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**Walkerton BIA Board of Directors Meeting Minutes**  
Wednesday February 12, 2020

**Location:** Walkerton BIA Boardroom

**Time:** 8:30am

**Attendance:**

Jessie Bates, Director  
Kristen Bowman, Director (Non-Voting)  
Alishia Oberle, Manager (Staff, Non-Voting)  
Ashley Coleman, Director  
Anita Gathercole, Executive Director (Non-Voting)  
Kym Hutcheon, Municipal Councillor  
Sharon Johnson, Director  
Lynn Beatty, Secretary (Staff, Non-Voting)  
Richard Popiez, Director  
Nicole Schneider  
Randy Saunders, President

**(Quorum:  
6/7)**

Present  
Absent  
Present  
Present  
Absent  
Present  
Absent  
Present  
Present  
Present  
Present

Also present were:

Trish Serratore, Chief Financial Officer, Municipality of Brockton Staff  
Paulette Peirol, Community Development Coordinator, Municipality of Brockton Staff

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**1. Call to order**

Randy Saunders, President called the meeting to order at 8:30am.

**2. Acceptance of Agenda**

A motion was made to approve the agenda for the February 12, 2020 meeting.  
Moved by Richard Popiez                      Seconded by Jessie Bates  
Carried.

**3. Conflict of Interest/Pecuniary Interest**

Richard Popiez – Walkerton Dollars  
Randy Saunders – Walkerton Dollars  
Ashley Coleman – Walkerton Dollars

**4. Approval of the January 8<sup>th</sup>, 2020 minutes**

Ashley pointed out the updating of the entrance signs through CIC were pending budget

approval.

A motion was made to approve the January 8<sup>th</sup>, 2020 minutes as amended.

Moved by Ashley Coleman

Seconded by Jessie Bates

Carried.

**5. Business arising from the minutes.**

None.

**6. Accounts Payable**

**6.1 Motion to pay January / February 2020 bills**

Moved by Kym Hutcheon

Seconded by Jessie Bates

Carried.

**6.2 Motion to accept General Ledger**

Trish Serratore, Chief Financial Officer with Municipality of Brockton was present to help answer any questions the board had on the General Ledger or accounting practices. She mentioned the transition is going well and pointed out that any issues that come up are worked out together with the BIA Manager. It was asked what the Image Expense line means: it was a name transitioned from the Image Committee and is the Façade Funding. Also wondered what Miscellaneous Revenue meant, Trish will look into it and get back to the board with details.

Moved by Ashley Coleman

Seconded by Nicole Schneider

Carried

**7. Ongoing Business**

**7.1 Digital Main Street Grant updates**

There are 35 businesses Laura worked with and 20 businesses applying for the \$2500 grant. Laura's contract ended January 30<sup>th</sup>, 2020. A full report was attached to the board package.

**8. Reports/Updates**

**8.1 BIA Office – Alishia Oberle**

Alishia is working with Trish on the 2019 audit with Baker Tilly, and also presented the budget to council February 4<sup>th</sup> 2020.

Promotional sign-up forms and feedback forms were sent out to businesses via the newsletter.

The web host for email addresses has changed from 3Peaks to eCrew. The transition to this new system is happening in the next day or two.

The Executive Committee is reviewing applications for the Manager position. Alishia's last day is March 20<sup>th</sup> 2020.

## **8.2 Brockton Visitor Information Centre – Alishia Oberle**

The Brockton Council and staff are investigating possible budget cuts. They initially wanted to cut \$6500 and Alishia presented a counter proposal which had Recreation looking after Lobies Park and the Municipality helping with a summer student application through grants to make up for lost wages. Alishia spoke directly with CAO Sonya Watson about these possible changes. It was pointed out that this is a contract with the Municipality of Brockton. Discussion followed.

## **8.3 Brockton Council – Kym Hutcheon**

Kym mentioned that the Council is working on the 2020 Budget and that the Municipality of Brockton purchased the Wong property. A recognition plaque will be placed on the property to acknowledge the Wong family. Discussion followed.

## **8.4 Community Improvement Committee – Ashley Coleman/Paulette Peirol**

Paulette mentioned the Wong property and park that has been purchased and a Park Committee will be set up to plan the use of the park. Discussion followed.

She also mentioned they were looking at new banners, the existing 56 banners are faded and old. Newer ones can be purchased made of a nylon material which is cheaper and this is something they will be working on this year. BIA will be involved and looking at different avenues for funding the replacement. Discussion followed.

Replacing the Walkerton entrance signs are not going to be looked at this year, maybe next year.

A new Bruce Power vender Applus has opened in Walkerton. They do testing, inspection and certification.

## **8.5 Economic Development Committee – Kym Hutcheon/Randy Saunders**

Paulette mentioned that Energizer Building has been purchased and the new owners are open to subdividing the building.

## **8.6 Events, Promotions and Networking Committee – Alishia Oberle**

The next meeting is scheduled for Thursday February 20<sup>th</sup> and have mapped out the promotions for most of the year. The next promotion is Spring Shopper's Night and will be March 26<sup>th</sup>.

Valentine's promotions from BIA members are being promoted through Social Media posts.

## **8.7 Doors Open 2020 – Alishia Oberle**

There are 18 sites and just waiting on a couple of the sites to send back their insurance forms. The booklet is being prepared. The next meeting is Thursday February 27<sup>th</sup>.

## **8.8 Walkerton 2020 – Paulette Peirol**

The event is Saturday May 9<sup>th</sup> at the Heritage Water Garden and there will be a

commemoration service. There will be speakers and a choir. Local service groups with be putting on a BBQ for lunch and then an afternoon tour of the Walkerton Clean Water Centre. They are looking for positive pictures of people helping people during the crisis. Alishia will look in the Heritage archives and Jessie will contact someone she knows as well.

## **9. Business Updates**

Alishia updated the following:

9.1 New owners of His Style: Scott and Kristen Bowman

9.2 Fork'N Good Food: listed for sale

9.3 Axe N Gear relocating to the downtown, MOMs unique finds

9.4 Lee & Lynn will be moving into the Kisses | Lifeology location as a shared space

9.5 Former Stedman's building – renovations complete and two spaces available for rent

## **10. New Business**

### **10.1 Accounting Questions – Trish Serratore**

Discussed in item 6.2 at the beginning of the meeting.

### **10.2 BIA Review – Alishia Oberle**

Ran out of time and did not get a chance to present.

## **11. Correspondence**

### **11.1 BAH Information from Saugeen Chamber**

Asking the Board to review for next meeting.

## **12. Closed Session**

None.

## **13. Adjournment**

A motion was made to adjourn the February 12, 2020 meeting at 9:39am.

Moved by Nicole Schneider

Carried.

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**Next Meeting:**

*March 11<sup>th</sup>, 2020 at 8:30am in the BIA Boardroom.*