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| <b>Board of Management Meeting Minutes</b>  |                      |
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| <b>Date: March 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, Ben Prowse, David Tayler</b> |                      |
| <b>Regrets: A. Wilson      Minute Taker: D. Tayler</b>  |                      |
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| <b>1.</b> | <p><b>Meeting Called to Order by L. McAlpine at 8:37 AM</b><br/> <i>Present: T. Crugnale, J. Hayes (virtual), L. McAlpine (virtual), D. Orde, B. Prowse, D. Tayler</i></p>  |
| <b>2.</b> | <p><b>Updates to the Agenda</b><br/> D. Tayler proposed changing the order of some items, to allow time to review items of highest importance</p>   |
| <b>3.</b> | <p><b>Approval of Agenda</b><br/> <b>Motion to approve the meeting agenda (L. McAlpine/T. Crugnale)</b> <span style="float: right;"><b>CARRIED</b></span></p>   |
| <b>4.</b> | <p><b>Declarations of Interest</b><br/> No declarations of interest indicated</p>   |
| <b>5.</b> | <p><b>Approval of Minutes – February 3 2026</b><br/> <b>Motion to approve the meeting minutes from February 3, 2026 (L. McAlpine/T. Crugnale)</b> <span style="float: right;"><b>CARRIED</b></span></p>   |
| <b>6.</b> | <p><b>6.1: Treasury Report</b><br/> D. Tayler reported significant issue around receipt of the 2026 levy payment, and resulting cashflow issues. Essentially, all payments on hold until that first levy payment is received. Due to delays with the Annual General Meeting (AGM) and the auditor's report, the BIA will not receive its first levy payment from the city until the middle of April. The current bank balance is critically low at approximately \$300. Essentially, all payments on hold until that first levy payment is received. D. Tayler's best guess for delivery of the money is April 15 2026<br/> D. Tayler, working with D. Orde, are tasked with determining the exact funding needed to cover expenses until April 15th and exploring three options: asking for forbearance from employees and suppliers (e.g., delaying rent with a \$50 penalty), securing an operating line of credit from the bank, or obtaining early funds/a loan from the city against the approved levy.<br/> The board acknowledged the need to ensure next year's levy is in the bank by January 1st by holding the AGM in November and ensuring the audit is completed on time. The decision to spend down past reserves was noted as a contributing factor to the current crisis.</p> <p><b>6.2: Bank Signing Authority</b><br/> D. Tayler distributed updated bank signing authority documents for signatures. Those not in attendance will sign later this week. Completed documents will be forwarded to the bank and placed in BIA files</p> |
| <b>7.</b> | <p><b>Executive Director Report</b> (tabled to next meeting)</p>  |
| <b>8.</b> | <p><b>Committee Reports:</b><br/> <b>8.1: Beautification Overview</b><br/> T. Crugnale and D. Tayler presented. Highest priority is spring flowers, how to "do the same with less". Looking at possible shaving some costs, having suppliers hold the line on costs. Weather will be factor in removing winter greenery and placing spring flowers.<br/> Reported on the significant donation of Christmas décor from Michael's in Ancaster. Will be used in street or business decorations in 2026 – or for promotions or hands-on activities.</p>   |

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|     | <p>Report that new litter cans will go in this week, weather permitting. Confirmed that there is no City branding on these new cans – but potential to later add if we desire.<br/>New street signs are expected by June – D. Tayler is looking to finalize design for approval by the Board.</p> <p><b>8.2: Events &amp; Promotions Committee Overview</b><br/>L. McAlpine and D. Tayler presented.</p> <ul style="list-style-type: none"> <li>○ Women's Day: A promotion is scheduled for this Saturday, with the BIA contributing social media support.</li> <li>○ Easter: The event is set to go – only outstanding item is a person to don the bunny suit.</li> <li>○ Live and Local: The board had earlier approved reverting to a single, main event day. Decision to extend the street closure until 9:00 PM to allow restaurants to operate patios for dinner service (festival activities will run until 6:00 PM). The road closure (SEAT) application is due this Friday. Funding is being sought to extend to all summer Saturdays – with smaller (no road closure) concerts, walks, events</li> </ul> <p><b>8.3: Membership Overview</b> D. Tayler presented, with discussion. Currently no concrete news, but rumours that former Brokerlink, former Pinbones and former Solis Optical are close to new tenants. New law office has opened at 112 King Street West, and new Senior's Support group expected shortly. News expected shortly about City funding for assistance in filling vacancies.</p> |
| 9.  | <p><b>Policies and Reports</b></p> <p><b>9.1 Current Policies</b> New board members were given copies of existing policies for review and signature. D. Tayler will collect and file as required.</p> <p><b>9.2 Policies for Consideration</b> Previously introduced and tabled policies were distributed electronically. Will be tabled to a future meeting for discussion.</p> <p><b>9.2 Reports and Studies</b> D. Tayler presented a number of reports and studies that are available for the BIA board and membership at large. Printed copies are available in the office or online. D. Tayler will share these with BIA membership at next appropriate opportunity</p>  |
| 10. | <p><b>Other Business</b></p> <p><b>10.1 Expansion Plans:</b> D. Tayler presented some documents pertaining to potential BIA boundary expansion. General discussion and interest around the table. D. Tayler will gather more relevant information and table again at a future meeting</p> <p><b>10.2: Cactus Parade:</b> Some concern around the table that Cactus Festival parade might not happen this year. Agreement around table to pay attention to this – as this would be the loss of a good community event.</p>  |
| 12. | <p><b>Next Meeting(s):</b><br/> <b>Board: Tuesday April 7, 830am</b><br/> <b>Events: Thursday March 5, 6pm</b><br/> <b>Beautification: Tuesday March 10, 9am</b></p>   |
| 13. | <p><b>Adjournment: Motion to adjourn made by L. McAlpine at 9:42 AM</b> <span style="float: right;"><b>CARRIED</b></span></p>  |