



**Westboro Village Business Improvement Area  
Board of Management Meeting  
April 21, 2022  
Zoom Meeting ID: 837 8047 9163**

**MINUTES**

**In attendance:** Alan Whitten, Molly van der Schee, Judy Lincoln, Rick Eisert, Jeff Leiper, Kerstin Betts, Steph Chevalier-Crockett,

**Regrets:** Tara Hamilton, Sheba Schmidt

Call to Order 8:06 AM

**Approval of Agenda was motioned by Alan Whitten, seconded by Rick Eisert. No opposed the motion was carried.**

**Approval of the March 24th, Meeting Minutes was motioned by Rick Eisert, seconded by Kerstin Betts. No opposed the motion was carried.**

**Advisement re: Pecuniary Interest or Conflict of Interest: None**

**Treasurer's Report by Alan Whitten**

No major variances. Spending is inline and mostly under budget for most areas. Judy commented there is unexpected revenue coming this year from DOBRF through Invest Ottawa and OCOBIA. Invest Ottawa contracted OCOBIA to distribute the information to businesses and talk to them and walk them through the application and act as one of the verifications for business name and location. This was then subcontracted to each BIA, and we will receive \$8000 for this. Some of our businesses are hesitant to apply and some did not realize they can apply for each of their locations.

**Councillor's Report by Jeff Leiper**

The K9 Community associations are hosting a neighbourhood wide garage sale on June 6<sup>th</sup>. There is also a Motorcycle Convoy coming through Ottawa April 29-30<sup>th</sup> & May 1<sup>st</sup>.



## **Executive Director's Report by Judy Lincoln**

OBIAA will be releasing an election toolkit for BIAs next week and Judy L. will circulate it once it is available. We have seen a preview and it includes key areas of concern, suggested action, and questions to ask candidates. We have had our first provincial candidate reach out to see what the issues are for businesses. I will wait until after the OBIAA toolkit is released and follow up with many of their speaking points.

We are working through negotiations with the Ottawa Street Markets for an MOU for them to set up a Thursday evening market in the summer at the Churchill Seniors Parking lot. We are making progress and will circulate the MOU to the executive prior to signing

A visiting professor to Penn State to Ottawa U is doing research on COVID and BIAs and has asked if we will participate. The board did not have any issue with Judy participating. Molly Van der S. requested to see it.

We are hearing that hiring staff is continuing to be an issue, and it is impacting business's ability to open and operate. We asked if any would be able to attend a hiring job fair if the BIA organized and we heard back from only three businesses so did not pursue it but will continue to share postings on social media for members.

We are going to develop a critical path for the board elections at the AGM. We can continue to speak with BIA members about serving on the board and the role it plays but having a point person we can work with on the board would be beneficial. If there are specific members you would like us to approach, we are happy to. We have had some interest expressed, but no one confirmed as putting their name forward.

Molly Van der S. has agreed to lead the nomination committee. Kerstin B. advise she would support Molly in speaking to potential new board members.

We are waiting to hear from the city on the grants we have applied for.

## **New Business**

### **Construction Strategy RFP**

2 BIA member companies provided proposals. The board reviewed and discussed the proposals. It was decided the BIA office would ask Blackiron to provide a contract outline.

**Motion: To pursue the Blackiron proposal further and bring forward a finalized contract by Rick Eisert, seconded by Kerstin Betts. No opposition. Carried.**

Next steps after receiving the contract from Blackiron will be for the board to review and discuss. Then a motion will be required to move forward with signing the contract.

**Adjournment 8:42 AM Motion by Alan W. seconded by Rick E. Carried**