

**Westdale BIA
Board of Management Meeting
Wednesday, April 6
1038 King St. W, Suite 1**

Present:

Trevor Cameron, David Carrothers, David Simpson, Parul Ferrie, Ilona Santa, Suzanne Repei

Absent:

Ben Greco, Vanessa Gilmour, Trisha Aichison, Anne Cupcakes (with regrets)

Declared Conflicts of Interest: N/A

Call to Order: 5:10pm

1) Approval of Agenda

Trevor motioned, David C second, carried

2) Approval of Minutes – *please note, no minutes available for March as an official board meeting did not take place. The only item voted on in March was The Spec Destination ad for \$695+hst. Approval was confirmed via email vote.*

Acceptance of February minutes – *Trevor motioned, Parul seconded, carried*

3) Treasurer's Report: Anne Presented by David Simpson

- KPMG Audit, Levy received, February and March reports, budget review
- *The KPMG Audit is being processed. David S presented our most current balance sheet and income statement as provided by the accountant*

4) General News

- **Potential Parking Increase** *Suzanne stated that municipal parking lots may be increased, Westdale BIA does not have any lots however how parking meters may be increased as per the 2016 City of Hamilton General Issues Committee*
- **Public Health Inspection Fees Increase (Events)** *Suzanne shared information from the GIC Report 15-023, page 28 Appendix B that the special event proposed fee is \$118.65 (increase from \$32.00)*
- **BIAAC Code of Conduct (approval and signatures)** *The draft copy of the Code of Conduct will be circulated via email to board members for review. Board members will have the opportunity to change the document to suit Westdale BIA. Once it is finalized that copy will be signed and documented in the BIA records*
- **Sunset Neon** – *Westdale Gateways On March 1st, Suzanne received a phone call from a merchant indicating the Westdale Gateway Display Sign had a large metal piece hanging from it posing a safety risk. Suzanne called Sunset Neon to service the sign that evening as there was a winter storm. During the service call, Sunset Neon stated the billing address was*

the City of Hamilton as they had originally paid to have those signs installed. The Westdale BIA has not received an invoice for the service.

- **Westdale SS & Westdale Village Earth Day Clean up** Westdale BIA may potentially partner with Westdale Secondary School's volunteer students to help in an Earth Day clean up in the BIA. The BIA is waiting for confirmation as to what waivers or requirements are needed from the high school.

5) **Office Housekeeping**

- **Staffing, Communication, Scheduling & Meetings, Sub Committees** *The board discussed reintroducing a monthly merchant centered discussion meeting that will encourage participation from Westdale merchants. A West Fest subcommittee will be formed.*

6) **Board Member Resignation – Trisha Aitchison Vote Required**

- **New member nominations** *No voting took place. At the time, the BIA had not received Trisha's formal resignation from the board. The board received Trisha's letter of resignation on April 10, 2016 and was forwarded to Carlo Giorni at the City of Hamilton. A new board member will be selected to replace Trisha. Nominations have not taken place.*

7) **Upcoming Events Date Confirmations Required**

- Jane's Walk **Saturday May 7th or Sunday May 8th (Mother's Day)**
Saturday May 7th, confirmed
- West Fest **Saturday September 3rd confirmed**
- Winter Wander **Friday December 2nd confirmed**

8) **Snapd Magazine Ad**

- **Other potential ad placements** *the board discussed that it would not like to pursue future advertising with Snapd Magazine due to a spelling error and customer service received from Snapd. Suzanne will reach out to other potential magazines for advertising information for future advertising*

9) **CHCH 2016 Proposal Vote deferred** – *the board would like more information on what other advertising opportunities CHCH offers and if there are other Hamilton BIA's that advertise with CHCH*

- Proposed: 15 week schedule, \$20,445+HST

10) **The Spec 2016 Proposal Vote Required**

Trevor motioned, Parul seconded, carried

The board would like more information on what other opportunities The Spec offers with our current membership

- Level 2 membership, April 25 2016 – April 24 2017 \$10,556+HST

11) **Beautification**

- Mallord Farms- Invoices, updates, hanging baskets, future costs (\$12,500 June), Christmas, City contribution *Suzanne shared with the board that the City of Hamilton will be covering the cost of 60 planters for the 2016 Spring/Summer season*

- Classic Displays – Tree lighting and Christmas décor

12) **BIA Commercial Assessment Vote Required**

- Westdale BIA is eligible to have a Commercial Market Assessment review carried out in 2016. The City is willing to cover 50% of the cost and the BIA is responsible for the remaining 50%. The cost for the review to take place is approx. \$7,000 therefor the estimated cost to the BIA is approx. \$3,500
The board decided that they would not like to have this service at this time as the value of this assessment did not seem to be worth the cost this year. Previously the Westdale BIA had the Commercial Assessment performed in 2010.

13) **New Business**

- **Hamilton Chamber of Commerce, renewal membership approved** *Ilona motioned, Parul seconded*
- **The Express Italian Eatery** *Suzanne received a phone call from Detective Stuart Hunt of the Hamilton Police Services in search of information of a break in that occurred Tuesday April 5th at approx. 11:30pm. The restaurant's front door had be damaged but had been repaired by Wednesday morning before they opened for service. No other damage or theft had occurred. The alarm system was set off and the perpetrator was scared off (according to staff at The Express). Unfortunately, the cameras outside of the BIA office entrance had not been recording at this time because of previous damage.*
- **100in1Day** *An organizer for the 100in1Day event would like to come to our next scheduled meeting to discuss opportunities for the BIA's participation*

14) **Adjournment 6:10pm**