



# PEMBROKE BUSINESS IMPROVEMENT AREA

## Pembroke BIA Board of Directors Meeting

## Minutes

**Date:** Tuesday, October 8, 2019

**Attendance:** Janna Fortin, Stacy Taylor, Ryan Schmidt, Bethea Summers, Brian Abdallah (arrived 6:25), Renea Rotblatt, and Jessica Khouri-Charysz (Paperback Events)

**Regrets:** Stacey Michalopoulos, Dan Laverdure

Item #	Item Description	
1)	<b>Call to Order @5:59 p.m.</b>	Janna Fortin
2)	<b>Declaration of Pecuniary Interest</b> None	Janna Fortin
3)	<b>Acceptance of September, 2019 minutes</b> Motioned by Stacy Taylor, Seconded by Ryan Schmidt	Janna Fortin
4)	<b>Road Closure Support Request</b> <ul style="list-style-type: none"> <li>Jessica presented an idea that Paperback Events is planning on having a Christmas Festival Saturday December 7, 1 p.m. – 9 p.m. it will be a family friendly, free event that will require a road closure through the downtown. Pembroke Street West from MacKay to Church street.</li> <li>Paperback Events was asking for support from the PBIA for their road closure request to the city.</li> <li>Stacy Taylor motion for the PBIA to write a letter of support to the city for the road closure, it was seconded by Renae Rotblatt</li> </ul>	Jessica Khouri-Charysz
5)	<b>Report from Council</b> <ul style="list-style-type: none"> <li>Council briefs after each council meeting will now be posted on the city website following the council meeting</li> <li>The request for Free parking for Silver Stick weekends has been approved.</li> <li>Mary street bridge will be closing for watermain repair</li> <li>The north section of Victoria street will be paved and opened by November 11.</li> <li>There will be a Town Hall meeting for the proposed Grind moving to the old fire hall.</li> <li>Brian will email Ron about getting more foot patrols by the Grind.</li> </ul>	Coun. Brian Abdallah
6)	<b>Old Business</b> <ul style="list-style-type: none"> <li>Events <ul style="list-style-type: none"> <li>Downtown Funk – The weather wasn't in our favour, those who came out really enjoyed all the entertainment and activities. There were issues with the road closure and the construction.</li> <li>Small Business week, we have events set for every day of the week, starting to get people signed up to attend all events</li> </ul> </li> <li>Digital Main Street Service Squad Grant <ul style="list-style-type: none"> <li>Connor has a few weeks left; more businesses are getting approved for the Digital Transformation Grant. His last day with the PBIA will be October 18.</li> </ul> </li> <li>Strategic plan <ul style="list-style-type: none"> <li>We had good attendance for the strategic planning meeting at Wilkies. Bethea will have a draft report at the November board meeting.</li> </ul> </li> </ul>	Bethea Summers
8)	<b>New Business</b> <ul style="list-style-type: none"> <li>Banner Purchase – Bethea brought in a quote for new winter light pole banners and Remembrance Day banners. Renae Rotblatt Motioned and Stacy Taylor seconded the motion to purchase the banners.</li> <li>Tender for 2020 flower and maintenance contracts – Bethea brought the tenders and the board went with the lowest quote. The successful tenders were awarded to Hubert's Nursery for the flowers in the amount of \$7638.34 +hst, and Priceless Maintenance for the maintenance</li> </ul>	Bethea Summers



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	<p>contract in the amount \$28,400.00. Motion to accept tenders by Ryan Schmidt and seconded by Stacy Taylor.</p> <ul style="list-style-type: none"> <li>• Christmas Planters – Bethea and Renae will decorate some of the cement planters that are left out on the street with Christmas foliage.</li> <li>• High School discount – We received a request from Derick Nearing on behalf of Fellows High School inquiring if the downtown businesses offered student discounts. We do survey the membership every summer about Algonquin students, we will include asking about high school students and share that with the four local high schools.</li> <li>• Planter instillation in back of 214 Church street – a request from by law and Allen Campbell (building owner) looking for the PBIa to build a planter to help deter people from dumping garbage in this area. Estimated cost \$300, the board was not in support of funding this project, they felt it wouldn't fully solve the issue, and it was a building owners responsibility not the PBIa.</li> </ul>
9)	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Monthly task report <span style="float: right;">Bethea Summers</span></li> <li>• Membership news <span style="float: right;">Bethea Summers</span> <ul style="list-style-type: none"> <li>○ Ottawa Valley Vision Grand Opening Oct 10 photo op at 1 p.m.</li> <li>○ Fifth &amp; Co. Now open – Bethea has reached out to set up a meeting with them.</li> <li>○ Purvis Gallery Moving – Staying in the downtown, no news on their current location being filled.</li> <li>○ Redd Taxi Opened – Bethea is meeting with owner Dave next week to see when they want the have an official downtown welcoming.</li> </ul> </li> </ul>
10)	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• 2019 review <span style="float: right;">Bethea Summers</span></li> </ul>
11)	<p><b>Next Meeting:</b> Tuesday November 12, 2019 Dinner at 5:30 p.m., meeting at 6 p.m.</p>
12)	<p><b>Adjournment</b> Motioned by Ryan, seconded by Stacy Taylor @7:25 p.m.</p>