



OLDE RIVERSIDE
BUSINESS IMPROVEMENT ASSOCIATION

MEETING MINUTES | DECEMBER 2024

Date: Tuesday, December 10th

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

PRESENT: Laura Tucker (Chair), Olivia Ryan (Secretary), Chantel Russette (Director), Markie Tuckett (Director), Nauman Tayyab (Treasurer) and Candyce Mollard (Administrator)

REGRETS: N/A

ABSENT: Nicole Thompson (Director), Jo-Anne Gignac (Counsellor)

CALL TO ORDER

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

APPROVAL OF THE MINUTES FROM OCTOBER

MOTION to approve the October board meeting minutes.

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

ADDITIONS TO/APPROVAL OF THE AGENDA

The agenda for October 2024, was supported by consensus.

REVIEW ROLES OF MEMBERS AND EXECUTIVE DIRECTORS

- Laura covers the roles of executives on the board. The term for these roles follows the municipal election, so two years are left.
- Cathy and Pete have both resigned which leaves the Vice Chair position open. According to the by-law the vice chair's responsibility is to step in when the chair is unavailable.
- Laura suggested she'd prefer to operate as Co-Chairs so there will be two people who can split the role's responsibilities. This way the Co-Chairs will both be fully aware of what is going on and split up the work that has to be done. The board agreed this was a good idea.

Laura nominates Markie for the executive role of Vice-Chair. Markie accepts the nominations. All in favour.



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MOTION to approve Markie for the role of Vice-Chair (operating as co-chair).
MOVED BY: Laura **SECONDED BY:** Chantel. All in Favour. **MOTION CARRIED**

MOTION to approve Laura to stay in the role of Chair
MOVED BY: Markie **SECONDED BY:** Olivia. All in Favour. **MOTION CARRIED**

MOTION to approve Olivia to remain on as Secretary.
MOVED BY: Laura **SECONDED BY:** Chantel. All in Favour. **MOTION CARRIED**

MOTION to approve Nauman to remain on as Treasurer.
MOVED BY: Laura **SECONDED BY:** Olivia. All in Favour. **MOTION CARRIED**

STUMBLING BLOCKS

- Candyce - cell phone
 - Wind has Bring-your-device pre-paid plan (15GB/year 4G LTE, Freedom Nationwide, **Unlimited** Talk & Text, **15GB/year** data | \$119/year

- Laura mentioned that Candyce has been using her personal cell phone for BIA work. This poses an issue as people have been calling and texting her outside of working hours.

- We can do a pay-as-you-go but pay for the year for a phone plan for Candyce or there is an app called Wildix which is through Kel-Com that gives you a secondary number while still going through Candyce's personal phone so she doesn't have to carry two phones.

- Will look into both options but would like to move forward to purchase whichever seems to be the best fit.

MOTION to spend \$150+hst per year for a cell phone plan/service for Candyce

MOVED BY: Laura **SECONDED BY:** Chantel. All in Favour. **MOTION CARRIED**

- Debit/Credit Card - Banking Situation

- We are currently banking with TD and need 2 signatures when we write a cheque - Markie and Olivia to be added as signers for the cheques going forward and will meet with Brian and the bank to get that



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taken care of.

- Brian at TD said we might be able to have online access to view our statement only – not to do online banking.
- Markie said there is a company she personally uses called FLOAT which is basically like a pre-paid credit card that the BIA can put money on and then when a board member or Candyce needs to purchase something online, they can use this credit card instead of their own personal card.
- Nauman said he has heard of the company and it is a good option. Will be easy for him to keep track of and reconcile at the end of the month.

Printing - printer for Candyce (\$50-\$75 ink jet)

Discussion of ink jet vs. toner.

MOTION to spend \$150+hst for a laser printer to use for BIA-related printing.

MOVED BY: Laura **SECONDED BY:** Chantel. All in Favour. **MOTION CARRIED**

- Social Media (direction for Marketing Committee)
- Candyce's roles and responsibilities

8. NEXT MEETING & ADJOURNMENT

MOTION TO ADJURN at 9:20 AM

MOVED BY: Laura **SECONDED BY:** Olivia All in favour. **MOTION CARRIED**

Upcoming Meeting Dates:

The next BIA Board Meeting will be held on Tuesday, January 14th at 9:00 AM at Timber + Plumb.