

FOREST BUSINESS IMPROVEMENT AREA

Regular Board Meeting

Date of Meeting: Wednesday, March 19, 2014

Members Present: Glen VanValkenburg, Chair
Chris Williamson
Ken McRae
Sarah Jane Goodhand
Matt Ferguson
Marilyn Smith

Members Absent: Brett Denning, Richard Farr

Parties Present: Jeannette Willer

Administrator: Lynn VanHaaren

1. CALL TO ORDER

Chairperson, Glen VanValkenburg called the meeting to order at 7:30 p.m.

2. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

BIA 14-03-19-1 **Moved by: Chris Williamson**
Seconded by: Sarah Jane Goodhand

That the October minutes be amended to note that the Board provisionally adopted the budget and authorized it to be sent to the AGM. Carried

Regular Board Meeting – February 19, 2014

BIA 14-03-19-2 **Moved by: Chris Williamson**
Seconded by: Matt Ferguson

That the minutes of the February 19, 2014 meeting be accepted. Carried

3. FINANCIAL REPORT

- Financial statement of December 31, 2013 was amended to allocate \$5000 GIC purchased to the correct account identified by auditor.

BIA 14-03-19-3 **Moved by: Chris Williamson**
Seconded by: Matt Ferguson

That the amended statements be accepted. Carried

BIA 14-03-19-4 **Moved by: Sarah Jane Goodhand**
Seconded by: Chris Williamson

That the March 2014 financial report be accepted. Carried

4. ADMINISTRATOR'S REPORT

AR 03-14 RE: Activities During the month of March, 2014 attached

BIA 14-03-19-5 **Moved by: Matt Ferguson**
Seconded by: Sarah Jane Goodhand

That the Administrator's report be accepted as presented. Carried

5. PROMOTIONAL CONSULTANT

PC 03-14 RE: Activities during the month of January/February, 2014 attached

BIA 14-03-19-6 **Moved by: Chris Williamson**
Seconded by: Marilyn Smith

That the Promotional Consultant's report be accepted as presented. Carried

6. COUNCIL REPORT

- Municipal budget has been approved
- Official plan has been presented in "draft form" – final approval expected in summer
- Encourage all to look at Asset Management report on Lambton Shores website

7. COMMITTEE REPORTS

7.1 Beautification

- Best Bloomin' Businesses
 - want to advertise three times in the box ads in the Forest Standard.
 - entry forms are available. Email out to all members.
 - Presented examples of signage for contest

BIA 14-03-19-7 **Moved by: Chris Williamson**
Seconded by: Matt Ferguson

To approve the cost of \$124.25 for signage for the Best Bloomin' Business contest.

- Metal Work – estimated cost \$230 each. Presented proposed artwork.

BIA 14-03-19-8 **Moved by: Marilyn Smith**
Seconded by: Chris Williamson

That the board approve design and purchase of metal art works at the cost of \$230 each + HST. Carried

Action items: Brent Kitmer and Ashley Farr need to approve dimensions and design. Lynn & Marilyn to follow up with Ashley for copy of grant application, approval or confirmation of grant; follow up with Bill Bentley regarding the condition of the brackets.

- Banners – Committee presented design choices for banners

BIA 14-03-19-9 Moved by: Chris Williamson
Seconded by: Sarah Jane Goodhand

That the Board approve 16 banners 22” X 38” not to exceed the cost of \$2,000 including brackets. Carried

8. NEW BUSINESS

8.1 Board member status

- letters have been sent to 2 Board members regarding their interest in remaining members. Received resignation from Richard Farr and no response from Brett Denning. Glen will send a notice to Brett releasing him from his position after several missed meetings.

8.2 Chris Williamson has been contacted about an internet hosted event “Las Friday” where your business could be featured. Chris will gather more information and report back.

9. ADJOURN

BIA 14-03-19-10 Moved by: Matt Ferguson
Seconded by: Chris Williamson

That the board meeting of March 19, 2014 adjourn.

Next meeting April 16, 2014 at 7:30 pm.