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<b>Board of Management Meeting Minutes</b>	
<b>Date: Feb 3, 2026</b>	<b>Time: 8:30 AM</b>
<b>Location: BIA Office (in person) / Online (Google Meet)</b>	
<b>Present: Jenn Hayes (virtual), Lyndsay McAlpine (virtual), Tara Crugnale, David Orde (virtual), Ben Prowse, David Tayler (virtual)</b>	
<b>Regrets: A. Wilson      Minute Taker: D. Tayler</b>	
<b>Unofficial/Private AI summary and notes:</b>	
<a href="https://docs.google.com/document/d/1WeNKvGiP2HDVJDl0Lm5zoi1_S9FW3MqRW993AFHaUQ/edit?usp=sharing">https://docs.google.com/document/d/1WeNKvGiP2HDVJDl0Lm5zoi1_S9FW3MqRW993AFHaUQ/edit?usp=sharing</a>	

<b>1.</b>	<b>Meeting Call to Order by Jenn Hayes at 8:27 AM</b> <i>Present: T. Crugnale, J. Hayes (virtual), L. McAlpine (virtual), D. Orde (virtual), B. Prowse, D. Tayler</i>
<b>2.</b>	<b>Updates to the Agenda</b> D. Tayler proposed changing the order of some items, to allow time to review items of highest importance
<b>3.</b>	<b>Approval of Agenda</b> <b>Motion to approve the meeting agenda (L. McAlpine/T. Crugnale)</b> <span style="float: right;"><b>CARRIED</b></span>
<b>4.</b>	<b>Declarations of Interest</b> No declarations of interest indicated
<b>5.</b>	<b>5.1: Approval of Minutes – January 12 2026</b> <b>5.2: Approval of Minutes – January 15 2026</b> <b>5.2: Approval of Minutes – January 20 2026</b> <b>Motion to approve the meeting minutes from January 12, 15 and 20, 2026 (T. Crugnale/ J. Hayes)</b> <span style="float: right;"><b>CARRIED</b></span>
<b>6.</b>	<b>Selection of Board Roles for Balance of 2026 Term</b> J. Hayes offered her resignation as Chair, requesting to assume a role of “member-at-large”. After discussion: <b>Motion to approve the following Board Of Management structure until end of current term:</b> <b>Chair: Lyndsay McAlpine (retaining the Events chair), Vice-Chair: Tara Crugnale (retaining the beautification chair), Treasurer: David Orde, Secretary: Ben Prowse, Member-at-large: Jenn Hayes</b> <span style="float: right;"><b>CARRIED</b></span>
<b>7.</b>	<b>Review of 2025-26 Annual General Meeting:</b> Dave Tayler gave overview and there was some discussion amongst the board: <ul style="list-style-type: none"> <li>○ The draft financial statements were approved with the caveat that they need to be made final.</li> <li>○ Discussion focused on the two-hour free parking program for December, and the high cost associated with it (reported as \$24,000, which conflicts with an earlier reported number of \$12,000). DT to get clarification and pursue review and audit of 2025</li> <li>○ A motion came out of the AGM for the board to review the free parking program with the membership to decide whether to opt in or opt out. The board agreed that clarification on the numbers and an audit from the city about the program's enforcement and revenue is needed before going to the membership with facts, ideally by the summer.</li> </ul>
<b>8.</b>	<b>Treasury:</b> <b>8.1: Approval of 2024 Auditor’s Report/Financial Statements:</b> Board reviewed and signed off on 2024 Audited Financial Statements. D. Tayler to update signing authority with bank <b>Motion to approve the meeting minutes from January 12, 15 and 20, 2026 (L. McAlpine/J. Hayes)</b> <b>D.Orde abstained having not fully reviewed the report</b> <span style="float: right;"><b>CARRIED</b></span> <b>8.2: Treasurer’s Report</b> (tabled to next meeting)

9.	<b>Executive Director Report</b> (tabled to next meeting – highlights in “Other Business”)
10.	<b>Committee Reports:</b> (tabled to next meeting) <b>10.1: Beautification Overview</b> (T. Crugnale, D. Tayler) <b>10.2: Events &amp; Promotions Committee Overview</b> (L. McAlpine, D. Tayler) <b>10.3: Membership Overview</b>
11.	<b>Other Business (Presented by D. Tayler)</b> <b>11.1: Recycling:</b> Ongoing issues with the city's communication and changes to the business recycling program, which is scheduled to end at the end of March with no concrete plan to replace it. City is monitoring a potential "per payer plan" and D. Tayler will keep the board updated on this issue. <b>11.2: BIA Representation at SEAT Committee:</b> Ancaster, Waterdown, and the user's BIA pushed for representation at the "seat committee" (for road closures and special events). The proposal from the BIA Advisory Council is that Christina Giessler (City BIA coordinator) will be made aware of all request details and provide the BIA's input at those meetings. <b>11.3: Cactus Festival:</b> D. Tayler will follow up with Trevor Reynolds, the new chair, to discuss the BIA's stance, road closure request, vendor selection and placement, etc. It was suggested that DT and one board member (possibly Ben due to his market experience) could work with the Cactus Festival committee on the layout and impact on businesses. D. Tayler will arrange meeting.
12.	<b>Next Meetings and Event Dates:</b> <b>Board: Tuesday March 3, 830am</b> <b>Events: Thursday February 5, 6pm</b> <b>Beautification: Tuesday February 10, 9am</b>
13.	<b>Adjournment: Motion to adjourn made by L. McAlpine at 9:42 AM</b> <span style="float: right;"><b>CARRIED</b></span>