**Present:**

Doug Sams, Executive Director

Dean MacLean, Board Chair

Allan Kowall, Past Chair

Councilor Cathy Duddeck

Janis Smith

Terry Hutchison

Steve Clayton

Dave Walsh, Special Events Committee Chair

Dr. Robert Nashat

Dr. Brett Warren

**Minutes:** Kayley Marner

**Regrets:**

Mike Marner, Finance Chair

Don Wilson

**Absent:**

Chris Stadnik

**Dean MacLean calls this meeting to order at 8:09 AM**

Moved by Dave Walsh

That the minutes from the August 14th, 2014 board meeting be approved

Seconded by Councilor Cathy Duddeck ***All in Favour***

***Motion Carried***

**Sub-Committee Reports**

**Communications- Janis Smith**

Janis: Will be meeting with Jonathan Root this morning to discuss the filming of the Kerrfest event

Dean: The merchants are becoming more engaged with the BIA website and have been reaching out asking for opportunities to post on their behalf

Janis: I think we need to have a marketing plan in place before we start hiring outside companies

**Special Events- Dave Walsh, Committee Chair**

Dave: Everything is in good shape. The road signs advertising the event are up.

Doug; We have secured an ad in the Toronto Star for a discounted price. There is a half page ad coming out in our zone on Thursday and all of the GTA on Saturday. The Oakville Beaver full-page ad will be out today. We are in snapd Oakville and are working on getting interviews set up with CH/CH and Cogeco.

Dave: Contracts have been signed and deposits have been paid.

Cathy: Suggests sending a letter to the residents by Wilson St. thanking them for their patience during the event.

Doug: The cadets are not available to volunteer on the day of the event and the high schools will only be in their first week back. I have sent out an e-mail to all Oakville high school principles asking for student volunteers. We have registered a membership with Volunteer Halton yesterday and have received six volunteers from that service in the past 24 hours.

Cathy: I will send you an e-mail containing contact information for some of the resident’s associations that may have volunteers to offer. You may also want to ask the churches in the area.

Dave: I have three volunteer labourers to assist with stage management during the event. I have also secured a volunteer Batman and Wonder Woman actor to entertain during the day.

Cathy: I will contact the department of Parks and Recreation to ask them for available volunteers.

Dean: If any board members could please assist on the day of the event that would be very helpful

Doug: We are looking for approximately 40 volunteers to assist with the event

Dave: All we need now is for the merchants to really engage in this event and reap the benefits of bringing so many people into the area.

Dean: Merchants that are on Speers Road or in areas that are not directly reached by the event are welcome to set up a booth in Heritage Park.

Dave: Involving the merchants in events will have a huge impact. We have reached out to Gear Music to assist with the event and they have become an instrumental part of it. We have Kerr Village food vendors selling by the stage and have encouraged all merchants to host a sidewalk sale in front of their place of business.

Cathy: We need to share and publicize the event as much as possible and ensure we have a large number of people in attendance to increase business for the merchants.

Dave: We really hope that the merchants have become fully engaged in this event and will bring their customers and friends to the event. So long as that happens this event will be a success.

Dave: This event has been a learning curve, but it is still in its inaugural year. Next year this event planning process will be much smoother.

**Finance- Dean MacLean, Board Chair**

Dean: Reporting on behalf of Mike Marner. Our accountant is here next week to do a reconciliation. So far we are in good standing.

Doug: Update on Town of Oakville funding, we were approved for the $15,000 grant to assist with our Kerrfest event.

**Streetscaping- Dean MacLean, Board Chair**

Dean: Doug has received three quotes on the lights to get bright, long-lasting lights to illuminate the street. We need commercial grade lights to really make a difference. As soon as Kerrfest is over, Doug will present the quotes and samples at the next meeting

Doug: We are working on soliciting quotes for the banners. They will be ordered in the beginning of September.

Dean: The Untied Way banners were not the design and quantity we were promised so we will have to go in a different direction in the future. We will ensure that our new banners, featuring our new logo, will be up by November 1st.

Dean: Garbage has not been an issue as of now. The flowers are continuing to receive compliments.

**Nomination- Allan Kowall, Committee Co-Chair**

Allan: Nothing to report at this time

**Long Term Planning- Councilor Cathy Duddeck, Committee Chair**

Cathy: Nothing to report at this time

**Development- Allan Kowall, Committee Chair**

Terry: Will be meeting in early in September to discuss tax evaluations in the area. We will get involved with the Oakville Chamber of Commerce, Downtown Oakville BIA, and Bronte BIA

Cathy: Make sure that is done before the budget is set

**Strategic Plan- Terry Hutchison, Committee Chair**

Terry: Have written up a list of goals and objectives that were supplied to the board last meeting. I am awaiting comments, suggestions, and changes before taking the next step.

Doug: I will resend them electronically

**Sponsorship- Allan Kowall**

Allan: We have to start working in October to secure sponsorship for next year

Steve: Asks about current sponsorship

Allan: Cameron’s Brewery is sponsoring the beer for Kerrfest. Budd’s is interested in sponsoring next year.

Dave: We are hoping the success of this event will facilitate securing sponsorship for next year. A lot of big companies we have approached are waiting to see how the first year goes before attaching their name to it.

Moved by Dave Walsh

Motion to receive reports

Seconded by Terry Hutchison ***All in Favour***

***Motion Carried***

**New Business:**

Dean: Kayley, our office administrator, is going back to university next week. We contacted the Department of Human Resources from the Town of Oakville and they suggested Doug hire co-op students to work as the office administrator. Doug contacted Sheridan College to hire a replacement from September to December, and then would like to hire Kayley back on her co-op from January to May of 2015. Sheridan College sent ten resumes and Doug and Kayley have screened them and conducted interviews. The person they would like to recommend, Amanda Lee, would come in on Tuesdays and Thursday for 7-8 hours to work a total of 15 hours a week at $17 an hour. Last meeting we discussed having Kayley work full-time (35 hours a week) at a reduced rate of $11 an hour.

Motioned by Dean MacLean

That Amanda Lee be hired from September to December, 2014 as a part-time office administrator and that Kayley Marner be hired from January to May, 2015 as a full-time office administrator at a reduced rate.

Seconded by Janis Smith ***All in Favour***

***Motion Carried***

Doug: I have received a quote about purchasing a new colour copier, but after some revision have decided to withdraw this proposition.

Robert: I am getting married in two and a half weeks and have an invitation for all of the board members.

Brett: My business was approved by the Town of Oakville for the Kerr St. Façade Improvement Program which we were working on, but it has been stalled at the moment.

Allan: I am approaching merchants this week to donate gift cards for the car show.

Dave: There have been several break-ins in the area. The merchants have been notified. I encourage the merchants to invest in additional security.

Moved by Councilor Cathy Duddeck

That this meeting be adjourned.

Seconded by Janis Smith **A*ll in Favour***

***Motion Carried***

**This meeting was adjourned at 9:04 AM**

**Next Meeting/ September 11th/ To be conformed**