



**Downtown Oakville BIA  
Minutes - Board of Management Meeting Wednesday, May 16, 2018 @ 6:30 pm Mayor's Boardroom**

<p><b>Board Members:</b> Julia Hanna, Kevin Yates, May Natour, Nick Bourikas, Mayor Rob Burton, Anna Cammarata  <b>Guests:</b> Dorothy St. George, Jasper Moester  <b>Regrets:</b> Kevin Graff, Gord Petch  <b>BIA Staff/Minutes by:</b> Sharlene Plewman</p>		
Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:32 p.m.	
3.	Declaration of Quorum: Yes	
4.	Declared Conflicts of Interest: None	
5.	Approval of Agenda for May 16, 2018. <b>MOTION:</b> To approve meeting agenda <b>Moved by:</b> Kevin Yates <b>Seconded by:</b> Anna Cammarata <b>CARRIED</b>	
6.	Acceptance of Past Board of Management Minutes for April 18, 2018. <b>MOTION:</b> To approve meeting minutes <b>Moved by:</b> May Natour <b>Seconded by:</b> Anna Cammarata <b>CARRIED</b>	
7.	<p><b>Chair's Report</b>          Consider frequency of meetings. Discussed pros and cons of bi-monthly meetings  <b>MOTION:</b> To skip the June meeting as a trial of success of bi-monthly meetings  <b>Moved by:</b> Mayor Burton  <b>Seconded by:</b> Kevin Yates  <b>CARRIED</b> – not unanimously (4/2)</p> <p>Board Transition – discussion of how to most successfully transition the board given the upcoming elections with the outcome that Sharlene would share greater details about what was in our constitution.</p> <p>Post meeting update: Pending from email discussions the following motion was passed:  <b>MOTION:</b> For the board size to be increased to 9, consisting of 4 reappointed directors, 4 elected directors and 1 representative from Oakville Town Council. The reappointed directors will be decided on by the outgoing board and will be reappointed by Town Council at the beginning of each term. Board member tenure not to exceed 10 years. Any board member missing 30% or more of the regularly scheduled board meetings in a consecutive year can be asked to step down and another director selected by the remaining board members. Board may consist of up to 2 individuals which are not BIA members or agents of a BIA member.  <b>Moved by:</b> Nick Bourikas  <b>Seconded by:</b> Kevin Yates  <b>CARRIED</b> (6 responses in favour, 1 unknown at time of minutes)</p>	Nick B
8.	<p><b>ED Update</b></p> <ul style="list-style-type: none"> <li>- Reviewed pre-read ED update</li> <li>- Tracking on budget and at 85% of goal for sponsorship</li> <li>- Spring Bloom was a great success</li> <li>- Building way to better reach customers and track our digital success with automation of website (including e-distribution list)</li> </ul>	Sharlene



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9.	<p><b>Town Council Update</b></p> <ul style="list-style-type: none"> <li>- Ongoing consultations re: Towne Square</li> <li>- Update meeting on 2-way conversion happening May 30</li> <li>- Looking into how Digital Main Street can offer support to BIA</li> <li>- Construction compete at project office (post office)</li> <li>- Near complete Marketing-communications plan</li> <li>- Main street revitalisation funding - \$192,000 to be split between Bronte and Kerr for gateway signage</li> <li>- Municipal accommodation tax – revenue to be split between municipality and Visit Oakville</li> </ul>	Dorothy
	<p><b>New Business/Other</b></p> <ul style="list-style-type: none"> <li>- Discussed desire to have greater terms of reference to frame purpose of sub-committee(s)</li> </ul>	
11.	<p><b>Date and Time of Next Meeting</b></p> <p><u>Board Meeting</u>          Wednesday July 18, 6:30pm, BIA Boardroom</p>	Sharlene
12.	<p><b>Adjournment</b></p> <p><b>MOTION:</b> To adjourn 8:06 p.m.  <b>Moved by:</b> Kevin Yates  <b>Seconded by:</b> Mayor Rob Burton  <b>CARRIED</b></p>	Nick B