

MINUTES of a Meeting of the **Port Stanley BIA Board of Management** held on Wednesday, February 1st, 2017 at 5:30 p.m. at Peppertree Spice Co. in Port Stanley.

Present: T. Halwa, Chair; Councillor D. McNeil, V. Coughlin and D. Kussmann

Staff: D. Wilson, Deputy Clerk and K. Harris, Treasurer

Regrets: J. Patriquin and L. Snowden

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. Accounts

a) Aylmer Express

Moved D. McNeil; Seconded V. Coughlin

THAT: The BIA Board of Management approve the payment of \$195.00 to AJR Publishing Inc. for HST owing on Fall/Winter 2016 Crossing Magazine advertisement. CARRIED.

b) Crossings

Moved V. Coughlin; Seconded D. Kussmann

THAT: The BIA Board of Management approve the payment of \$1,118.70 to ae MEDIA, a Division of the Aylmer Express, for full page ad in 2017 Elgin County Official Visitors Guide. CARRIED.

4. Events

a) Canfest Committee Report

D. Kussmann explained some preliminary thoughts that are being considered for the event. She noted fireworks, advertising of store specials through BIA marketing initiatives and possible boat parade are items under discussion.

b) Harbourfest Committee Report

T. Halwa explained some preliminary thoughts that are being considered for the event. He noted that fireworks, boat parade, dog walk, vendors in DOC building, naval exhibit are all being considered. He further noted that tall ships are not available as they are all booked for Canada 150 festivities. The members discussed the Harbourfest Facebook page and passed the following resolution:

Moved D. McNeil; Seconded D. Kussmann

THAT: The BIA Board of Management direct staff to send correspondence to Michelle Fournier requesting her to disable the current Harbourfest Facebook Page effective immediately. CARRIED.

5. Marketing & Promotion

- a) Lake Erie Living Visitor Guide
T. Halwa indicated that in discussion with L. Snowden, a commitment was made for advertising space with Lake Erie Living Visitor Guide as deadline was looming. The members were cautioned on this approach as the 2017 BIA Budget has yet to be approved.

6. 2017 Budget

The Committee discussed the content and figures in the draft 2017 budget and agreed to present to the BIA general membership on February 22 at the BIA AGM. No changes were brought forward from the original numbers proposed at January 22 meeting. It was noted that there is a proposed increase over 2016 to approximately \$59,000.00.

7. New Business

a) Resignation

D. Kussmann put forward her written resignation. She stated other commitments are consuming her time. The following resolution was passed:

Moved V. Coughlin; Seconded D. McNeil

THAT: The BIA Board of Management accept with regret the resignation of Deb Kussmann effective immediately from the BIA Board of Management. CARRIED.

8. Next Meeting

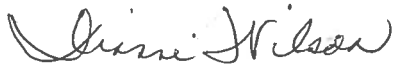
The members discussed the need to prepare an agenda for the BIA AGM. It was agreed that the next meeting would be February 15th @ 5:30 p.m. for the purposes of AGM agenda preparation.

9. Adjournment

Moved D. McNeil; Seconded V. Coughlin

THAT: The BIA Board of Management meeting dated February 1st, 2017 be adjourned at 7:30 p.m. and the next meeting be scheduled for Wednesday, February 15th, 2017 @ 5:30 p.m. at the Telegraph House. CARRIED.

The meeting was adjourned at 7:30 p.m.



Dianne Wilson
Secretary



Ted Halwa
Chair