

Barrhaven BIA Board of Management Minutes

Tuesday, September 5th, 2006

7:30 a.m., Walter Baker Center, Ruth E. Dickinson (Library) Boardroom

ITEM	ACTION
<p>Attendance</p> <p>Present: Jacques Duplain (JD), Ken Ross (KR), Jan Harder (JH), Andrea Steenbakkers (ED), Victor Tsang (VT)</p> <p>Absent: Willy Bagnell (WB), Tom Moss (TM), Micael Carreira (MC), Tom West (TW), Lars Neilsen (LN)</p>	
<p>Approval of June Minutes</p> <p>MOTION: To approve the June 6th BBIA Board meeting minutes Moved by: Seconded by:</p>	No Quorum
<p>Marketing Committee Report</p> <p>Report on activity from Chair, Micael Carreira. See attached</p> <p>MOTION: To authorize the Marketing Committee to spend up to \$800.00 for the professional Barrhaven BIA logo and concept design Moved by:Jan Harder online Seconded by:Micael Carreira online <i>-CARRIED-</i></p> <p>Security/Policing Committee Report</p> <p>Report on activity from Chair, Jacques Duplain. See attached</p> <p>MOTION: To authorize the Safety & Security Committee to spend up to \$1500.00 a graffiti removal program for commercial properties, in order to make use of the \$1500 matched funding grant awarded to the BBIA. Moved by:Jan Harder online Seconded by:Micael Carreira online <i>-CARRIED-</i></p> <p>Communications Committee Report</p> <p>Report on activity from Chair, Tom Moss (ED to report in his absence) See attached</p> <p>Economic Development Committee Report</p> <p>Report on activity from Chair, Willy Bagnell (ED to report in his absence). See attached</p> <p>MOTION: To authorize the Economic Development Committee to spend up to \$7500 on the much needed Barrhaven market study Moved by: Jan harder online Seconded by:Micael Carreira online</p>	<p>Motion suggested by JH to approve spending up to \$1500 on a graffiti removal program for commercial properties in problem areas as determined by the Safety and Security Committee, in order to make use of the \$1500 matched funding grant awarded to the BBIA.</p> <p>ED to have CRG ensure that topics of prestige office space and business services space are considered in the study. Determine if OMB summary is included in the \$30,000 quote. The vote will be on the premise that such a summary IS included</p>

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<p>-CARRIED-</p>	
<p>Treasurer's Report</p> <ul style="list-style-type: none">• Please find attached the year to date expenditures from our account at the City• We have had an insurance expert provide an analysis of the City's coverage of Director's Insurance for its BIAs. The analysis is attached. ED has forwarded the information to the other BIAs and they are to discuss at their Board meetings this month and respond as to pursuing the option of an extra coverage group policy.	<p>ED will have City rename our accounts and work on our proposed vs. actual expenditures with Treasurer to present at October BBIA Board meeting.</p> <p>ED will ask John Kiru with TABIA if we can in fact piggy-back on their policy for Directors' Insurance and if so, the cost</p> <p>ED will obtain quotes for such insurance from two Barrhaven insurance companies. Ottawa BIAs to decide if they wish to participate this month after their respective Board meetings</p>
<p>Executive Director's Report</p> <ul style="list-style-type: none">▪ Sponsorship Policy- as per email, the policy is complete and is attached for your review▪ Last month the City Council voted to approve the \$180,000 Sustainability Program for Ottawa BIAs. Please find a breakdown attached▪ Boundary expansion- the formal request has been submitted to City Clerk, Pierre Page. This letter and a courtesy letter to property owners in the proposed new areas are attached▪ Annual General Meeting- October 30th, 2006 Food Court of Walter Baker Centre. Meeting will include;<ul style="list-style-type: none">▪ Welcome and introductions▪ A review of the Annual Report, including 2006 budget▪ A brief presentation/overview of the market study findings▪ Election▪ Closing remarks, immediately followed by a meeting of the new Board for positioning <p>MOTION: To authorize the ED to spend up to \$500 to hire a local person or company on a short-term basis to assist ED with preparation of our Annual Report 2006 for the Oct. 30th AGM</p> <p>Moved by:Jan Harder online</p> <p>Seconded by:Micael Carreira online</p> <p>-CARRIED-</p>	<p>JH proposes motion to hire a local person or company on a short-term basis to assist ED with preparation of Annual Report 2006 for Oct. 30th AGM</p> <p>JH suggests that current Board will likely serve until Dec. 31 '06 due to procedural requirements involved with election year at City Hall.</p> <p>ED requests that individual Board members advise if they are not planning to volunteer for the next term (4 years).</p>

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<ul style="list-style-type: none">▪ ED to inquire to Darrell Cox for suggestions on a Board transition process▪ ED to inquire to Darrell Cox as to <u>when</u> BBIA must submit our 2007 proposed budget▪ Reminder of Wine and Cheese September 21st - all Board members should attend if possible. ED to remind committee volunteers to purchase a ticket. Tickets are \$20	
<p>New Business</p> <ul style="list-style-type: none">▪ BBIA staffing	KR to discuss with TM and TW, options for ED position which terminates on Nov. 30, 2006 and create a proposal for Board to vote on at October 3 rd meeting
<p>MOTION: To adjourn and schedule to meet on Tuesday, October 3rd at 7:30 am. Ruth E. Dickinson Room of Walter Baker Centre, second floor before library.</p>	No quorum