



Downtown Paris BIA - Board Of Management Meeting – 8:30am, Friday April 11th, 2025

In-person: County Office

Minutes:

Call to order at 8:35

- 1) **Attendance: P. Ritchie, S. Sousa, E. Silva, D. Mahn, L. Oakley, S. Vlasic, Guest. B. Webb, Z. Gable, E. Holgate. Virtual: A. Jackson, Z. Haight.**
- 2) **Depositions / Presentations / Delegations:**

Brandon Webb, Zack Gable, Erica Holgate (Construction Liaison), Navacon (Contractor for the Downtown Dig):

- Introduced Erica, the new construction liaison, and discussed her role in managing communications and community engagement during the Downtown Dig. Erica emphasized the importance of clear messaging and proactive communication with businesses. Her contract is for one year.
- Verified that the use of the \$30k grant money from the County has no restrictions.
- Penny has requested the County to support the placement of the screen within County properties (Brant Sports Complex, Sly Apps, etc.).
- Requested to see the master plan that includes how many light posts, benches, bike racks, etc.
- Discussed the opportunity of having a mobile trailer information booth during the dig.

County guests left after conversations on above topics.

- 3) **Board set meeting dates for the rest of 2025. Meetings will run from 9am-11am.**

May 14th
June 11th
July 9th
August 13th
September 10th
October 8th
November 12th
December 10th

S. Vlasic will book meetings at the county office and send invitations.



- 4) **Approval Of Previous Minutes - S. Sousa made a motion to approve minutes and D. Mahn 2nd, no opposition, MOTION CARRIED.**

Wednesday March, 26th, 2025:

5) Monthly Financial / Operational Reports + Business (Presentation and Approval).

a) Most Recent Financial Report (incorporates Bank Statement, Statement of Income, Bank Reconciliation, etc) [02 - BIA Bank Statement Feb 2025.pdf](#)

b) Current Budget vs. Actual (updated in real time) [Statement of Operations - BIA Feb 28, 2025.xlsx](#)

c) Monthly Cheque Requests –

i) **D. Mahn made a motion to allow Laurie Braine and Penny Ritchie to be the signing authorities until we can get new board members on the TD Bank Profile. P. Ritchie 2nd, no opposition, MOTION CARRIED.**

d) Bank Reconciliation 02 - BIA Bank Rec and list of transactions (1).pdf - Sandra made a motion to write off two stale dated cheques. (1) Banking Error - Walters Green House (cheque # 3571) and (2) Neon Nyan (cheque #3598) P. Ritchie 2nd, no opposition, MOTION CARRIED.

e) Monthly Deposits – none

f) Internic.ca - monthly/annual charges are linked to Shelley's credit card, need to find alternate solution

g) Approval of Report/Requests - **P. Ritchie made a motion to approve Z. Haight 2nd, no oppositions, MOTION CARRIED.**

6) **Council Report and Related Business (L. Oakley)** - L. Oakley left with County members, no update given.

7) **Sub committees; Finance, Dig, Strategic Planning, Policies & Procedures. - D. Mahn made a motion to establish the below committees with the below chairs. S. Sousa 2nd, no oppositions, MOTION CARRIED.**

1. Communications/Dig - Emery Silva (Chair)
2. Strategic Planning - David Mahn (Chair)
3. Policies and Procedures - David Mahn (Chair)
4. Finance - Sandra Sousa (Chair)
5. Promotions - Amy Jackson (Chair)



- a. Tech - Rubyyy - offered to update the directory on the website for the BIA and will collect the information. **P. Ritchie made a motion to have Rubyyy update the directory on the website, S. Sousa 2nd, no opposition, MOTION CARRIED.**

8) Rubyyy Saturdays in Paris. - Rubyyy gave a recap for the events that happened January-March. Spoke about the County sponsored events that are happening in April and presented the ideas for May. SiP cost \$4,000 per month for marketing, promotion and the cost of the events themselves. Rubyyy left the call after this discussion. The board deliberated the events and discussed needing sponsors to help cover the cost of SiP as it cannot sustain the cost. Discussed approaching the county to cover SiP for the summer months. **D. Mahn made a motion to approve SiP for the month of May, S. Sousa 2nd no opposition, MOTION CARRIED.**

5) Contract Position Updates

- a) Shelley's Coordinator contract
- b) Rubyyy's Tech Director contract
- c) **P. Ritchie made a motion to extend the contacts for S. Vlasic and R. Jones until the end of May, S. Sousa 2nd, no opposition, MOTION CARRIED.**

6) Promotions Update

- a) Touch Screen Computers - program or sell. **Move this to the next meeting.**

7) Other Business

- a) Patty Hayes - pending in person meeting Monday April 21st, 2025 11:am. **Invitation will be sent out.**
- b) Sub committees; Finance, Dig, Strategic Planning, Policies & Procedures. **Discussed above**
- c) BIA Levy Collection. **Discussed with County, will circle back after our discussion with Patty Hayes.**
- d) Banking update - looking into changing banks

Next Meeting(s) and Planning

Promotions - Wednesday May 7th, 530pm @Library Upstairs Meeting Room
Scheduled Board Meeting - Wednesday May 14th, 9:00am @ County Office

Adjournment 10:40am P. Ritchie motioned to Adjourn, D. Mahn 2nd, no oppositions, MOTION CARRIED