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Board of Management Meeting Minutes	
Date: May 6, 2025	Time: 5:30 PM
Location: Downtown Dundas BIA Office, Telephone and Online (Google Meet)	
Present: Jenn Hayes, Lyndsay McAlpine, Tara Crugnale, Alex Wilson, David Tayler (ED)	
Absent: none	Regrets: D. Miculius Minute Taker: D. Tayler
Links to unofficial notes and transcripts: https://otter.ai/u/DBdqzYty9l2LTpvfDhoQcgoFx8?utm_source=copy_url https://otter.ai/u/peQ_-Lh_ZuA-Bhu7EoaGRl8lhQI?utm_source=copy_url	

1.	Meeting Call to Order by Jenn Hayes at 5:42 PM <i>Present: J. Hayes, L. McAlpine, T. Crugnale, A. Wilson, D. Tayler</i>	
2.	Updates to the Agenda None	
3.	Approval of Agenda Motion to approve the meeting agenda (J. Hayes/L. McAlpine)	CARRIED
4.	Declarations of Interest No declarations of interest indicated	
5.	Approval of Minutes: From March 27, 2025 Motion to approve the meeting minutes from March 27, 2025 (J. Hayes/ L. McAlpine)	CARRIED
6.	Treasurer's Report (presented by David Tayler) -D. Tayler updated the Board with bank account and general budget vs actual information Motion to approve the Treasurer's Report (L. McAlpine/J. Hayes)	CARRIED
7.	Executive Director Report -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) - City MOU and Assets update - Update on OBIAA Conference, attended by L. McAlpine and D. Tayler -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. Motion to approve the verbal Executive Director's Report (L. McAlpine /J. Hayes)	CARRIED

8. COMMITTEE REPORTS:

8.1 Beautification Committee –

8.2.1: **Canada Flags** are in production. Updates to follow.

8.2.2: **General Beautification and Placemaking** projects. D. Tayler to investigate additional murals, public art, etc at crosswalks, Grafton Square, etc.

8.2: Events & Promotions Committee

8.2.1: **Support Main Street Program** – took part in 2 installments of this program – highlighting 4 local businesses each via social – in cooperation with “The Generator” and cooperating with other local BIAs

8.2.2: **Live and Local** scheduled for Saturday June 7th; Updated with new events, plans and partners. D. Tayler requests Board members to reach out to contacts for service groups, local clubs, etc

8.2.3 **Filming Request:** D. Tayler explained a very last minute request for use of up to 70 parking spots for filming (beginning next day) D. Tayler asked Board if any opposition to his refusing this request. No opposition raised.

8.2.4: **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. Also looking to launch the “elbows up” social media campaign

8.2.5: **Easter Eggs-travaganza:** General wrap-up. Generally positive reviews and “let’s keep building” Agreement on need for strengthened “on-the-spot” social media

8.2.6: **PR Specialist Role:** D. Tayler reports that L. Schoneveld will be terminated by May 15, as the role is no longer supported by the budget. She will continue as an “on-demand” third-party supplier.

8.2.7: **Digital Specialist Role:** D. Tayler reports interviews will continue to fill the new (Canada Summer Jobs supported) Digital Specialist position. Hope to have in place by mid-May

8.3: Membership

8.3.1: **Openings/Closings, etc.** – D. Tayler mentions: *Closings:* Solis Optical, Webber’s Balloons*, Sell It 2 Wear It*. *Relocations:* Ali’s Barber Shop* New Openings coming at addresses marked with (*)

8.3.2: **OBIAA Conference Wrap-Up**-Attended by L. McAlpine and D. Tayler. Agreed there was much useful information presented, and beneficial for networking, etc. D. Tayler expressed concerns about material being repeated between years – and perhaps consider this before committing to next installment

8.3.3: **Police / Superintendent’s Meeting** – Attended by J. Hayes. J. Hayes reported disappointment with meeting. Previous meeting was very informative with statistics and programs directly relating to Dundas – this edition had no such information and she left disappointed in lost opportunity to support “the suburbs”. Board agreed for need to strengthen our own “look after each other” security and safety programs

	<p>8.3.4: New Board Member Recruitment: All present support recruitment and addition of additional Board members. D. Tayler reports initial outreach to Adventure Attic and Dundas Chocolate (Ben) J. Hayes to follow up</p> <p>Motion to approve the Committee Reports (J. Hayes/ L. McAlpine) CARRIED</p>
9.	<p>Other Business</p> <p>All items tabled to next meeting</p>
10.	<p>Next Meeting(s):</p> <p>12.1 Board of Management-tbd</p> <p>12.2 Events and Promotions Committee – May 20 2025</p>
11.	<p>Adjournment: Motion to adjourn made by J. Hayes at 7:31 PM CARRIED</p>