**Present:**

Doug Sams, Executive Director

Dean MacLean

Brett Warren, Vice Chair

Terry Hutchison, Strategic Plan Chair

Mike Marner

Cathy Duddeck

Allan Kowell

Don Wilson

Robert Nashat

**Minutes:** Doug Sams

**Regrets:**

**Proxy:** Janis Smith, Steve Clayton, Dave Walsh, Chris Stadnik

**Guests: None**

**Dean MacLean calls the meeting to order at 8:10AM**

**Pecuniary Interest: None**

Adoption of Minutes from Nov 21, 2015 Moved by Cathy, second by Terry, passed.

**Subcommittee Reports**

**Special Events – Dave Walsh/Dean MacLean, Chair**

Dean: Meeting times for sub committees to report back to board. Make sure you bring back and report to board. Committee chairs need to call meetings first of month. Need to make sure you are meeting monthly and report back to board.

Need to make some decisions on events. Re visit Road Hockey, discuss Tree Lighting, Kerrfest.

Do we need a planning session.

Cathy: Need to do this soon.

Allan: Need to meet for planning session. It drives everything including budget, etc.

Cathy: Cannot make decisions individually. Decisions have to be through the board, even it is email. Everyone is running a business. Problematic with running a business.

Doug: Town will need to know dates and what events we are doing.

Dean: When should we present budget.

Allan: Present budget for two meetings before the AGM. Budget needs to go to board so it has a chance to review and present it.

Cathy: Budget process for Town will go throughout the spring. Deadline for Town is in April.

Allan: Also a bi election coming up.

Cathy: That is April 11th.

Allan: Ideally all sub committees should meet before we do our strategic planning sessions.

Cathy: Doing the work at the committeee level makes the board sessions much better and easier.

Dean: Get commitments from each committee for when they are going to meet. Get a date.

Doug: When you have a meeting, take notes and send to me.

Dean: Get dates booked.

Allan: Have to have a planning session.

Cathy: Planning session for end of January and first of February. Can be morning or evening, for about 4 hours. Maybe send out doodle.

Allan: Need a half day.

Cathy: Need a dedicated amount of time.

Allan: At least 4 hours.

Dean: Will have office send out doodle with dates.

**Finance- Mike Marner Treasurer**

Mike: A couple of items, budget along with a balance sheet as of Nov 30th. Presented the financials for the end of the year estimate. A copy has been sent to the Town.

In terms of estimates we came in at $20,000 above estimate. Kerrfest contributed additional revenue of $11,000. Misc we have a $17,000 hst refund. Originally we budgeted for 6,000 in writes but according to the Town we have 13,000 in property tax write off (rebates and refund on appeal) Will apply to first payment of 2016.

Looking at expenses our wages are over (21k) because we did not budget for an office administrator. We have to allocate areas properly.

Cathy: Exactly has to be in right area or people will look at it wrong.

Mike: We were over on some line items and they need to be allocated properly for the work that was done.

Examples are events, beautification and lights. I spoke with Jim about these areas and they will be corrected.

Allan: Need to go back and allocate properly.

Mike: That will be Doug’s job, to meet with Jim and go over allocation.

Cathy: Event has to reflect true cost.

Allan: Want people to look at it so it reflects actual expenses.

Cathy: Cell phone we did not budget anything?

Allan: It is part of the overall phone bill. It includes everything including land line.

Mike: Saved money on beautification. Covered expenses on Administration, Marketing and Advertising came in under budget, Beautification under budget by $5000, Events and promotions, and other items.

Lights we managed to save money.

Cathy: Needs to be reinforced where we saved money. And it shows that we are not just taking a block of money and spending it. That we are saving.

Dean: We budgeted by tree and lights, even though the Town cut down nine down.

Allan: 6 were cut down by my way. Do we know about tree replacement?

Doug: I can check on it.

Allan: Can we pay difference and pay for an 8’ tree?

Cathy: It depends on what type of tree. Maybe we can check on the type of tree they are thinking of planting?

Dean: We will have some extra money this year.

Allan: If they put it a bigger tree we can get lights on them sooner.

Dean: We will have money in our budget.

Allan: The difference in 6’ and 9’ is not that big of difference. To get lights in sooner.

Cathy: Consider doing something in North Kerr, PQI was supposed to something there. Areas where we do not have anything we need to consider that area.

Allan: We also need to have lights on Lakeshore. Have said that for last 7 or 8 years.

Dean: On our budget now, we should now have ample money. We will try and get another year out of street banners.

Cathy: Lets let our streetscaping committee come back with recommendations.

