



PEMBROKE BUSINESS IMPROVEMENT AREA

Pembroke BIA Board of Directors Meeting

Minutes

Date: Tuesday, November 12, 2019

Attendance: Janna Fortin, Stacy Taylor, Ryan Schmidt, Bethea Summers, Brian Abdallah, Renea Rotblatt, and Mike Powell

Regrets: Stacey Michalopoulos, Dan Laverdure

Item #	Item Description	
1)	Call to Order @6:03 p.m.	Janna Fortin
2)	Declaration of Pecuniary Interest None	Janna Fortin
3)	Acceptance of September, 2019 minutes Motioned by Stacy Taylor, Seconded by Ryan Schmidt	Janna Fortin
4)	Report from Council <ul style="list-style-type: none"> • Brian reported that the money left over from the Main Street improvement grant after purchasing new benches & trash receptacles, will be moved to the CIP grants. • The Grind will need to present the city with a proposal/ business plan in the New Year. • Brian presented a construction report from Brian Lewis with new completion dates. The city does not have a fund to help businesses that are affected by the construction, businesses can pursue legal action against the construction company but they need to prove gross negligence. • Brian will follow up with the city if the company is fined for late completion. Reasons for the delay in construction; early fall in 2018, late start in spring 2019 due to flooding. Projects from previous year needed to be completed first. Victoria Street has some unexpected challenges. 	Coun. Brian Abdallah
5)	Old Business <ul style="list-style-type: none"> • Events <ul style="list-style-type: none"> ○ Downtown Funk – Bethea presented report ○ Small Business week- Bethea presented report ○ Pumpkin Treats – Bethea presented report • Digital Main Street Service Squad Grant <ul style="list-style-type: none"> ○ Connor completed his contract; it was very successful program and all the businesses that met with him had a positive experience. • Algonquin Trade Show – The PBIA was invited to set up a booth at the Algonquin trade show that was put on by the business students. • New Remembrance Day banners were installed, new winter banners have been installed as well. 	Bethea Summers
6)	New Business <ul style="list-style-type: none"> • Merry Little Christmas Festival – The city approved the road closure; Paperback events is getting activities and businesses on board for the event • 2020 Events – HockeySpree, will look at have the event on Prince Street this year and using the Giant Tiger Community Room. The City has booked Chris Philips to come for an appearance. • Construction – Impact on Businesses – Bethea had surveyed many members and was able to report of income loss as a result of the construction. Bethea will write a letter to the city on behalf of the board informing them of the impact and suggesting ways to mitigate the effects of construction in the future. • Painting of square planters – Hubert’s emailed to say we may want to repaint the wooden square planters, they offered to paint them at \$50/ planter and we supply the paint. We will have the summer student work on that the summer of 2020 instead. • Rent increase – The Phoenix Centre has raised the rent for 2020 by \$5, bringing us to \$490 + hst/ month. 	Bethea Summers



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7)	<p>Other Business</p> <ul style="list-style-type: none"> • Monthly task report Bethea Summers • Membership news Bethea Summers <ul style="list-style-type: none"> ○ Ottawa Valley Power Play Grand Opening Dec 3, open house 3 – 6 p.m. Official welcoming and photo op at 3 p.m. ○ Wallride Skate shop new owners opening up as Colony. ○ Second Hand Store expanding ○ Heritage RESP's opening office at 180 MacKay Street ○ Bliss Hairstyling opening up at 96 Pembroke Street West
8)	<p>Budget Bethea Summers</p> <ul style="list-style-type: none"> • 2019 review – no questions or comments • 2020 Draft Budget – Board wanted to keep the wages the same to leave room to hire a part time staff in 2020, looking at an increase over last year as a result of more money needing to be budgeted to for the Tax adjustment line.
9)	<p>Next Meeting: Tuesday December 10, 2019 Dinner at 5:30 p.m., meeting at 6 p.m.</p>
10)	<p>Adjournment Motioned by Brian Abdallah, seconded by Renae Rotblatt @8:00 p.m.</p>