

MINUTES of a Meeting of the **Port Stanley BIA Board of Management** held on Wednesday, April 19th, 2017 at 5:30 p.m. at the Peppertree Spice Co. in Port Stanley.

Present: T. Halwa, Chair; Councillor D. McNeil, D. Kussmann; and C. Gates

Staff: D. Wilson, Deputy Clerk

Regrets: V. Coughlin

1. Call to Order
T. Halwa took the Chair and called the meeting to order at 5:30 p.m.
2. Disclosure of Pecuniary Interest and the General Nature Thereof
None was declared.
3. Vacancy Candidates
Interested vacancy candidates James Glover, Kettle Creek Golf Course and Mike Karda, new owner of 145 William Street were invited to attend to observe. D. Wilson indicated that both individuals were aware of the meeting and M. Karda had chosen to attend to observe.
4. Adoption of Minutes

Moved D. Kussmann; Seconded D. McNeil
THAT: The BIA Board of Management Meeting minutes dated Wednesday, March 16 and March 23rd, 2017 be adopted. CARRIED.
5. Delegation
 - a) Travel Agents in Action
Beth Ann Connors, Travel Agents In Action, was in attendance to provide an update on the business. T. Halwa welcomed Ms. Connors to the meeting. B. Connors thanked the Board for allowing her to provide additional information on her web based travel business. She noted that it has been a slow process but she has established an avenue to provide self guided tours of Port Stanley. She further indicated that she is promoting a CALIPSO tour and has received positive feedback on this concept. B. Connors advised that her proposal includes meeting with individuals after their tour to provide any additional information and answer and questions. The cost is still to be determined. The Board noted that proposal is an excellent idea. They suggested that once actual tours are scheduled, B. Connors could contact the Board so they could promote her business wherever possible. B. Connors thanked the Board for their interest. She left the meeting @ 6:00 p.m.
6. Correspondence (for Council's Information)
 - a) Public Space Improvements in Port Stanley approved by Council.
T. Halwa indicated he asked for this municipal report to be placed on BIA agenda as he was disappointed that no consultation with the BIA took place from the Municipality. D. McNeil indicated that projects are on a "pilot" status and they are all being done on municipal lands.

Moved C. Gates; Seconded D. Kussmann
THAT: Correspondence Item #1 – Report on Public Space Improvements be received as information. CARRIED.

7. Correspondence (for Council's Action)
None.

8. Accounts
None.

9. Marketing & Promotion
D. Kussmann advised that radio advertising is currently running and Daytripper advertisement should be coming forward soon for approval.

10. Events

- a) 2017 Canfest
C. Gates indicated that Kanagio Yacht Club has come forward with a \$1,000. donation and have offered to manage the boat parade. She noted that bands for Glover Park are tentatively booked.
- b) 2017 Harbourfest – BIA Coordinator
The interviewing committee suggested both applicants were capable but Natasha Fraser, Type A Events, provided ideas for Harbourfest which the Committee felt were “fresh” and impressive. The following resolution was passed:

Moved C. Gates; Seconded D. Kussmann
THAT: The BIA Board of Management approve entering into a contract with Natasha Fraser, Type A Events, London & Area for the services of 2017 BIA Harbourfest Coordinator subject to negotiating a contract for said services;
AND FURTHER THAT: The BIA Chair be authorized to sign said contract on behalf of the BIA Board of Management. CARRIED.

11. Beautification
None.

12. Unfinished Business

- a) Discussion of Chair
D. McNeil referred to BIA By-law and the clause which outlines term of Chair. He suggested it may be time to consider a change. C. Gates advised that she would be interested in serving as the Chair. The following resolution was passed:

Moved D. Kussmann; Seconded D. McNeil
THAT; Ted Halwa resign as the Chair from the BIA Board of Management effective immediately;
AND THAT: Carol Gates be approved to assume the Chair for the BIA Board of Management effective immediately. CARRIED.

D. McNeil indicated that this change of Chair has no affect on the Harbour Secondary Plan Committee. The Board agreed that Ted Halwa would continue to represent the BIA on that Committee.

b) Sub Committees of the BIA

Moved D. Kussmann; Seconded D. McNeil

THAT: The BIA Board of Management approve establishment of 2017 Canfest Sub-Committee and following members;

- Deb Kussmann
 - Fred Heintz
 - Carol Gates
- CARRIED.

c) At the request of the Chair, she asked if a project estimate from Blackcat Concepts could be discussed. Staff suggested an addendum to the agenda should be considered. The following resolution was passed:

Moved D. McNeil; Seconded D. Kussmann

THAT: The BIA Board of Management approve the Addendum to the Agenda for Wednesday, April 19 being "Project Estimate" from Blackcat Concepts respecting BIA website. CARRIED.

The Board members discussed a quote from Blackcat Concepts which itemized issues with the website which Carol had identified to them. It was suggested by staff that two more quotes be received as per the procurement policy. C. Gates indicated she would acquire additional quotes to bring back to a future meeting.

d) Website Video

C. Gates indicated she suggested the BIA look into a video for the website. She suggested this may be premature now until website updates are decided.

13. New Business

a) Proposed Signage – Roundabout in St. Thomas

The Board discussed an email from Jean Vedova which suggests the possibility of investigating directional signage for the new roundabout to include Port Stanley. D. McNeil advised that this may involve the Province which gets complicated. The Board agreed to take no action on this item.

b) Possible Change of Meeting Venue

The Board discussed various venues being used for meetings. D. Wilson also noted that municipal buildings such as Administration Office or Port Stanley Arena could be used at no cost. At this time, the Board was satisfied to continue their meetings at Peppertree Spice Co. or Pineapple House.

c) PSVA request for website partnership with BIA

The Board discussed correspondence from the PSVA requesting a partnership with BIA website. There was no support to investigate this option. The Board noted they could provide a PSVA link but were not interested in "merging" the two sites. C. Gates indicated she would contact the PSVA and explain the BIA's position.

14. Next Meeting

It was agreed that the next monthly meeting would be Wednesday, May 17 @ 5:30 p.m. at Peppertree Spice. Co.

15. Adjournment

Moved D. McNeil; Seconded D. Kussmann

THAT: The BIA Board of Management Meeting be adjourned at 7:25 p.m. and the next BIA Board of Management meeting be scheduled for May 17, 2017 @ Peppertree Spice Co. CARRIED.



Dianne Wilson
Secretary



Carol Gates
Chair