



MINUTES
DOWNTOWN WOODSTOCK BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT

Present: Steve McGregor (chair), Eric Boyar, Jordan Ellis, Sarah Hodgkinson, Councillor Kate Leatherbarrow, Wes Mazur, Kat Otulak, Jennie Pickard, Fadel Zabian

Guest: Duane Kumala-Thomas (Operations Manager), Kerry Jarvi (Downtown Development Officer),

Regrets: TJ McNamara, Johannes Olivier

DATE: Thursday, August 7, 2024 **TIME:** 8:30 am

LOCATION: Market Centre, 21 Market Street

- 1) **CALL TO ORDER** – 8:34 a.m.
- 2) **ADOPTION OF AGENDA – MOTION:** To adopt the agenda as presented. **Moved:** E. Boyar **Seconded:** J. Ellis **Carried**
- 3) **CONFLICT OF INTEREST** - none
- 4) **ADOPTION OF MINUTES – MOTION:** To approve the board meeting minutes of July 5, 2024. **Moved:** F. Zabian
Seconded: E. Boyar **Carried**
- 5) **RESIGNATION – MOTION:** To accept, with regret, the resignation of Katharina Otulak. **Moved:** F. Zabian **Seconded:** J. Ellis **Carried**
- 6) **DISCUSSION – Streetfest Review**– as circulated. Include a tips and tricks to encourage more business participation (incl. in town hall). Plans for expansion in 2025 and 2026.
- 7) **FINANCIALS - MOTION:** To accept the financials through June 30, 2024 as presented. **Moved:** F. Zabian **Seconded:** E. Boyar **Carried**
- 8) **BY LAW REVIEW – MOTION:** To approve the bylaws as amended to present to the membership. **(defer)**
- 9) **COMMITTEE UPDATES**
 - a) Marketing and Communications – n/a
 - b) Special Events – n/a
 - c) Beautification – meeting September
 - d) Town Halls – n/a
 - e) Bylaw Review – meeting week of Aug. 19
 - f)
- 10) **NEW BUSINESS** Streetscape, construction contact – Not possible for a BIA Board Member to be on the construction committee.

BIA Tours – Kerry is looking at comparable BIAs based on size and business mix.

CURE Van – Kerry will follow up with SWPH to have the van park off Dundas Street.
- 11) **ADJOURNMENT** 10:08 am **Moved:** F. Zabian **Seconded:** J. Pickard **Carried**