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Board of Management Meeting Minutes	
Date: September 8 2026	Time: 5:30 PM
Location: BIA Office (in person) / Online (Google Meet)	
Present: Lyndsay McAlpine, Tara Crugnale, David Orde, Ben Prowse, David Tayler	
Regrets: Jenn Hayes Absent: A. Wilson	
Minute Taker: D. Tayler	

1.	Meeting Called to Order by L. McAlpine at 5:30 PM <i>Present: T. Crugnale, L. McAlpine, D. Orde, B. Prowse, D. Tayler</i>	
2.	Updates to the Agenda None presented	
3.	Approval of Agenda Motion to approve the meeting agenda (T. Crugnale/L. McAlpine)	CARRIED
4.	Declarations of Interest No declarations of interest indicated	
5.	5.1: Approval of Minutes – Sept 4 2026 Motion to approve the meeting minutes from Sept 4, 2026 (T. Crugnale/L. McAlpine)	CARRIED
6.	6.1: Treasury Report (plus General Office and Operations) D. Tayler presented. The current bank balance is approximately \$50,165, payables are up-to-date. Outstanding receivables include \$5000 Ward 13 grant. \$0 credit card balance. \$4614 in GIC.	
7.	Committee Reports: 7.1: Beautification Overview (T. Crugnale, D. Tayler presented) Working on fall plantings and decor, looking at ways to stretch existing spend to cover more spaces. Fall decor stays in place until week after Remembrance Day, then switch to holiday decor 7.2: Events & Promotions Committee Overview (L. McAlpine, D. Tayler presented) Some discussion of Cactus Festival review. The Promotions team will present feedback to Cactus Committee. Next steps to be determined. General review of upcoming promotions. Specific note that BIA will partner with “Hamilton Days” to extend Scarecrow Saturday to 3-day event 7.3: Membership Overview (tabled to next meeting)	
8.	Executive Director Report (tabled to next meeting)	
9.	BIA Vacancy Supplemental Grant – \$5000 available. After discussion, we will apply for 2 separate programs: 1) \$2500 to be used for beautification/mural/storefront improvements to help improve general area and bring attention to available properties 2) \$2500: to be used for “Why Choose Dundas” promotional campaign and sharable assets. D. Tayler to complete funding request and advise	

10.	2026 BIA Revenue Share & Holiday Free Parking Program - update and next steps. Discussion of revenue implications, communications concerns, membership needs in regards to our participation in the 2026 City Of Hamilton Free Holiday Parking Program. Program dates have been amended by council to November 24 - December 24 After discussion, board approved our participation. D. Tayler to proceed with this plan.  BIAS_2026 Revenue Share and Holiday Free Parking program PP.pdf Motion to approve Dundas BIA participation in the 2026 Free Holiday Parking Program (T. Crugnale/L. McAlpine)	CARRIED
11.	Planning for 2027 11.1 Proposed Operating Budget for 2027: After some discussion and revisions/modifications, Board approved the proposed 2027 Budget as shown on the following page. Motion to approve the 2027 Dundas BIA Operating Budget as presented (D. Orde/L. McAlpine) 11.2 Time and Location for 2027 AGM - Tuesday November 3 at Collins Hotel is set date/location. Discussion of morning or evening? Morning meeting was agreed to. D. Tayler to distribute this information to the membership as required. 11.3 Board Positions for 2027? All current Board members in attendance agreed to continue in their roles. J. Hayes will be asked. New council rep will be added after election. Nominations will be accepted via email or electronic form, or from the floor at the meeting.	CARRIED
12.	Policies for Consideration / Expansion Plans review and update? (tabled to next meeting)	
13.	Other Business: None	
10.	Next Scheduled Meeting(s): Board: Tuesday October 6, 830am Events: Thursday October 1, 530pm Beautification: Tuesday October 13, 9am	
11.	Adjournment: Motion to adjourn made by L. McAlpine at 7:35 PM	CARRIED

DUNDAS BIA PROPOSED 2027 BUDGET	
REVENUE	PROPOSED 2027
Levy	194670
HST Rebate (estimate)	20000
City Parking (estimate)	13000
City C2O (estimate)	10000
Reserves	-
Levy Adjustment	
Grants/Donations/Sponsorships	15000
Other Income	
Cash (ESTIMATE)	
TOTAL REVENUE	252,670.00
EVENTS AND PROMOTIONS	
General Advertising	10000
Easter	6000
Scarecrow Saturday	4300
Dickens of a Christmas	40000
Live and Local Summer (1+2)	6750
EVENTS TOTAL	67,050.00
BEAUTIFICATION	
Hanging baskets, Planters, seasonal décor, weeding, waste management	62870
Beautification Income (Filming)	
BEAUTIFICATION NET	62,870.00
ADMINISTRATION	
Economic Development	
Rent	24500
Office	3500
Telephone & Utilites	1500
Member Services	3000
Insurance	6000
Wages	68250
Benefits/WSIB/CPP etc	10000
Assessment Appeals	1500
Audit and Bookkeeping	4000
Bank Fees	500
ADMINISTRATION TOTAL	122,750.00
OVERALL EXPENSE TOTAL	\$252,670