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| **BOARD MEMBERS** | Dean MacLean, Dr. Brett Warren, Ray Chisholm, Dr. Theresa Bankey, Robert Nashat, Tracey Dreesen, Noel Lourenco, Dave Walsh, Chris Stadnik, Doug Ball |
| **PRESENT** | Dean MacLean, Dr. Brett Warren, Ray Chisholm, Robert Nashat, Tracey Dreesen, Noel Lourenco, Chris Stadnik, Doug Ball, Dave Walsh |
| **PROXY** |  |
| **ABSENT** | Dr. Theresa Bankey |
| **GUESTS** |  |

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| **Item #** | **Item Description** |
|  | **Call to Order: 8:21 am** |
|  | **Declaration of Pecuniary Interest: None** |
|  | **Approval of Previous Meeting Minutes:** Motion: RC Second: NL |
|  | **Approval of Agenda:** Motion by: CS Second by: TD |
|  | **Special Event Committee Updates**   * + Teagan’s Ride – Coming up Sun June 9, 2024.   + Kerrfest & Kerrfest Kids – planning stages lining up logistics and headliners.   ED presented a quote for production services from absoLive that encompass all production services required for Kerrfest & Kerrfest Kids. Because everything is under one roof cost savings is substantial. Quote before HST is 43,618. They were used for Kerrfest Kids in 2023. Motion to accept quote Motion: TD Second: DB   * + Sponsorship – a work in progress   + Christmas Tree Lighting – First weekend in December which falls on Sat Nov 30th.   + Farmers Market Opportunity – there is interest from a merchant with regards to a farmer market. |
|  | **Budgets 2024 & 2023 Audit**   * BIA Budgets went to Town Council Monday Night Feb 26th. All BIA budgets have officially been approved. * 2023 Annual Audit is now underway and will be meeting with KPMG for a brief time to answer any questions that they may have. Have also provided all documents for Town Staff and to this point all is in order. Everything was downloaded on a linked file so finance could access the information. |
|  | **Streetscape Updates**   * Westwood Park Lights – comments on how nice the lights look. * Bike Corral - will be placed at Souvlaki parking spot on Kerr Street. * Meeting with Town Horticulture Staff regarding Speers Rd Street Scape mid-April. Taking a look at self-watering planters. * Storage Old Post Office – location may be developed in a couple of years. May have to find new spots. |
|  | **Development Updates**   * Ward 2 Development Applications - <https://www.oakville.ca/business/planning-applications-ward-2.html>   West Harbour residents concerned about building height at the 42 Lakeshore Rd Location. Ray gave some various updates but nothing has changed substantially. |
|  | **Executive Director Report:**   * Review of attached for items not covered. |
|  | **Motion to receive reports:** Motion by: DB Second by: TD |
|  | **New Business**: None |
|  | **Adjournment:** Motion by: RC |
| **13.** | **Next Board Meeting Date: Thursday, March 28, 2024, Zoom.**  **Next Special Events Meeting: TBD** |

**EXECUTIVE DIRECTOR REPORT**

* + - * Artist of the Month February placement on bulletin board display – booked 1 year in advance.
      * February newsletter emailed
      * Met with KPMG audit staff re: 2023 audit
      * Met with Town Finance Staff
      * Met with Splendid Olive regarding incident
      * Accountant monthly visit February
      * Processed and paid invoices
      * Answered merchant emails and other inquiries.
      * Visited merchants, answered questions
      * Other duties performed as needed.
      * Social Media weekly posts.
      * A Taste of Oakville starts Feb 15th – Mar 10th
      * Recovery and Resiliency Committee Meeting February
      * Gingerman hopes to be open by mid – March
      * Special Events Meeting
      * Attended Nostalgia Latin Market for tasting and promotion of CHIAPAS BRANDS food line Sat Jan 27
      * Meeting with Town By Law regarding Kerr St promotion signage
      * Oakville Active Transportation meeting
      * Visit Oakville Partnership meeting
      * Contacted various people re: sponsorship
      * Kerrfest preparations