

MINUTES of the Port Stanley BIA Board of Management meeting held on Wednesday, March 23rd, 2017 at 5:00 p.m. at Telegraph House, 208 Main Street.

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

Staff: D. Wilson, Deputy Clerk

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. Minutes

None.

4. Correspondence (Action)

None.

5. Correspondence (for Information)

a) Christmas in the Harbour - minutes

b) Canfest – minutes

Moved D. McNeil; Seconded C. Gates

THAT; Correspondence Items #1 & #2 be received as information and filed. CARRIED.

6. Review and Recommendations

a) Harbourfest Event Coordinator for 2017

T. Halwa led discussion on need to hire an event coordinator for 2017 Harbourfest. He reviewed a matrix table which provided details of proposed activities which could occur during the weekend. He further noted that plans are still tentative but Event Coordinator could proceed to secure details once hired. D. Wilson noted need to advertise, interview and complete a written agreement/contract. It was agreed that position would be advertised beginning March 24 with a deadline of April 7 to receive submissions. It was further noted that submissions would be received by Dianne and questions/inquiries could be directed to Ted as the Chair of the Harbourfest Committee.

7. Unfinished Business

a) BIA Vacancy

T. Halwa noted that he advised Margo & Mike Karda of this vacancy as they have become new owner of commercial property in Port Stanley. D. Wilson suggested she could make contact with James Glover and James Winkler who previously provided email interest. Direction was given to contact these gentlemen. T. Halwa noted he would advise the Karda's as well and anyone else interested in attending the April meeting to observe.

b) Website

D. Wilson suggested some emails have recently been circulated seeking clarification on maintenance of BIA of website content. C. Gates explained that she has recently had the opportunity to work with the website to change pictures and content. She suggested there is no need to proceed with an RFP at this time as maintenance of content should be manageable between herself and Deb Kussmann. C. Gates referred to the possibility of producing a video for the website. The Board agreed to place this item on the April agenda.

The board agreed with this approach at this time but indicated there could be discussion later if this became a problem and an RFP could be considered if needed.

8. Next Meeting

At this time it was agreed that interviews for the Event Coordinator would be scheduled for Tuesday, April 11, 2017 at Peppertree Spice Co. beginning at 1:00 p.m. It was also agreed that Ted, Dan and Carol would be involved in the interview process.

9. Adjournment

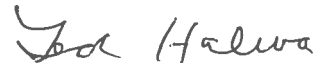
Moved V. Coughlin; Moved C. Gates

THAT: The BIA Board of Management dated Wednesday, March 23rd be adjourned at 6:37 p.m. and the next BIA Board of Management meeting be scheduled for Wednesday, April 19th, 2017 @ Pepper Tree Spice Co @ 5:30 p.m. CARRIED.

The meeting was adjourned at 6:37 p.m.



Dianne Wilson
Secretary



Ted Halwa
Chair