



ANNUAL GENERAL MEETING AGENDA

**Tuesday, November 2, 2021 @ 8:00 AM
Electronic Participation**

Due to precautions being taken due to the COVID-19 emergency, no in-person attendance or delegations will be permitted at this meeting. If a person wishes to address an item listed on the agenda, a person may send an electronic submission to the BIA Coordinator at clerks@leamington.ca prior to the start of the meeting.

- 1) **Call to Order**
- 2) **Disclosures of Pecuniary Interest and General Nature Thereof**
- 3) **Approval of April 1, 2021 AGM Minutes**

Moved by:
Seconded by:

*That the Minutes of the April 1, 2021 Annual General Meeting be approved,
as presented.*

- 4) **Executive Board and Community Partner Recognition**
- 5) **Comments from Council**
- 6) **2022 Proposed BIA Budget**
- 7) **Adjournment**

Moved by:
Seconded by:

That the meeting be adjourned.



LEAMINGTON BIA Board AGM Meeting *MINUTES*

Thursday, April 1st, 2021 5:30 p.m.

Electronic Participation

- 1) **CALL TO ORDER** – Chad Robinson called the meeting to order at 5:32 p.m.
Attendance:
Members of B.I.A. Board: Chad Robinson (Chair), Gerard Rood (Secretary), Shelly Gabriele Gale (Treasurer), Chad Riley, Christie Reid, Shawn Bodle, Patricia Vance
Members of Council: Tim Wilkinson, Trevor Jones
Members of Administration: Maria Peters
Guests: Wendy Parsons (Chamber of Commerce), Michelle Fortier (Bank Theatre)
Absent: none
- 2) **APPROVAL OF 2019 AGM MEETING MINUTES** – Gerard indicated some minor corrections.
Moved by T. Jones to adopt amended February 2019 AGM Minutes. Carried.
- 3) **INTRODUCTION** – Manager of By-law Enforcement is Mike Gruszka. Chair Chad noted that he was not available but is expected to attend the next Board meeting. He noted that there have been a lot of by-law changes and enforcement improved with quicker responses.
- 4) **TREASURER'S REPORT** – Shelly went through the 2019 and 2020 figures using shared screen and highlighting key items. Tim noted that night markets are postponed for now due to COVID conditions.
- 5) **PROPOSED BUDGET 2021** – Shelly presented the proposed figures with shared screen. It is similar to the 2020 budget and Shelly noted that a zero balance is expected for this year.
Moved by P. Vance to accept reports and adopt budget. Carried.
- 6) **EXECUTIVE BOARD AND COMMUNITY PARTNER RECOGNITION** – Chair Chad introduced all attendees and welcomed new members.
- 7) **COMMENTS FROM COUNCIL** – Trevor spoke and outlined his background history with the community and uptown businesses. He noted that the Uptown remains vibrant, and we need each other to work through everything.
- 8) **2019 AND 2020 REVIEW**
 - a) Chair Chad discussed details of 2019 mentioning the Uplift Grant, Sidewalk Sale, Mural Project, Mill Street Market, Reinvent That Space, Security Camera Grant, Security Camera Signage, and the Monthly Business Profile project. He highlighted community partners including the Bank Theatre, Leamington Arts Centre, Chamber of Commerce, Horticultural Society, Tourism Windsor Essex Pelee Island (T.W.E.P.I.) and several other groups that contribute to the community. The Business Improvement Area Association helps out. He went on to review the 2019 projects. We are all working together, and people want to be in the Uptown District.
 - b) Maria did the 2020 year in review mentioning We've Got You Covered Initiative, Sound System, Hand Sanitizer Giveaway, Press Conference, Blue Bows – South Shore Strong, the

Uptown Leamington – Commercial, Through the Lens Promotional Videos Giveaway, Uptown Beatification, Holiday Hop-N-Shop, B.I.A. Bucks Initiative, Christmas Décor and the Santa’s letters and Mail Box.

- c) Chair Chad thanked Maria for all her works and energy this past year and doing a great job. He extended thanks to the Municipality for hosting the electronic meeting. There will be another Annual General Meeting (AGM) in the fall this year and the AGM will be scheduled for fall meetings in the future. This will allow for preparation of information to go to Council for reviews and approvals at the start of the new year.

9) ADJOURNMENT – Moved by C. Riley to adjourn at 6:07 p.m. Carried.

Uptown Leamington BIA
Comparative Income Statement

	2021 Budget	2022 Budget Proposed	Notes
REVENUE			
Municipality of Leamington Levy	115,000.00	130,000.00	
Digital Grant Transformation	-	-	
TOTAL REVENUE	115,000.00	130,000.00	
EXPENSE			
Payroll Expenses			
Wages & Salaries	22,000.00	25,000.00	
EI & CPP	1,000.00	1,000.00	
	23,000.00	26,000.00	
General Advertising			
Advertising-Newspaper	4,000.00	-	We haven't spent in 2 years
Advertising-Marina Kiosk	400.00	-	Eliminate
Internet & Facebook Advertising	1,200.00	500.00	
Small Business Week	750.00	1,000.00	
Promotional Giveaways	2,500.00	2,000.00	
Promo-bus tokens, etc.	250.00	250.00	
General Advertising	9,100.00	3,750.00	
Local Events Support			
Business Excellence	600.00	600.00	
BIA Bucks - SpringTime	8,100.00	8,100.00	\$50,000 x 15% plus printing
Corks & Canvas	150.00	250.00	
Local Event Support Total	8,850.00	8,950.00	
Christmas Expense			
Christmas-Newspaper	500.00	500.00	
Christmas-Online, Facebook	1,000.00	500.00	
Christmas - Open House	2,900.00	3,000.00	Giveaways, ballots boxes
Christmas - Santa Mailbox, postage	750.00	500.00	
Christmas - Storage Unit Rental	2,400.00	3,000.00	
Christmas-Parade	1,000.00	1,000.00	
Christmas-BIA Bucks	12,215.00	12,215.00	\$75000 Bucks plus printing
Christmas-Winter Pots	12,000.00	12,000.00	
Total Christmas Expenses	32,765.00	32,715.00	

Beautification

Beautification - Pot Maintenance	12,000.00	42,000.00
Beautification - Post Signage	-	10,000.00
Christmas - Wreaths/New Decor	40,000.00	-
Beautification - Uplift Grant	4,000.00	2,000.00
Sounds System Additional	16,000.00	-
Beautification - Security Grant	5,000.00	2,500.00
Total Beautification	77,000.00	56,500.00

Bought 14 in year, need 46 more
approx \$900 each, per Corrie =
\$42,000

Corrie thinks good for now, Plan for
2023 Pole Décor

Operating Expenses

Marketing & Branding	10,000.00	5,000.00
National BIA Conference - Toronto	-	-
Insurance-Directors and Officers	2,000.00	2,000.00
Memberships	250.00	250.00
Office Supplies & Telephone	500.00	500.00
Website & Wireless Cellular	1,500.00	1,500.00
Meeting Exp and Workshops	500.00	250.00
Gifts	250.00	250.00
Uptown Cleanup Projects	250.00	250.00
Bank Charges	350.00	350.00
Professional Fees	4,800.00	5,000.00
Write Offs-Bad Debts	1,500.00	1,000.00
Total Operating Expenses	21,900.00	16,350.00

Bookkeeper & Accountant

TOTAL EXPENSE	172,615.00	144,265.00
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NET INCOME	(57,615.00)	(14,265.00)
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Estimated Bank Balance CF		14,500.00
HST Refund Estimate - July-Dec 2021		1,200.00
	(57,615.00)	1,435.00