION <i>Kaity Phillips &amp; Nathan Wilcox</i>	2023 Thuss Green House invoice - Spring/Summer planters <input type="checkbox"/> Kaity to follow up with John on the 2023 Invoice  Shooting Stars <input checked="" type="checkbox"/> Nathan to follow up Robert <ul style="list-style-type: none"> <li>- Made out of metal, need to be repainted</li> <li>- Light bulbs need to be replaced as they are dull - new bulbs should last 8-10 years</li> </ul>	N/A	N/A	N/A
4. COMMUNICATIONS <i>Meredith Chatelain</i>	Update on Behind the Business posts <input type="checkbox"/> Need to ensure that we are tagging the business when posting <input type="checkbox"/> Look at a way of pre-scheduling posts to make it less time consuming <ul style="list-style-type: none"> <li>- Not necessarily any new followers?</li> <li><input type="checkbox"/> Add a contest? Share/follow? Boost a post?</li> <li>Look at hashtags? Tag or engage other BIA's?</li> </ul>	N/A	N/A	N/A
5. BUSINESS ADVOCACY <i>Courtney Sinclair &amp; Dan Kiekens</i>	Patio's <ul style="list-style-type: none"> <li>- In previous years, the town completed the leg work and required BIA final approval to order and implement patios               <ul style="list-style-type: none"> <li>o Town is pushing back to have the BIA complete this process</li> </ul> </li> <li>- Should we look to have patios built by the town?               <ul style="list-style-type: none"> <li><input type="checkbox"/> Colin and chairs to have a conversation and find out more about the town</li> </ul> </li> </ul>	N/A	N/A	N/A
6. SECURITY <i>Dan Kiekens</i>	Previous issues/initiatives have included: <input type="checkbox"/> Graffiti and removal (request info from Rob Liliborne) <ul style="list-style-type: none"> <li>- 2 hour parking limit</li> </ul>	N/A	N/A	N/A

	<input type="checkbox"/> Connect with Jay at Blackgate about ideas to alleviate issues <input type="checkbox"/> Ensure the snow removal is thoroughly completed to allow for pedestrian traffic in all directions			
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Upcoming Discussions/Parking Lot:	Update/Next Steps:
CTV Commercial contracts update	- Violet's is interested in another commercial <input type="checkbox"/> Confirmed? - Additional opening currently available <input type="checkbox"/> Meredith to post on Facebook page about CTV Commercial
Proposed new office space (must include meeting space for minimum 10 members if meetings are to be held in person)	<input checked="" type="checkbox"/> Colin confirmed that Town Hall can be used for future in-person meetings from 8-10am <input type="checkbox"/> To send out recurring meeting placeholders
Digital Approval of Meeting Minutes (Wed. Mar 8th, 2023)	<input type="checkbox"/> Send out minutes to be approved digitally to allow for a quicker turn around on signing officers
BIA Information Packages	<input type="checkbox"/> Nathan to look into creating one pager <input type="checkbox"/> Nathan to meet with Heather LaLonde <input type="checkbox"/> Way fair sign?
Add Frank to the Agenda	Strathroy PRIDE
Kate Topham	Set up meeting to discuss market and dates
Electronic solution to Dickens Dollars	Andre Cohen acohen@hellonetwork.ca -Hello - electronic solution for ○ Set up costs vs usage and longevity ○ Robert at the Municipality

### New Business's In/Business's Out of Area

- UCAKE - moving into The Shops on Sydenham
- Strathroy Audio Video - moving into The Shops on Sydenham
- Green Bee Floral Co - moving to Front Street in April
- H&R Block - moving away from Front Street

### Motion to Adjourn

*Motion - 2023-03-13 Made by Chris. Seconded by Frank.*