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Board of Management Meeting Minutes	
Date: February 27, 2025	Time: 5:00 PM
Location: Downtown Dundas BIA Office and Online (Google Meets)	
Minute Taker: Melanie Barlow	
Present: Jenn Hayes, Lyndsay McAlpine, Dave Maciulis, Melanie Barlow, Jackie Webber, David Tayler (ED)	
Absent:	
Regrets: Alex Wilson	

1.	Meeting Call to Order by Jenn Hayes at 5:16 PM	
2.	Updates to the Agenda None	
3.	Approval of Agenda Motion to approve the meeting agenda (J. Hayes/M. Barlow)	CARRIED
4.	Declarations of Interest No declarations of interest indicated	
5.	Approval of Minutes: From January 28, 2025 Motion to approve the meeting minutes from January 28, 2025 (J. Hayes/ M. Barlow)	CARRIED
6.	Treasurer's Report (presented by David Tayler) -David Tayler updated the Board with bank account information -David Tayler and BIA Bookkeeper will be meeting to coordinate the audit process which will begin next week (for 2024). -Levy Request was submitted to the City and it will be approved by Council in April. A notice will be sent to the membership with a recap of the AGM for all including those who were not able to attend. Motion to approve the Treasurer's Report (L. McAlpine/D. Maciulis)	CARRIED
7.	Executive Director Report -David Tayler provided a verbal report to the Board which included recent meetings with the BIA's insurance company, a meeting with Cactus Festival reps, the monthly meeting with Hamilton BIA's, a recent meeting with Green Media, Dundas Museum (how to collaborate), and Dundas Financial Services -The office will receive a deep cleaning by a cleaning service (much needed) and David Tayler has been working to organize and pack files -David Tayler has a meeting with the City of Hamilton regarding the policy of movie shoots within the BIA's; the Board suggested that the City's film policy be provided to all members of the DDBIA and posted on the DDBIA's website Motion to approve the verbal Executive Director's Report (D. Maciulis/J. Hayes)	CARRIED

8. COMMITTEE REPORTS:	<p>8.1 Beautification Committee 8.1.1: Classic Displays will be increasing their annual cost by almost 50%. The Board asked David Tayler to provide a report with a quote from two other vendors for the same service.</p> <p>8.2: Events & Promotions Committee</p> <p>8.2.1: Easter Eggstravaganza- a new bunny costume is needed as the rental store on Concession Street Closed, as well as hire someone to be the Easter Bunny. The Petting Zoo is booked. David Tayler will be booking Laura the Balloon Twister, and Mr. Ben (musical entertainer).</p> <p>8.2.2: Live and Local scheduled for Saturday June 7th; SEAT Application will go in next week for the road closure for the event</p> <p>8.2.3 Dundas Cactus Festival: Dave M and Dave T met (via Zoom) with the event organizers to discuss how the DDBIA and the Cactus Festival can collaborate more effectively. The result was that the DDBIA expressed that there needed to be mutually beneficial opportunities</p> <p>D. Maciulis proposed that the DDBIA Board present a proposal to the Cactus Festival to confirm general sponsorship to have our name and signage on the stage, 30 BIA vendor sponsors/participants at \$100; increased promotion of the DDBIA Parade: The DDBIA will be sponsoring the Cactus Parade and participating in it</p> <p>Motion to have a proposal presented to the Cactus Festival (D. Maciulis/J. Hayes) CARRIED</p> <p>8.3: Membership</p> <p>8.3.1: OBIAA Conference-Taking place March 30-April 2, 2025. DDBIA Executive Director, David Tayler and 2 Board Members attending in Collingwood. Many excellent topics and presenters</p> <p>8.3.2: OBIAA Board Training-The Board is interested in having governance training provided by the OBIAA. Recommended to take place in April 2025.</p> <p>8.3.3: BIA Awards of Excellence – Hosted by the Hamilton Chamber of Commerce on Wed. March 26, 2025 (Dundas businesses, Oliver & Co. and Bankok Spoon will be receiving BIA awards as nominated by the DDBIA. Board member David Maciulis will attend on behalf of the DDBIA Board.</p> <p>8.4.4: AGM Review and Follow-Up: The AGM was well attended and received. There was interest from a couple of BIA business members who are interested in being on the Board/committees. David Tayler will follow up with them. David Tayler reviewed the concern that was raised by a member at the AGM about security among businesses (e.g. aggressive panhandling and thefts in stores) and how important it is for members to report concerns to the Hamilton Police AND to the DDBIA for data collection and information sharing through the DDBIA. The BIA businesses were encouraged to communicate with their neighbours as well in order create awareness. There is a Hamilton Police officer assigned to inform and educate downtown BIA's and may provide additional information.</p> <p>Motion to approve the Committee Reports (J. Hayes/ D. Maciulis) CARRIED</p>
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9.	<p>Other Business</p> <p>9.1: ED Office Hours-a discussion took place regarding which days David Tayler, Executive Director, will be physically present in the office to work, host meetings and meet with BIA members. The Board agreed that the ED should be present at the office location at least 2 full days of the week (e.g. Wed/Thurs 9am to 4pm) and that the hours should be communicated to members.</p> <p>9.2: Office Lease-office space rent will increase 2% each year for a 3-year lease effective July 1, 2025.</p> <p>Motion to approve the 36-month lease renewal effective July 1, 2025 (D. Maciulis/L. McAlpine) CARRIED</p> <p>9.3 Draft Policies for Discussion and Approval</p> <p>9.3.1: EDI Policy Statement: Motion to approve policy (J. Hayes/L. McAlpine) CARRIED</p> <p>9.3.2: Anti Harassment, Bullying & Violence Policy: Motion to approve (Hayes/McAlpine) CARRIED</p> <p>9.3.3 DRAFT BIA Board Position Descriptions: Tabled to next/future meeting</p> <p>9.3.4 DRAFT Hiring Policy: Tabled to next/future meeting</p> <p>9.3.5 DRAFT Legal Advice Policy: Motion to approve (McAlpine/Hayes) CARRIED</p> <p>9.3.6 DRAFT Complaints Policy: Tabled to next/future meeting</p> <p>9.3.7 DRAFT Social Media Policy: Need to find a better policy that is more appropriate</p> <p>9.3.8 DRAFT Procurement Policy: Tabled to next/future meeting</p> <p>9.3.9 Associate Membership: Tabled to a future meeting for discussion</p> <p>9.4 Film Policy/Fees: Some BIA's have specific film policies (for commercials/movies etc.) and there is a City of Hamilton policy with regards to movie/filming. Some BIA businesses get approached independently (offered \$) without BIA's and other businesses being informed. Often, filming causes disruptions to other businesses. The DDBIA needs to create a formal policy and procedure for all members to advise and inform all members.</p> <p>9.5 Parking: David Tayler (ED) received a complaint from someone with regards to a parking ticket and a lack of response by the City of Hamilton to assist with an issue with a meter. How can the BIA better educate/inform and what is our role in this matter?</p>
10.	<p>Next Meeting(s):</p> <p>10.1 Board of Management-March 27, 2025</p> <p>10.2 Events and Promotions Committee – March 18 2025</p>
11.	Adjournment: Motion to adjourn made by J. Hayes at 7:11 PM