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Board of Management Meeting Minutes	
<b>Date: March 27, 2025</b>	<b>Time: 5:30 PM</b>
<b>Location: Downtown Dundas BIA Office, Telephone and Online (Google Meet)</b>	
<b>Minute Taker: D. Tayler</b>	
<b>Present: Jenn Hayes, Lyndsay McAlpine, Dave Maciulis, Jackie Webber, Tara Crugnale, David Tayler (ED)</b>	
<b>Absent:</b>	
<b>Regrets: Alex Wilson, Melanie Barlow</b>	

1.	<b>Meeting Call to Order by Jenn Hayes at 5:42 PM</b> <i>Present: (in-person): J. Hayes, L. McAlpine, D. Tayler, (telephone): D. Maciulis (guest, Online): T. Crugnale</i>	
2.	<b>Updates to the Agenda</b> None	
3.	<b>Approval of Agenda</b> <b>Motion to approve the meeting agenda (J. Hayes/L. McAlpine)</b>	<b>CARRIED</b>
4.	<b>Declarations of Interest</b> No declarations of interest indicated	
5.	<b>Receipt of Resignation Letter from M. Barlow</b> <b>Motion to receive resignation letter of M. Barlow (J. Hayes/D. Maciulis)</b>	<b>CARRIED</b>
6.	<b>Addition of T. Crugnale as member of Dundas BIA Board Of Management</b> <b>Motion to add T. Crugnale (Dolce Kimera) as a member of the Dundas BIA Board Of Management (J. Hayes/D. Maciulis)</b> <i>Present: (in-person): J. Hayes, L. McAlpine, D. Tayler, (Online): T. Crugnale. (telephone): D. Maciulis left the meeting</i>	<b>CARRIED</b>
7.	<b>Approval of Minutes: From Feb 27, 2025</b> <b>Motion to approve the meeting minutes from February 27, 2025 (J. Hayes/ L. McAlpine)</b>	<b>CARRIED</b>
8.	<b>Treasurer's Report (presented by David Tayler)</b> -D. Tayler updated the Board with bank account information -D. Tayler noted that while our levy request has been approved at the City, it will likely be May before we see an installment payment. Further, "Cash in hand" has been converted to GIC. Considering this, D. Tayler indicates BIA will not be able to pay bills, etc., at the end of March and through April – suggests cashing a portion of GIC's to carry through to levy payment. <b>Motion to approve the Treasurer's Report (L. McAlpine/J. Hayes)</b> <b>Motion to direct Chair and Vice-Chair to arrange with bank to cash one \$25,000 GIC to BIA bank account. (J. Hayes/L. McAlpine)</b>	<b>CARRIED</b> <b>CARRIED</b>

9.	<p><b>Executive Director Report</b></p> <p>-David Tayler provided a verbal report to the Board which included recent meetings with the Hamilton Film Office (discussing filming policies, etc.) various BIA members, Hello Cards (clarify the program and our involvement in it) Reminder of upcoming OBIAA Conference, to be attended by L. McAlpine and D. Tayler</p> <p>-Action items: Board suggested that the City's film policy be provided to all members of the DDBIA and posted on the DDBIA's website; further investigation of "Hello" card and our participation in it.</p> <p><b>Motion to approve the verbal Executive Director's Report (L. McAlpine /J. Hayes)</b></p>	<b>CARRIED</b>
10.	<p><i>J. Webber joined the meeting (in-person) at this point</i></p> <p><b>COMMITTEE REPORTS:</b></p> <p><b>10.1 Beautification Committee</b></p> <p>10.1.1: Shop Local / Canada Flags: J. Hayes / D. Tayler working with potential sponsor to add some sort of Canada flags to our light poles. Will work on a social media campaign to support it – focussing on our member's Canadian products and services</p> <p>10.1.2: Spring/Easter Décor: Pansies coming as soon as weather permits, streamers to follow</p> <p><b>10.2: Events &amp; Promotions Committee</b></p> <p>10.2.1: <b>Easter Egg-stravaganza</b>- General update that April 19 event is ready, promotion running, etc.</p> <p>10.2.2: <b>Live and Local</b> scheduled for Saturday June 7<sup>th</sup>; SEAT Application is approved, D. Tayler working on the event. D. Tayler requests Board members to reach out to contacts for service groups, local clubs, etc</p> <p>10.2.3 <b>Dundas Cactus Festival</b>: Board reviewed counter-proposal for sponsorship, etc., from Dundas Cactus Festival. Discussion about next steps</p> <p><b>Motion to rescind proposal to Cactus Festival Committee, and instruct BIA ED to book one vendor spot and put efforts into promotion of BIA members during the festival (J. Hayes/T. Crugnale)</b></p> <p>10.2.4: Other Promos: D. Tayler reports he is working on other small promotions, including Dog Day, Dundas Charter Day, Wellness Day, etc. Also putting together a print promotion with Look Local and a partnership with other area BIA's "supporting Main Street"</p> <p><b>10.3: Membership</b></p> <p>10.3.1: <b>OBIAA Conference</b>-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>10.3.2: <b>OBIAA Board Training</b>-The Board is interested in having governance training provided by the OBIAA. D. Tayler to investigate</p>	<b>CARRIED</b>

	<p>10.3.3: <b>BIA Awards of Excellence</b> – Attended by D. Tayler, Hosted by the Hamilton Chamber of Commerce on Wed. March 26, 2025 (Dundas businesses, Oliver &amp; Co. and Bangkok Spoon received BIA awards as nominated by the DDBIA.</p> <p><b>Motion to approve the Committee Reports (J. Hayes/ L. McAlpine)</b> <b>CARRIED</b></p>
11.	<p><b>Other Business</b></p> <p>All items tabled to next meeting</p>
12.	<p><b>Next Meeting(s):</b></p> <p>12.1 Board of Management-tbd</p> <p>12.2 Events and Promotions Committee – tbd</p>
13.	<p><b>Adjournment:</b> <b>Motion to adjourn made by J. Hayes at 7:11 PM</b></p>