

Meeting Minutes - Olde Riverside BIA

Tuesday, October 10, 2023 (9:00-10:30 a.m.)

Thompson House 5370 Wyandotte St E, Windsor, ON N8S 0A3

Attendees: Chris Ryan (Chair), Cathy Hendy, Laura Tucker, Olivia Ryan, Markie Tuckett, Nicole Thompson, Yervant Lakhoian and Councillor Jo-Anne Gignac

Regrets: Pete Mazza

Absent: Jack Quimby

1. Call to Order:

- The meeting was called to order by Chris Ryan at 9:00 a.m.

2. Minutes of August:

- The minutes of October were moved by Olivia and seconded by Markie; carried in favour by the group.

3. Adoption of the Agenda:

- The agenda of Tuesday, October 10, 2023 was supported by consensus.

4. Coordinator Resignation

- Chris announces Jeremy Renaud's resignation. A motion to accept his resignation was moved by Laura and seconded by Olivia

5. Committee Updates:

Policy & Advocacy:

- Chris asked Coun. Gignac about Open Streets. Coun. Gignac stated she think it is coming to Riverside next year and once she hears a date, she will let everyone know
- Chris asked about a Water Treatment Notice he was forwarded, Coun. Gignac explained there could be a tax increase for businesses depending on what type of water you hold on your property.
- Chris mentioned there is an open meeting for all BIA's regarding the water treatment notice but he is out of town. He will forward the meeting to the board if anybody is interested in attending.

Finance:

- Chris noted that the audit is complete and has been sent into the city
- Chris requested permission from the board to go sit with the bookkeepers so they can assist with putting all of our budgets into proper format – request to spend max. \$500 – approved by all board members
- Chris mentioned that he had heard from other BIAs that 2024 budgets might be due in November, if this is the case then we have to reach out and gather all of the tax roll information to mail out. As well as send a mailchimp email to the membership.

Action:

- Chris will contact the city for more information

Membership:

- Chris talked about the BIA member window stickers and how he will walk around to each store and hand them out, Joanne offered to walk with him
- Markie touched on the surveys that were sent out to the membership. So far there has been 17 surveys completed. She will gather the information and present at the AGM.
- Newsletter – working on gathering information to send out the next newsletter. So far we touched on the fall fest, reminder to the membership to complete the survey, co-op advertising, etc.

Action:

- Chris to gather some specific dates for Laura to include in the newsletter

Marketing:

- Chris talked about the banner project and how the veteran banners will be coming down on November 18th.
- Laura provided examples of new Olde Riverside BIA banners we could put up, once the veteran ones come down.

Beautification:

- Laura presented an asset map created by Christina that outlines all of the BIA's assets including planters, benches, etc.
- Summer plants are being removed in November (after Nov 11)
- Winter planters are within budget

Action:

- Cathy to provide Chris with Shari's current hours

Banner Project:

- Chris talked about the banner project and how the veteran banners will be coming down on November 18th.
- Laura provided examples of new Olde Riverside BIA banners we could put up, once the veteran ones come down.

Action:

- Laura to send back for a slight revision on the banner design

Events:

- Olivia touched on a recap of the Fall Fest and provided a recap on total cost of the event
- Talked about doing a small Christmas event – window painting, tree lighting, etc.

Action:

- Yerv to get quotes for tree lighting, Markie/Olivia to get quotes for window painting, Nicole to gather quote for a horse & carriage

6. Next Meeting & Adjournment

- The next meeting will take place at Riviera Pizza on Tuesday, November 14, 2023 at 9:00 a.m.
- Motion to adjourn the meeting was moved by at 10:34 a.m. that was seconded by Olivia and Laura. Carried in favour.