

St. Jacobs Business Improvement Area Board of Management Meeting Meeting Minutes

Tuesday, May 2, 2023

8:30 a.m.

Location - Online – GoogleMeet

Present: Michael Palmer, Nick Benninger, Graham Spence, Phil Hipkiss, Dan Vandermolen, Lea Riddle-Pitre, Craig Miller, Erin Schmidt – Program Manager, Amanda Palmer – Marketing & Event Manager, Brittany Burgess, Edward Denyer, Leslie Kay, Eric Schwindt – Council Ward 2, Alex Smyth - Deputy Clerk Township of Woolwich

Absent:

1. Call Meeting to Order (8:34 am) Nick Benninger called the meeting to order.

2. Approval of the Agenda

Moved by Michael Palmer

Seconded by Craig Miller

That the agenda be approved as circulated

....Carried

3. Approval of the Minutes

April 4th, 2023, Board Meeting

Moved by Michael Palmer

Seconded by Dan Vandermolen

That the St. Jacobs BIA Board of Management approves the minutes of April 4th, 2023, as circulated

....Carried

4. New Business

Land Acknowledgement

Nick read the Land Acknowledgement as presented to the BIA by the Township of Woolwich at the March 1st board meeting.

Alex Smyth , Deputy Clerk Township Woolwich provided information on training for board members, procedural by-laws and answered questions to such. Alex will provide Terms of Reference for Board Members.

Budget Update

Erin spoke on some additional funds that were made available to us. Budget will be revisited to determine best use of these funds.

Beautification Update

Phil advised that the staining of benches, etc. is on track and will take place when the weather accommodates.

Events Update

Brittany spoke on the upcoming events:

- Cinco de Mayo
- Mother's Day
- Cycle Into Summer
- Village Garage Sale
- Father's Day

Erin advised that sponsorships for Sparkles are being garnered and will continue to be pursued.

Marketing

Mike provided updates on a significant increase in web traffic. He also advised that the BIA is taking bids from photographers to provide extra media support during village events. This will help increase our social presence.

New signage – wayfinding – is being provided to help support movement within the village.

Grant Updates

Erin spoke on the use of the progress of the storage shed and ice-skating rink and updates on purchases made for Sparkles. The BIA Thanks the Township for all of their help and support during the grant process.

Ed questioned the insurance on the rink property/liability. Erin will present the questions to the Township for clarification.

New Business

Eric presented information on the Noise By law Meeting. He has suggested the BIA send a delegation to address our concerns and needs as business owners. A voluntary delegation including Lea Riddle-Pitre, Erin Schmidt, Dan Vandermolten and Nick Benninger will provide a presentation to Council at the meeting regarding Noise By Law proposals.

5. Next Meeting

June 6, 2023 4:00pm - Location – Quarry
Member Social to follow

6. Meeting Adjourned

Ed motioned to adjourn.
Mike seconded