

## **Downtown Paris BIA - Board Of Management Meeting – 8:30am, Wednesday November 8 2023**

**In-person only:** Upstairs Meeting Room, County Of Brant Office, 66 Grand River Street North, Paris, ON N3L 2M2

### **1) Call To Order: Meeting was called to order at 8:43am**

### **2) Attendance**

PRESENT: Chair: Matt Cummings, Katherine Pickering, Valerie Simpson, Michelle VanLaeken, Pennylaine Ritchie, Ccr. Lukas Oakley (County of Brant Council), David Tayler (Downtown Paris BIA, Recording Secretary)

GUESTS: Zach Gable, Chris Garwood, Brandon Webb (County Of Brant),

### **3) Approval Of Previous Minutes** K. Pickering moved, V. Simpson seconded that “minutes of Wednesday October 11 2023: [Paris BIA - Board Meeting - MINUTES - October 11 2023 - PENDING.docx](#) be approved as distributed.” No opposition, MOTION CARRIED.

### **4) Monthly Financial / Operational Reports + Business** D. Tayler presented

a) Bank Statement(s) [09 - BIA Bank Statement.pdf](#)

b) Ledger (Real vs. Budget) [Paris BIA - 2023 Budget vs Actual - Google Sheets](#)

c) Monthly Cheque Requests - [November 2023 Cheque Requisitions.pdf](#)

Approval of Report/Requests V. Simpson moved, M. Cummings seconded that “Financial Report and November 2023 Cheque Requisitions be approved, as presented. No opposition, MOTION CARRIED.

### **5) Marketing Report**

a) Jingle Bell Night (Update from Promo Team / Review and Final Preparations) [Jingle Bell Night To-do list - Google Sheets](#) V. Simpson / D. Tayler gave general report that Jingle Bell Night is proceeding well with the Promotions Team. Among the items set to take place are: Tree Lighting Ceremony, Strolling and Stationary Choirs/Carolers, Shopping Spree GiveAway, Storefront Decorating Contest, “Best Holiday Vibe” Award, Colouring Contest, Cram-A-Ram” etc. Communication to membership is on-going, as is promotion, social media posts, digital and traditional signs.  
Some discussion and clarification of specific tasks etc., for individual board members etc.

### **6) Beautification Report**

STEPS Street Art Program Update K. Pickering / D. Tayler reported that, despite some communication challenges with STEPS group, this first mural has been successful, and we will be completing the installation of the plaque onsite shortly.

D. Tayler announced that we have been approved for 2 more projects (total BIA investment \$4000 maximum) to be completed by April 2024. Further details and reports will follow

### **7) County Report and Related Business** (B. Webb)

### **8) Other/New Business**

**9) Next Meeting** Date(s) and locations(s) for budget/planning meeting and AGM were tabled pending updates pending clarification of possible funding scenarios. Next Board Of Management meeting will be Wednesday December 13, 8:30am, with location to be confirmed.

**10) Adjournment** K. Pickering moved, V. Simpson seconded that “meeting be adjourned” at 9:35am. No opposition, MOTION CARRIED.