Mike: Events and promotions we were over by 35K, Kerrfest we were over budget but we also made some revenue. We will also get hst back. HST refund of 16K in February. We will be okay there.

Income statement, 53 K left in bank. Operating cost 12k per month will get us to end of year in February.

Dean: Allan and Mike harped on coding things properly. Will sit down with Jim.

Cathy: Making sure we identify bill properly so Jim knows which line item to attach it to.

Doug: It does get confusing for events, we will sit down with him and go back over to be properly done.

Mike: Expenses need to properly allocated

Dean: Doug will meet with Jim.

 **Communications-Chris Stadnik (Chair)-**Defer to next meeting neither member in attendance.

**Streetscaping-Dean MacLean**

Dean: In our budget do we look at having more wreaths on post.

Cathy: Have to look at cost and do it in a year there are less cost. Do you tackle wreaths or more lights on Lakeshore. So that you are improving not trying to do it all in one year.

Dean: We know we can get wreaths for $600 but we there is a also a place that will do them for $200.

Used left over lights for treelighting.

Cathy: Those are things that at the AGM people need to be made aware of that we are saving cost.

Dean: Wreaths are heavy and have a bracket. We could look at cost and make a cost report. Need to get an estimate on wreaths and bracket.

Allan: The original plan was to add four or five every year. Never gone back and done it.

Brett: Does that fall under long term planning?

Dean: Christmas Tree, it looks okay. We put lots of lights on tree and ornaments. Do we want to pay more?

Cathy: Keep using the charm of Kerr Street and quit comparing. Do not want to over kill.

Allan: Only comment on Christmas Tree is to have colored lights so that it does not blend in with lights on tree’s down Kerr.

Dean: Do we combine them or just have colored.

Cathy: Did we send a thank you for the Xmas Tree decoration donation?

Doug: Yes we did.

Dean:Talked about graffiti problem on the street.

Don: They caught the guys that did graffiti on Kerr. Police chased and caught them.

Dean: Apprehended the flasher in Oakville.

Don: Talked about arsonist being apprehended in Oakville area and how it happened.

Cathy: Person (arsonist) was there at scene of their own crime.

Dean: Toys for tots going on until Dec 22nd.

Cathy: Toys for tots has become very popular and community has really gotten more involved in program.

**Sponsorship-Allan Kowell-**Nothing to report

**Nomination- Cathy Duddeck**-Nothing to report

**Long Term Planning**-Cathy Duddeck

Cathy: 42 Lakeshore Rd W, has been approved for condominiums.

Allan: Which one is that?

Cathy: It is where the magnolia tree was. 4 story building, heritage home. Demolition will be done of magnolia tree as it is diseased. Application for taking out magnolia tree is in.

Mexicali Rosa’s talked about in plan review, maybe increasing height in corner to 4 to 6 stories. It is a gateway to area. It could be a land aquistion.

Don: Going to open business that attaches to Popeyes is going to be a casual pizza spot. Take over Jan 7 for renovation.

Allan: Anything on the old house on Kerr that is fenced in?

Cathy: Discussion going on with tenant next door about selling.

Dean: Apartment upstairs are still empty-asking to much money for area.

Brett: Furniture store go out of business?

Cathy: Yes

Allan: New pharmacy has opened on Kerr. Independent.

Dean: Debonair Dog will be leaving Jan 1.

**Development-Allan Kowall/Terry Hutchison**

Terry: The Official Plan for Town is now being updated. A number of things being considered. We need to take a position with the Town on the growth plan presentation.

Cathy: Lets schedule for the best time for attendance.

Terry: This should be a whole board thing. We need to take a position of what is important to the board. Critical to the future of Kerr Village.

CBD needs to change for central businesses so they can go higher than six stories. Need to consider intensification of Kerr Village.

Cathy: Center of Kerr has that.

Terry: There is consideration for CBD to be taken out. We need to let Town know.

Brett: That is a completely separate meeting.

Allan: I have to recuse myself because I own my unit in that corner.

Terry: Owner wants some height at that corner.

Cathy: On opposite corner is true as well. It is two stories. People say it should be changed as well.

Terry: Also discussion about abandoning intensification of Kerr Village. Take the number away to allow more. We can ask questions of Town representative.

**Strategic Plan-Robert Nashat Chair**

Motion to receive reports: Moved by Cathy second by Brett. Motion passed to receive reports

New Business-None at this time.

Motion to adjourn: Moved by Cathy, second by Allan. Motion passed to adjourned board meeting.

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

 **Next Meeting Thursday, January 28, 2016**