



OLDE RIVERSIDE
BUSINESS IMPROVEMENT ASSOCIATION

OLDE RIVERSIDE BIA MEETING MINUTES | JANUARY 2025

Date: Tuesday, January 14, 2025

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

PRESENT: Laura Tucker (Chair), Markie Tuckett (Co-Chair), Olivia Ryan (Secretary), Chantel Russette (Director), Nauman Tayyab (Treasurer), Candyce Mollard (Administrator) and Jo-Anne Gignac (Counsellor)

GUEST: Zorica (In Focus Optical), Vanessa Mueller (Best Version Media)

REGRETS: N/A

ABSENT: Nicole Thompson (Director)

1. CALL TO ORDER:

The meeting was called to order by Laura at 9:02 a.m.

2. APPROVAL OF THE MINUTES FROM DECEMBER

MOTION to approve the December board meeting minutes.

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

3. ADDITIONS TO/APPROVAL OF THE AGENDA

The agenda was supported by consensus.

4. PRESENTATION from Vanessa @ Best Version Media

- Vanessa from Best Version Media came and did a short presentation on her local magazine and advertising opportunities for the BIA. She will e-mail Candyce further information on pricing for advertising and other opportunities to get involved.



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5. CHAIR UPDATE

- Laura mentioned that she has emailed Nicole Thompson (director) a few times regarding her interest in being a board member and has not heard back. Nicole has not sent her regrets to the last several board meetings which is not in accordance to the BIA by-laws.

MOTION to remove Nicole Thompson from the board.

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

5. COORDINATOR UPDATE

Strategic planning session results from idea mapping

- Candyce/Laura went over the results from our strategic planning session last month. The two categories that received the most interest were beautification and marketing/advertising.

- Lighting was still a concern but we are still trying to pinpoint options for lighting. Candyce has been working on getting the beacons/lanterns cleaned which Chantel has noticed at night and said they look great.

- Regarding marketing/advertising, the photography/drone footage has been booked for the spring.

- Re-useable tote bags and/or t-shirts were voted highly on to cross-promote our neighbours within the BIA. The Marketing committee will be having a conversation about this initiative at their next meeting in February.

- Markie mentioned adding travel inspired signage for the spring/summer. Joanne said that we would need to get permission from both groups (the city & ENWIN) if we want to use the poles. It was suggested we could also add signage to garbage cans/back of benches or adding a post in the ground somewhere. Candyce will look into this for the BIA after the marketing meeting in February.

Window paint/marker removal

- Removal started yesterday (January 13th). We received a lot of great feedback this year and hope to get more participation this year if we choose to do it again.

Beacon banners/metal banners

- Candyce received a quote for vinyl banners for the beacons from Angel Star which is approx. \$700 per banner. This includes installation as well. If we go with vinyl banners, we can have a different design on either side with writing.



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- Candyce has not yet received a quote for metal banners as we would have to have a design first in order to get a quote. The metal company is called Cunningham Sheet Metal. Candyce will work with Christina to draw up a design if the board chooses to go in that direction, then we can gather a quote. Something to keep in mind, if we go with a metal banner, we would have to avoid words as it will be one image that has to look good from either side.

Grants

- Candyce said that there are a lot of grants out there that we can apply for however none are open yet. February seems to be when they all open up.

Storage for bins and any other supplies for the BIA (additional planter in back of Markie's shop)

- Candyce mentioned that we are able to store bins in the basement of Formally Yours. She will however need help next time bringing the bins up/down.

Painting parking lines - update from City of Windsor

- Candyce reached out to the city to inquire about adding parking lines to the street so customers know where and where not they can park. The city said to follow up with them in the Spring.

- Joanne mentioned that the BIA would be required to purchase the paint. She also mentioned that the city is eliminating the hanging baskets mounted on the street poles.

Chamber of Commerce Membership

- Candyce has been in contact with the Chamber of Commerce and will invite them to present at our February or March board meeting so they can explain how we can utilize their services.

6. FINANCIAL UPDATE

Finances to date

- No update. Laura is waiting on our monthly statement and trying to figure out a way to be able view them online.

- Nauman is going to give us a quote on for accounting services. Laura mentioned she reached out to the city to see if it was appropriate to have our treasurer also handle bookkeeping. Candyce will forward the city's response as well as the code of ethics to



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the board members.

7. COMMITTEE UPDATES

- Candyce will send out an email to board members with information on each sub-committee/provide a way for those to sign up for an additional sub-committee.

Beautification Committee

- Markie is going to get a quote for spring flowers via BEX Designs. She will share the quote when it is received.

Property Maintenance Committee

- New committee - to manage tasks like garbage pick-up, snow removal, window washing, parking management, garden maintenance, graffiti removal, etc.
- Laura mentioned having a “block captain” who would be responsible for reporting back to the BIA with any issues they are having in their specific block.
- In regards to garbage pick-up, there is program through St. Leonard’s House Windsor in which they help provide employment for previously incarcerated gentlemen to reintegrate into society which include garbage pickup. Candyce will reach out to get more information.

Marketing/Advertising Committee

- Fly with Rye - Candyce confirmed no deposit is needed, and the price would not change. Spring/Summer possible timeline.
-Photography - Candyce confirmed no deposit is needed, the quote is still valid for next year. Spring photos will be taken (late spring)

8. STUMBLING BLOCKS

Candyce - cell phone

- Candyce found an old iPhone she can use. She went to Tecumseh Mall to price out pay as you go plans. The cheapest plan she found was \$19/month + tax which includes unlimited text and calling. There is also a \$10 + tax activation fee. The company does not require a credit card to be on the account & we can pre-pay for however many months we wish in advance via cash. Candyce will pay cash & add to her invoice with receipt to be reimbursed.



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MOTION for Candyce to purchase the phone plan & to pre-pay for 3 months in advance.

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

Debit/Credit Card - Banking Situation

- Have yet to receive the bank statement but it is likely delayed due to Canada Post strike.
- Laura is still working on trying to see if we are able to view our statement online opposed to waiting for the mailed statement each month.

Candyce's roles and responsibilities

- Markie suggests that we revamp Candyce's job description. Markie will take on this task.

Social media - marketing committee assist with planning for Candyce

- Marketing/advertising sub-committee will meet and come up with a posting schedule. Once we have drone footage/photography done it will be a lot easier.

9. NEXT MEETING & ADJOURNMENT

MOTION TO ADJURN MEETING at 10:27AM

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

Upcoming Meeting Dates:

Next BIA Board Meeting will be held on Tuesday February 11th at 9:00AM at Timber + Plumb.