



Downtown Paris BIA - Board Of Management Meeting – 8:30am, Wednesday February 12th, 2025

In-person: Cobblestone Office

Minutes:

Call to order at 8:45

1) Attendance: M. Cummings, P. Ritchie, M. Van Laeken, L. Oakley, S. Vlasic, Guest B. Webb, on the phone, K. Pickering R. Jones

2) Depositions / Presentations / Delegations:

- a) Brandon Webb - Communities in Bloom: will have an edible garden contest, happening at the end of July. Judges will stay in town for a couple days.
- b) downtown update: Acon/Enbridge 6-8 weeks. When the dig starts workers will park at Syl Apps essential vehicles will be downtown, cenotaph will be the staging area. Asked for confirmation of asphalt going back into sidewalks. Board recommended having a drop off zone and communicating to independent contractors their set parking area.
- c) AGM - Brandon and Chris Garwood, Clerks office 2 clerks, 4 staff will attend. Brandon will share online nominations by end of day. Length of elections quickly to 45 minutes. Increasing the board, will have to go to council for approval. Property owners are able to attend the AGM, County will reach out to the property owners to let them know about the upcoming meeting.

3) Approval Of Previous Minutes

- a) Wednesday January, 8th, 2025:
Motion by K. Pickering, P. Ritchie 2nd, no oppositions, MOTION CARRIED.

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

- a) Most Recent Financial Report (incorporates Bank Statement, Statement of Income, Bank Reconciliation, etc) [12 - BIA Bank Statement.pdf](#) -
- b) Current Budget vs. Actual (updated in real time)
<https://docs.google.com/spreadsheets/d/1PZJrWNENRf0xg7nLFhF9J4JLXpZR0dIQX09qiYUZ7g/edit?usp=sharing>
- c) Monthly Cheque Requests –
- d) Monthly Deposits – none - Shelley to work with Val and deposit money from JBN and Coupon Books.



e) Internic.ca - payment method needs to be updated to keep email Shelley's email is currently attached - Matt will prepare a hand off document with the information that he has collected from the banks that he has visited. Matt has agreed to continue to help the board after the elections.

f) Approval of Report/Requests - **Motion by M. Van Laeken 2nd M. Cummings no opposition, MOTION CARRIED.**

5) **Council Report and Related Business (L. Oakley)** - tentatively updated budget, 5.1% increase plus 1% for the hospital. \$30k for additional support for the BIA to help with the dig from the county, to use for marketing and promotions. Council will not be able to approve the BIA Budget until March. liaison will not come out of the BIA's budget. BIA should consider advocating for the increase of 25% of property tax increase over 10 years.

6) **Coordinator Position Update -**

a) Posting the Coordinator Position - board is voting to extend Shelley's contact until the end of March - **Motion by M. Van Laeken, 2nd P. Ritchie, no opposition, MOTION CARRIED.**

7) **Promotions Update**

a) Tech Director posting update - Rubyyy - many members have said that they don't know who the BIA is and that they have not met anyone before. Social Media is a position that requires 20 hours a week in order to be more effective.

- board is voting to keep Rubyyy on until the end of March - **Motion by M. Van Laiken, 2nd P. Ritchie, no opposition, MOTION CARRIED.**

i) Saturdays in Paris - Kat will reach out to the HHRBTA and do a mid way touch base on the Saturdays in Paris.

\$1,000 merchandise held back - Motion to allocate the \$1,000 back to Ruby to utilize for the remainder of the events. **Motion by M. Van Laeken, 2nd P. Ritchie, no opposition, MOTION CARRIED.**

b) Upcoming Events Updates

i) Touch Screen Computers - program or sell - hand off is that board voted to sell but is leaving the posting of the sale to the next board in case they have a new idea.

ii) Schuyler - hand off information on the status



8) Other Business

- a) AGM
 - i) Budget approval -
 - ii) Agenda -
 - iii) Downtown Paris swag - pass
 - iv) Elections -

9) Next Meeting(s) and Planning

- a) Promotions - **Thursday March 6th**, 530pm @Library Upstairs Meeting Room
- b) Scheduled Board Meeting - **Wednesday March 12th**, 8:30am @ County Office (will send out invitation once room is confirmed). This is during March Break

Adjournment - 11:00 AM - M. Cummings 1st - M. Van Laeken 2nd, no opposition, MOTION CARRIED.