



Westboro Village Business Improvement Area

Board of Management Meeting

June 20, 2019 at 4:30 p.m.

261A Richmond Road, Ottawa, ON

MINUTES

PRESENT: Molly Van Der Schee, Steve Harding, Richard Bown, Alan Whitten, Rick Eisert, Michelle Groulx

Regrets: Darren Prashad, Sheba Schmidt, Fiona Mitchell, Jeff Leiper

Call to Order

The meeting was called to order at 5:03 pm by Board Chair Molly Van Der Schee

1. Approval of Agenda

Motion by Alan; Seconded by Richard (Approved)

2. Approval of Meeting Minutes

Motion by Steve; Seconded by Rick (Approved)

3. Advisement re Pecuniary Interest or Conflict of Interest

There was no pecuniary interest. It was discussed that the BIA should come up with policies related to accepting gifts for staff. Michelle to reach out to other BIA's to see if there are policies that have been created regarding this.

4. Treasurer's Report (Alan Whitten)

- Board Treasurer Alan Whitten presented the financial memo. Board members were provided with a copy of the memo. Straight forward report. There is the audit currently being undertaken. coming up. Revenue and Expenses are currently tracking to provide surplus. Looking good for next year with the new location's rent going down.

Treasurer's Memo:

I have reviewed the May 2019 Financial Report from the City of Ottawa and there appear to be no variances from budget of concern.

Notes:

The expense line item for the Street Beautification - misc. includes Michelle Valberg's exhibition on the traffic boxes that we will receive a grant from the city later this year. This will show up in the revenue/grants segment (they don't present balances).

Re: 2018 audit, Rick Morris, the previous Treasurer, has been in touch with EY who is the audit firm doing the audit with the city.

Councillor's Report:

- In lieu of Councillor Leiper's report, Michelle discussed recent issues of break-ins in Westboro BIA businesses. Michelle reached out to Ottawa Police Services about this. Many businesses have been broken in to in last couple of months (last week there was 3). She has been requesting police to increase patrolling (emailed Jeff's office and community police).

Executive Director's Report:

Street Beautification

- New Westboro Village street signs will go up at every main intersection. Michelle showed a sample sign that the city created on site.
- Urban Turf's team has been watering flowers, etc.

Marketing update

- New website is active; we are updating the directory as we go
- CTV Morning LIVE interviews featuring Westboro village and BIA businesses will be arriving Tuesday morning. Businesses featured are: Napali's Westboro, Wild Child Coffee Project and Fjallraven

Events Update:

- Tuesday, June 25, 4:00 to 7:00 is the Westboro Beach opening. Westboro Beach Community Association – free BBQ, goodies. Will hand out flyers for FUSE and Westboro Village nylon tote bags.
- Wednesday we have the Google My Business BIA member Workshop
- FUSE - we are slowly releasing acts.

- Question (Steve) re: FUSE – CTV weekender? Michelle: This Tuesday’s interview will feature Westboro FUSE.
- FUSE VIP / Media launch at Clocktower Pub August 15. Private property patio.

Operations:

- Today signed contract with new Operations Administrator, Tara Beechey who is currently at Ottawa Regional Cancer Foundation. Her start date is July 16 and she will be working 30 hours per week.
- Michelle is also bringing someone in with experience in BIA to train Tara in Admin portion of role. There is budget in the non-professional and professional services operations.

New Business:

- The BIA signed a new lease for the office and will have the space in October. The move will start coordinating October/November. 290-294 Picton Avenue – a parking space is available through the lease agreement. The new space is half the size and half the rent of current. Question (Alan) Any interest in sublet? – Michelle: We have notified the landlord via email of our early departure, but there has been no response.
- Churchill Mural on Churchill Avenue– wall has been weathered and cracked. The City wanted to blank it out entirely – Fiona from Jeff Leipers office requested not too, because 1) graffiti, and 2) the mural has attachment with the community. Michelle met with Community Association. Michelle submitted a plan to the community association for moving forward in the creation of a new mural. The original mural Artist is not available and has not responded to email. The BIA will advise public of the plan by media (Kitchissippi Times). The mural funding would be by BIA through a grant - City pays up to 50% of cost to a maximum \$50,000.
- Audit/Special meeting: All board have expressed that they can vote in July through email. Once approved, the BIA will organized a member Special meeting a minimum of 4 weeks after audit is approved. This meeting is to present audited financial statements to membership for approval.
- Light up the Village – tree at All Saints: Michelle presented a collection of received complaints from Father Chris for choosing new supplier for the tree. 1) size, 2) length of time to remove, 3) not a live tree (not rooted). Previous supplier said no rooted tree for our requested size when

asked about trees from previous years – we don't believe this was ever communicated to Father Chris in 2018 or even the years previous. Went with another supplier – half the price of previous – tree was 2 or 3 feet shorter than 20 feet. The BIA received a credit for future orders for the issue. Due to our winter weather – the tree wasn't removed till just before Easter. (another complaint). There was remaining debris from cleanup.

- In a BOM meeting last year we discussed not doing tree this year.
 - Tree on private property, no insurance, etc.
 - Risk for the BIA and the private property owner.
 - Recommended we don't do this again.
 - We will investigate other lighting and celebration that incorporates more of the BIA mainstreet.

MOTION: that we eliminate the Christmas tree installation on All Saints property this year forward.

MOVED by: Richard

SECONDED by: Rick

All present in favour (carried by all present)

Motion to adjourn: 5:48 p.m.

Motion by Alan; Seconded by Rick (Approved)