

MINUTES of the **Port Stanley BIA Board of Management** held on Sunday, January 22nd 2017 at 10:00 a.m. at Peppertree Spice Co., Colborne Street, Port Stanley.

Present: T. Halwa, Chair; Councillor D. McNeil, V. Coughlin, L. Snowden, J. Patriquin and D. Kussmann

Staff: K. DePrest, Director of Financial Services/Treasurer

1. Call to Order

T. Halwa took the Chair and called the meeting to order at 10:10 a.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Correspondence (Action)

None.

4. Correspondence Information

None.

5. Accounts

a) Christmas Décor

Moved L. Snowden; Seconded J. Patriquin

THAT: The BIA Board of Management approve the payment of \$1,977.50 to Christmas Décor for decorating of blue spruce tree near Port Stanley Library. CARRIED.

b) CRO

Moved D. Kussmann; Seconded J. Patriquin

THAT: The BIA Board of Management approve the payment of \$395.50 to CRO Canada for monthly maintenance of website. CARRIED.

6. 2017 Budget Discussions

K. Harris reviewed the budget template with the board members. She explained the line by line process in the excel spreadsheet which would allow them to infill their expenditures and create a budget they would be comfortable presenting to the BIA general membership. The results were a draft budget for 2017 just under \$60,000.00. They agreed on this draft figure for the present time.

7. Unfinished Business

a) BIA website – update from Ted regarding S. Hotchkiss email – T. Halwa indicated he had not spoken with S. Hotchkiss and it might be best to invite him to the meeting on February 1st.

b) BIA AGM – the members discussed a tentative date for the BIA AGM and agreed on Wednesday, February 22 @ 5:30 p.m.


8. Next Meeting

The Chair suggested taking time to digest this budget information and scheduling an additional meeting for budget purposes before presenting to the BIA general membership. The members agreed to this approach and suggested a meeting on February 1st.


9. Adjournment

Moved J. Patriquin; Seconded L. Snowden

THAT: The BIA Board of Management meeting dated Wednesday, February 1st, 2017 be adjourned at 12:58 p.m. and the next special meeting be scheduled for Wednesday, February 15th, 2017 @ 5:30p.m. @ Telegraph House. CARRIED.



K. Harris
Director of Finance/Acting Secretary



Ted Halwa
Chair