



**BIA Board of Management Meeting  
Carambeck Community Center, 315 Bridge Street  
Wednesday, November 13th, 2019 6:30 to 8:00 pm**

**Minutes:**

1) Call to order: Mark Lovell – 6:30 pm

**Present: Petra Graber, Mark Lovell, Mark Hinton and Theresa Fritz**

**Absent and sent regrets: Rob Probert, Bart Seaton and Erin Rose**

2) Declaration of Pecuniary Interest / Conflict of Interest and General Nature Thereof

**Discussion: A general discussion took place, as it pertains to BIA Business.**

3) Approval of October 2019 Meeting Minutes – **deferred till January 2020.**

4) Financials & 2nd Draft of the 2020 Budget: Mark Lovell, in lieu of Treasurer Bart Seaton  
Financials were not available for October, once they become available BIA Staff will send them out to the Board.

**Discussion: Mark Lovell present the second draft of the 2020 behalf of the Treasurer, and there are some adjustments that the Board would like to see. In 2020, it was discussed that should explore putting out an RFP for the flowers and shrubs.**

**Action: BIA Staff will send questions and adjustment suggestions to the Treasurer and also meet with Joanne Henderson, Parks, Recreation and Culture Manager, as her department waters the plants.**

6) 2020 Marketing Reach Proposal

**Discussion: Mark Hinton presented a suggested marketing plan to the Board. Which included Facebook Display Ads and Google Search. He also suggested that we look more into radio. We will look at Lake 88, Rogers and Bell. Mark has a lot experience in the radio and social media realm, and we are excited to have his expertise at the table.**

**Action: Mark Hinton to reach out to Lake 88 for rates and offerings.**

7) BIA Office Report: Kate Murray - Quick overview of October and what is planned for November.

**Discussion: The office report for October will be sent to the Board after the meeting. November, we have the Open House, the Santa Claus Parade and the Chocolate party.**

8) AGM Preparation Update: Kate Murray

**Discussion: Monday January 13th, small ball room at the Grand Hotel. Cash bar. Price to attend is, \$25.00 per person, which must be paid in advance. I will be going to each business with already made up invoices to make things easier, and to get the word out. I**

will also send out a December newsletter with the AGM information. I will send an email to the property owners that we have as well.

We will split the room into two parts, one will be for mingling the other will be set up for sitting if one would like to sit for the presentation.

9) In camera

**Motion to move in camera:**

**First: Petra Graber**

**Second: Theresa F**

**Motion Passed.**

**Move in Camera: 7:56 pm**

**Motion to move out of camera:**

**First: Theresa Fritz**

**Second Petra Graber**

**Motion Passed.**

**Move out of Camera: 8:07 pm**

10) BIA Directors Round table\*:

**Theresa: Lanark County has put out a survey regarding the Vacant Rebate Program. This survey has been sent to the BIA Board and to our members.**

**Discussion as a whole regarding a January 202 BIA Board fun activity.**

**Town of Carleton Place Appreciation night is December 14th at the Carleton Place Arena.**

**The Board is invited with a plus 1.**

**Possible new Board Member, Mark Lovell has someone who is interested, more to come in January.**

Adjournment:

**Motion to adjourn:**

**First: Mark H**

**Second: Petra Graber**

**Motion Carried.**

**Meeting adjourned at 8:20 pm**

\*Board Members are encouraged to speak freely about the current meeting. New business will not be discussed, but instead will be added to the next meeting agenda.

**NEXT MEETING: Wednesday, January 8th, 2020**