



OLDE RIVERSIDE
BUSINESS IMPROVEMENT ASSOCIATION

OLDE RIVERSIDE BIA MEETING MINUTES | MARCH 2025

Date: Tuesday, March 11, 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 Russett (Director), Nauman Tayyab (Treasurer) and Candyce Mollard (Administrator)

GUEST: Pete (Riviera Pizza), Zorica (In Focus Optical)

REGRETS: Jo-Anne Gigniac (Counsellor)

ABSENT: N/A

PRESENTATION from the Chamber of Commerce

- Andrew Rowberry and Matthew Dumouchel presents to the board on behalf of the Chamber of Commerce to explain how they can benefit the BIA. See attached presentation.

1. CALL TO ORDER:

The meeting was called to order by **Laura** at 9:22 a.m.

2. APPROVAL OF THE MINUTES FROM JANUARY

MOTION to approve the January board meeting minutes.

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

3. ADDITIONS TO/APPROVAL OF THE AGENDA

The agenda was supported by consensus.



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4. CHAIR UPDATE

- Candyce and Laura attended an event hosted by the WRSA in gathered information about the facade program. There are grants available for commercial development. Laura mentioned it doesn't really pertain to our BIA as there are not any vacancies but she will share more about it in the newsletter.
 - Laura mentioned that her and Candyce spoke to the other BIA chairs/coordinators and how everyone agrees they should be meeting with each other to chat about current events, issues, etc. on a regular basis. There will be a BIA meet up in April that they will attend. Anybody else is welcomed to join as well if interested.
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5. COORDINATOR UPDATE

Janes Walk - Friday May 2nd, 2025 from 230pm-330pm

- Candyce filled out the information that Janes Walk has requested. It was a Google Doc that basically explained what we are going to offer. We have decided to focus on business awareness and bringing light to what businesses we have in our BIA. The theme of our presentation is going to be "It's a beautiful day in Olde Riverside".
- Candyce is going to meet with a lady who is in charge of Janes Walk and walk her through our BIA to give her an idea of what our presentation will be.
- Candyce will continue working with the marketing committee on this.

Banners - Status

- We have purchased replacement banners and they are in.

Storage Locker

- Candyce will continue to look at pricing for renting a storage locker and/or outdoor shed. We need somewhere to put the bins of embellishments, garden supplies, paperwork, etc.
- Laura said she would be open to putting a shed for storage at the back of her property on the grass area. Markie says we would need both a shed and a storage locker as not everything will fit in just the shed. She suggested using the shed for the watering cart, gardening supplies & any outdoor things that would be needed more frequently. The storage locker would be used for paperwork, embellishments saved from planters, etc.

Business Cards

- Candyce needs new business cards with her new business phone number opposed



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to her personal number.

MOTION for Christina to design new business cards for Candyce and for Candyce to purchase new business cards.

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

Update on Dana Reardon

- Dana is a gentleman who we have hired through St. Leonard's to do our garbage clean up. Right now, he is here once every two weeks but will increase his hours as the warmer weather comes. He signed an MOU so he knows exactly what we expect from him/he expects with us. - Dana is paid by chq the last Friday of every month. Candyce does touch base with a gentleman named Angelo from St. Leonard's who is in charge of the program.
- If we ever seen an influx of large garbage, contact Candyce and she will reach out to St. Leonard's who will remove it for free.
- We have asked if Dana is interested being our watering person and he has verbally agreed to at the rate of \$19/hr.

Mike Murphy - City of Windsor

- Candyce has been in contact with Mike Murphy from the city. She confirmed that they are growing plants for us based on what Ramone had suggested last year. The only cost for this project will come from us hiring Ramone to plant/up-keep the garden beds like he did last year.
- Markie suggested asking the city if they supply mulch. Candyce will look into it.

6. FINANCIAL UPDATE

- Nauman says that the finances are looking good. He was missing October statements. We still do not have access to online banking. He finished our last year reports (minus October). Everything is ready to send it to KPMG once he gets the missing statement.
- He needs to grab the deposit books from Laura.
- Nauman will reach out to Brian at the bank to get the October reports.

7. COMMITTEE UPDATES



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Membership Committee

- Candyce chatted with K+K Management (new business beside Olivia where Endless Heights used to be) and sent them an email with more information about the BIA. Has a welcome gift prepared- tried dropping off on a couple occasions

- Spring Social - we have money set aside for our Spring event. It was discussed to switch up the format from the last 2 years. Markie suggested two different times to have the event be more convenient for everyone - lunch and after work. It was suggested to have the event at Riveira Pizza where members could stop in for a slice of pizza & a drink.

- Pete will let us know what dates work for him in April as he will be out of town from May 7 - May 14.

Marketing/Advertising Committee

Planning for Jane's Walk - Tote bag package with brochure (extra brochures printed to trial run dropping them off at all BIA businesses). Extra tote bags we may trial run as part of a shopping experience in Olde Riverside. Christina will be designing the graphics for both the tote bags & brochure.

Photography Spring - waiting for florals to go in and then we will select a date that works.

Drone footage - planned for summer, exact date to be determined.

Riverside Minor Baseball Donation - Chantal spoke with Craig from Riverside Minor Baseball about using some of their storage space in exchange for a donation. Unfortunately, they are not able to let us store anything there due to insurance reasons. In terms of marketing, they would allow us to hang an Olde Riverside banner under the lights. Craig is also in charge of the digital screen and would have no problems advertising different business logos within the BIA in exchange for a donation.

- Laura suggested doing a Baseball fundraising campaign where each business would have paper baseball cutouts that can be displayed in the business' window. Each baseball cutout would have a blank space for the person donating to write their name to then be displayed. It would be a \$2 minimum donation. Pete said he would have no problem handing out the posters on his pizza boxes to further advertise. Olivia will look at vista print for cost on printing the baseball cutouts.

MOTION to get a quote from Christina to design a poster and baseball cutout for



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fundraiser campaign.

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

Beautification/Maintenance Committee

- We received two different quotes from Bex Design Co for our Spring planters. There is a \$700 fee for removal and storage of our winter embellishments. She would remove and clean all embellishments then properly store away in totes provided by the BIA to ensure they will be in pristine condition for next year. The least expensive quote is just under \$7,000 (including the \$700 removal and taxes). Laura mentioned that last year when we used Anna's our Spring planters were just under \$5,000.
- Candyce will reach out to Anna's for a second quote to compare but we will have to make a decision pretty soon as Spring is right around the corner. It is very likely that plants have just gone up and with the removal fee there may not be that much of a difference in quotes.

Beacon Banners - Motion passed.

- We are waiting for Christina to give us a quote for the design. AngelStar wants the design first before he comes out to measure the actual size of the beacons.

Water Cart - Candyce touched on earlier with the possibility of hiring Dana as our watering employee for the seasons needed. We are waiting on Laura & Nauman to vote on purchasing a watering cart. Laura wants to wait to see what our storage options are before voting as that will determine additional cost associated with purchasing the cart.

8. NEW BUSINESS

N/A

9. NEXT MEETING & ADJOURNMENT

MOTION TO ADJURN MEETING at 10:36

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

Upcoming Meeting Dates:

Next BIA Board Meeting will be held on Tuesday April 8th at 9:00AM at Timber + Plumb.