



OLDE RIVERSIDE
BUSINESS IMPROVEMENT ASSOCIATION

MEETING MINUTES | OCTOBER 2024

Date: Tuesday, October 8, 2024 (9:00 am –10:30am)

Location: Timber + Plumb, 5640 Wyandotte St E Unit 1, Windsor ON, N8S 1M3

PRESENT: Laura Tucker (Chair), Olivia Ryan (Secretary), Cathy Hendy (Director), Chantel Russett (Director), Nicole Thompson (Director), Pete Mazza (Vice-Chair) and Candyce Mollard (Administrator)

REGRETS: Jack Quimby (Director), Jo-Anne

ABSENT: N/A

1. CALL TO ORDER:

The meeting was called to order by Laura at 9:03 a.m.

2. APPROVAL OF THE MINUTES FROM August

MOTION to approve the August board meeting minutes.

MOVED BY: Olivia **SECONDED BY:** Pete. All in Favour. **MOTION CARRIED**

3. ADDITIONS TO/APPROVAL OF THE AGENDA

The agenda for August 2024, was supported by consensus.

4. CHAIR UPDATE

- Laura spoke with the bank and we currently have 3 signers on the bank account. Laura referenced the by-laws that there are allowed to have up to 4 people, the chair and vice chair as primary with treasurer and secretary serving as alternates. Laura said there was a time where the other 2 signers were on vacation so we were not able to write the cheques we needed to pay certain invoiced in time. Laura suggests we have a 4th signer.



OLDE RIVERSIDE
BUSINESS IMPROVEMENT ASSOCIATION

MOTION to add Olivia (Secretary) as the 4th signer. All in favour.

- Cathy mentioned petty cash and asked if this is something we should consider. Candyce stated she has \$100 in petty cash and once she spends that \$100 then she turns in her receipts and gets reimbursed.

5. COORDINATOR UPDATE

Survey Results

- We got 22 responses to the survey that was sent out via email. The questions on the survey were simplified and everyone was asked to rank the following items in terms of importance. According to the survey, lighting was very important to most people.

- We discussed how we could work lighting into a capital works program. Pete stated he has contacted ENWIN in the past along with several other people and received quotes on how much this would cost.

AGM Planning Update: AGM will be at the Thompson House on Tuesday November 5th at 630pm-8pm. Everything is going well. Invites have been sent out. Candyce to discuss further details with Nicole.

Period Pin: Candyce got an email from the founder of Period Pin. They offer free hygiene products for women. They are looking to have an initial meeting or to see if anyone interested in having one outside of their business. Chantal will meet with Candyce to chat further as she is open to having one by her business.

Chamber of Commerce: Candyce had a meeting with the Chamber. They are offering BIAs to join the membership as a group and then everyone in the BIA would receive all of the benefits. The cost associated would be \$1,600 a year.

- Candyce mentioned that on their website, it would list the Olde Riverside BIA as the member and not list each individual business name

- Some benefits include ribbon ceremonies as a free service, media press, etc.

- Candyce to forward further information to everyone with what exactly the membership benefits would be



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6. FINANCIAL UPDATES

- Laura went over the financial updates & budget for 2025.
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7. COMMITTEE UPDATES

Policy & Advocacy

No report.

Action: N/A

Finance

No report.

Action: N/A

Membership

- Candyce presented what the membership welcome gifts will be. When a new member joins the BIA, Candyce will go introduce herself & give them a welcome gift which includes a BIA branded mug, 2 pens, Candyce's business card and a card.

Action: N/A

Marketing/Advertising Committee

- Fly with Rye quote was \$1,000 flat rate for the original drone footage Candyce presented last meeting. We would receive 1 video that showcases daytime and night time.

- This footage would be beneficial for us to use to advertise on our socials/website and could potentially share with real-estate agents, etc.

- Photographer quote was around \$3,000 which would include 2 professionally shot photos of each business.

Action: Both were voted in favour. Candyce to confirm with vendors.

Open Streets



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- Open Streets was a success. All the freebies purchased were gone mid-way through the event (around 1230pm).
- We had purchased 150 bubble wands, 280 cookies, 200 pieces of marble art, lots of hair tinsel, 15 polos from accent embroidery.
- Thompson House market was a success, was full at 1230pm and further into the afternoon.

Beautification – Cathy

- There were 2 quotes presented for winter arrangement. One was from Anna's and the other was from Bex's design.
- Markie suggested that perhaps we don't do everyone's arrangements the exact same. We could have a little variety throughout the BIA.

Action: BEX had 5 votes in favour. 2 not in favour

Holiday Walkabout

- Planning for a holiday walkabout for Saturday December 7th between 12pm-3pm. The legion agreed to host Santa Clause for photo opportunities.

Action:

Capital Works

No report.

Action: N/A

7. NEW BUSINESS

8. NEXT MEETING & ADJOURNMENT

MOTION TO ADJOURN at 10:40 AM: MOVED BY: Laura, SECONDED BY: Pete. All in favour. MOTION CARRIED

Upcoming Meeting Dates:

BIA board meeting: Tuesday, November 12th 9am at Timber + Plumb



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