



**Downtown Oakville BIA
Minutes - Board of Management Meeting, September 16, 2020 @ 6:00 pm ZOOM meeting**

Board Members: Nicholas Bourikas, Kevin Graff, Kevin Yates, Susan Wayland, John Ziemba
Regrets: Mayor Burton, Gordon Petch
Guests: Janet Haslett-Theall
BIA Staff: Adrienne Gordon, Christine Rosal
Minutes By: Christine Rosal

Item #	Item Description	Discussion lead
1.	Chair’s Welcome Meeting was called to order at 6:00 p.m. Declaration of Quorum: Yes Declared Conflicts of Interest: None Approval of Agenda for September 16, 2020 MOTION: To approve meeting agenda Moved by: Kevin Yates Seconded by: Kevin Graff CARRIED Approval of Minutes from August 26, 2020 6. MOTION: To approve meeting minutes Moved by: John Ziemba Seconded by: Susan Wayland CARRIED	Nic Bourikas
7.	Office Update - BIA staff put forward an event proposal for a 5-week Christmas festival of lights, music and late night shopping - Board decided to hold off on finalizing Christmas event plans until after new Executive Director starts on September 28	Christine Rosal
8.	Town Update - Councillor Haslett-Theall offered to set up and facilitate a meeting between the BIA and Town staff to answer outstanding questions around holiday décor - BIA staff had recently advised the Town of the BIA’s intention to go to RFP for summer planters and hanging baskets; the Town has indicated they will not be bidding for the contract and will therefore not be providing maintenance/storage/removal services - Kevin Graff to follow up with Town staff to revisit discussions on the Town providing maintenance services only	Janet Haslett-Theall
9.	Holiday Lighting & Decor - Pole mounts and ribbon tree have been ordered - Potential issue around delivery date of the tree; BIA is working with the supplier to expedite the delivery date, but Santa Claus Parade has been moved to November 28 to allow more time - BIA went to RFP for fall/winter flowers – only received two proposals, one of which did not meet our requirements, so contract awarded to Forget Me Not Flowers	Kevin Graff
10.	Rebranding Update - New logo concepts from Treehouse Creative were presented - Logo incorporates a mix of heritage (“est. 1857 tagline” and Red Jacket boat icon) and progressiveness, reflects our proximity to the water and highlights the word Oakville - Board unanimously selected the first of the two options presented, with the 1857 tagline under the	Kevin Yates, Susan Wayland



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	<p>boat icon/above Oakville Downtown text</p> <ul style="list-style-type: none"> - Reviewed photos from photographer – Board agreed that the photos were effective in showcasing personal stories and the experience of Downtown Oakville; feedback to the photographer would be to showcase more faces/close ups of people - For next meeting, BIA staff to provide a download link so Board members can view photos in advance 	
11.	<p>Board Governance and Building the Next Generation of Board Excellence</p> <ul style="list-style-type: none"> - Kevin Yates has tendered his resignation from the Board of Management <p>MOTION: To set up a committee to come up with recommendations and best practices for board governance going forward</p> <p>Moved by: Kevin Yates</p> <p>Seconded by: Kevin Graff</p>	Kevin Yates
12.	<p>Halton Region Motion</p> <ul style="list-style-type: none"> - Burlington BIA had reached out to Halton BIAs to support their request to the Ontario government to allow municipalities flexibility to set up grant programs for small businesses as a COVID-19 emergency measure without violating the anti-bonusing provisions of the <i>Municipal Act</i> - Board agreed that lobbying to government was beyond our mandate so no further action to be taken 	Nic
13.	<p>Executive Director Search</p> <ul style="list-style-type: none"> - Adrienne Gordon was introduced as the new Executive Director with a September 28 start date. Board to work with BIA staff to develop an announcement video/communication plan to introduce Adrienne to the membership 	Nic
14.	<p>Other Business</p> <ul style="list-style-type: none"> - Concerns around garbage being placed out in bags instead of the bins; BIA to send a reminder to members re: how to order new wheeled bins from Halton Region 	Nic
15.	<p>Date and Time of Next Meeting</p> <p>Tuesday, October 6, 2020 at 6:30 p.m.</p>	Nic
16.	<p>Adjournment</p> <p>MOTION: To adjourn the meeting at 7:15 p.m.</p> <p>Moved by: Susan Wayland</p> <p>Seconded by: Kevin Graff</p> <p>CARRIED</p>	Nic