

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING

AGENDA

June 13, 2024

8:00AM

Via ZOOM

Barbara Sutherland in the Chair

Annette Wawzonek – Recording Secretary

4 needed for quorum (New Board members will be appointed on June 25th)

1. ROLL CALL/CALL TO ORDER

2. APPROVAL OF THE AGENDA

2.1 AGENDA

THAT the Agenda for June 13, 2024 BE APPROVED.

3. DECLARATIONS OF CONFLICT OF INTEREST

4. DELEGATIONS/PRESENTATIONS (10 Minutes each including Q&A)

5. CONSENT ITEMS

5.1 MINUTES

THAT the following Minutes BE APPROVED

5.1.1 May 9, 2024 Downtown Brantford BIA Board of Management Meeting Minutes

5.2 REPORTS/COMMITTEE MINUTES

THAT the following Reports/Minutes BE RECEIVED

5.2.1 May/June 2024 Executive Director's Report

5.2.2 June 5, 2024 Beautification/Decorations Working Group Meeting Notes

5.2.3 June 6, 2024 Downtown Brantford BIA Executive Committee Meeting Minutes

Reminder to Committee representations/liaisons on External Committees to send in approved Minutes

6. ITEMS FOR CONSIDERATION/DISCUSSION

6.1 Recommendation from the Beautification/Decorations Working Group and the DBBIA Executive Committee:

THAT the DBBIA Board of Management APPROVE an expenditure of up to \$500.00 per 4'X8' panel (window film) for creation and installation in a vacant property of the south side of Colborne Street. (This will be a pilot project to see if it would work well in other vacant properties)

6.2 Recommendation from the Beautification/Decorations Working Group and the DBBIA Executive Committee:

THAT the DBBIA Board of Management APPROVE an expenditure of up to \$4,500 for 30 additional Winter Banners. (The design will be decided on by the Beautification/Decorations Working Group)

6.3 Recommendation from the DBBIA Executive Committee:

THAT the DBBIA Board of Management APPROVE an expenditure of \$850 for the final Action Plan Session – The Big Dig (to be renamed).

7. SUB-COMMITTEE/LIAISON REPORTS AND UPDATES

(Please submit updates and reports electronically so they can be attached to the Minute file)

7.1 Sgt. John Billone – Stats/Downtown Activity

7.2 External Committee Updates (if any)

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Keri Korfmann)
 - * April 24, 2024, June 19, 2024
- Brantford Heritage Committee (Sandra Micucci)
 - * May 27, 2024
- Chamber of Commerce Membership Committee (Annette Wawzonek)
 - * June 12, 2024
- Downtown Action Committee (Annette Wawzonek)
 - * Next meeting TBD

7.3 Open Discussion (No motions will be considered)

8. NOTICES OF MOTIONS

9. NEXT MEETING/MEETING/EVENT REMINDERS

9.1 Reminders:

The next regular meeting of the DBBIA Board of Management will be held on **August 8, 2024 via ZOOM (NO July Meeting)**

Parking/Transit/Wayfinding Working Group – June 17, 2024 @9:00AM at the DBBIA office – 163 Market Street

Marketing/Animations Working Group – TBD

Membership Recruitment/Engagement Working Group – TBD

Policies and Procedures Re-Write Working Group - TBD

Beautification/Decorations Working Group – June 26, 2024 @1:00PM at the DBBIA office – 163 Market Street

10. ADJOURNMENT