



BIA EXECUTIVE COMMITTEE MEETING MINUTES

**Thursday October 19, 2023, 8:00 AM
Insight Advantage
92 Talbot E Leamington**

This meeting will be in-person only. If a person wishes to address an item listed on the agenda, a person may send an electronic submission to the BIA Coordinator at coordinator@leamingtonbia.com prior to the start of the meeting

1. **Call to Order** (Chad Robinson) 8:04 am

Attendance:

Members of B.I.A. Board Executive: Chad Robinson (Chair), Chad Riley (Vice Chair), Renee Daudlin-Iacobelli (Treasurer), Michelle Fortier (Secretary)

2. **Disclosures of Pecuniary Interest** (All)

None

3. **Items for Discussion**

a. **Employee - Current**

Received Jill Nicholson's resignation via email on Tuesday October 17, 2023. Final date to leave, not listed, however she did offer to stay until BIA Bucks and winter promotions were completed. The Executive would like to keep Jill in position until that time is completed and a new coordinator hired if Jill can do that.

i. **Job Description** – Ask Jill if she can:

- a) curate the contact list for current Board members
- b) curate a calendar of events for the year
- c) sell BIA Bucks
- d) carry out winter promotions

Action Items -

Michelle Fortier to post the job posting utilized for current coordinator to google drive.

All members on the Executive to review and make changes. From the job posting a further job description should emerge with input from all.

ii. **Job Hours** – Can Jill accommodate the current office hours plus BIA hours?

Action Item -Chair Chad to speak with Jill as to the hours she is able to accommodate at this time and the items that she is able to work on.

iii. **Employee Contract**– The Executive would like to implement an employee contract for the balance of Jill's time.

Action Item - Chad Riley to develop an employee contract for the remainder of Jill's time with the BIA.

- b. **Employee - Future**
 - i. **Job Description** – Determine the qualifications, responsibilities, skills. All agreed the posting contains good information, however additions need to be made. We will look into various apps to list and assign duties with a timeline.
 - ii. **Job Hours** – Determine hours – All agreed office hours to be instituted, as well as sufficient hours to check in with businesses weekly, growing relationships. As well daily check in of email at minimum once per day. We will look into apps for clocking in and out such as time station, Microsoft, to do list etc.
 - iii. **Rate of Pay** – this may increase, based on experience and other factors to be determined. All would like a phone included for contact and possible app use.
 - iii. **Contract**– specify hours, duties, expectations, responsibilities. Decide on review process.

 - c. **Office**
 - i. **Hours of the office** – Determine hours and be consistent. Open door policy.
 - ii. **Furnishings** – Determine if anything further is needed besides a printer for the office. Ensure the space is welcoming and well branded.
 - iii. **Branding/Image** – Ensure that the door is open at all times. Banner outside of the door so that visitors know the office is open. More to be discussed with Marketing committee.

 - d. **Onboarding/Offboarding**
 - i. **Training, Contract, Timelines, Assets** – determine hours of training needed from the Municipality as well as anything the Executive may deem appropriate, such as policies and procedures, calendar of events, timeline review etc. This should include a review of assets, employee contract and review
4. **BIA Bucks**– review and inquire with other BIAs including Essex and Kingsville as to the way their Banks handle the bucks, example selling them with bank staff. Why are we the only BIA that must have staff sell them?
Further review of the ability to sell the BIA Bucks on our website, therefore making them easier to track and safer for the employee to sell.
5. **BIA Board Member Form** – update and add Business License # to the form.
6. **Adjournment** at 9:37 am

Next meeting - TBD