**MINUTES**

**Kerr Village BIA Board Meeting**

**Thursday, July 26, 2018**

**8:00AM**

**Kerr Village BIA**

**B-363 Kerr Street**

**Oakville, ON L6K 3B9**

Present:

Doug Sams, Executive Director

Dean MacLean, Chair

Noel Lourenco

Steve Clayton

Cathy Duddeck

Chris Stadnik

Brett Warren

Regrets: Robert Nashat, Dr. Theresa Bankey, Terry Hutchison, Dave Walsh

Don Wilson.

Meeting called to order by Dean MacLean at 8:15am

Minutes: Doug Sams

Guests: Guests: None

Pecuniary Interests: None

Adoption of the Minutes: Thursday, May 24, 2018 Motion by Cathy, second by Steve. Motion Passed

**COMMITTEE REPORTS:**

**Long Term Planning**:

Cathy gave a report on some developments in Oakville and what their status is at this time.

Cathy also suggested that we look at and evaluate & review our BIA boundary. A review has not been done for many years.

It was also suggested that maybe we have a boundary review every 5 years.

Discussed new businesses that are opening in area.

**Nomination:**

Nothing to report

**Strategic Plan:**

Need to start strategic plan earlier for the year. Meet and plan for the next year starting in October.

**Development:**

ED spoke with an investor in area to talk about developing a vacant property.

**Finance:**

Our accountant was in July 10 to review and post monthly finances.

**Communications:**

Chris gave a report on the Marketing plan. Question was what direction the board would want to go in regarding marketing strategy and other areas. It was suggested that we come up with a full year plan. Also need to give Marketing company full authority to do all facets of Marketing/Communications.

**Street Scaping:**

Tree have been trimmed and lights removed. It was noted that we are in a 3 year cycle to take lights down, have trees trimmed and have light installed again.

Tree light installation will take place the weekend before Kerrfest.

**Special Events:**

Update was given on Kerrfest which is coming up on Sept. 7-8-9.

Talked about the added third day with Kerrfest Kids.

Report was given on the July Market and how it went. Discussion took place about moving forward and what changes could be made with the Market. Also possibility about moving market to a different location such as Westwood Park.

**Sponsorship:**

Dean gave a report on sponsors; returning and prospective.

Discussion was made about naming rights. It would be good to sit down with prospective

sponsors in the Fall right after Kerrfest.

**ED Report:**

July 10 Accountant, Jim Oates monthly visit

Market July 14

Met with Forestry regarding Tree Trimming along Kerr St

Visit Oakville Board Meeting

Social Media for Market & Kerrfest

Kerrfest Press Release

Website maintenance & Update business directory

Merchant List Upgrade

Visited selected Mercants

Site visit at Westwood Park for Kerrfest

Kerrfest plans & preparation

Market plans & preparations

Kerrfest Sponsorship

Final Details for Market & Volunteers

Note: We had a great group of Volunteers.

Received approval from Town to have storage moved to Westwood Park week of Kerrfest.

Motion to receive reports made by Chris, second by Dave, motion passed.

**New Business**

Motion to adjourn made by Noel, second by Brett, motion passed. Meeting Adjourned

Next Board Meeting

Thursday, August 23, 2018 at 8am