



## **Town of Collingwood**

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### **Collingwood Downtown BIA Board of Management Meeting**

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#### **December 3, 2015 Agenda**

A meeting of the Collingwood Downtown BIA Board of Management will be held **Thursday, December 3, 2015 in the Braniff Room, town Hall, 97 Hurontario Street commencing at 7:30 a.m.**

#### ***WELCOME***

#### ***APPROVAL OF DECEMBER 3, 2015 AGENDA***

#### ***DECLARATIONS OF CONFLICT OF INTEREST OR PECUNIARY INTEREST***

#### ***ADOPTION OF THE NOVEMBER 25<sup>TH</sup> BUDGET MEETING MINUTES AND APPROVAL OF THE NOVEMBER 25, 2015 ANNUAL GENERAL MEETING MINUTES***

#### ***NEW BUSINESS***

- To be updated at the meeting

#### ***COMMITTEE REPORTS***

- |                                      |                             |
|--------------------------------------|-----------------------------|
| • Finance and Administration         | Alex Yuen                   |
| ○ Invoices Paid/Financial Statements |                             |
| • Maintenance/Capital Expenditures   | Michael Christie            |
| • Beautification/Decorating          | Patsy Boyce                 |
| • Communication                      | Charles Brand               |
| • Promotion                          | Christine Evanoff           |
| • Marketing                          | Dave Conning                |
| • Parking and Bylaws                 | Penny Skelton               |
| • Future Planning                    | Penny Skelton/Charles Brand |
| • General Manager                    | Susan Nicholson             |

#### ***COMMITTEE REPRESENTATIVE REPORTS***

- |                               |                   |
|-------------------------------|-------------------|
| • Heritage Advisory Committee | Catherine Durrant |
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***CORRESPONDENCE SENT BY THE BIA GENERAL MANAGER SINCE THE NOVEMBER 5<sup>TH</sup> MEETING:***

1. Member Newsletter – November 18, 2015
2. Media Release regarding Santa Visits
3. Reminder Notice of Annual General Meeting – electronic, mailed, and hand delivered to all members including Annual Report / 2016 Draft Budget

***CORRESPONDENCE RECEIVED BY BIA GENERAL MANAGER SINCE THE NOVEMBER 5<sup>TH</sup> MEETING:***

1. Copy of email correspondence from BIA member to Town of Collingwood regarding maintenance concerns
2. Copy of email correspondence from BIA Board member to Town of Collingwood regarding bylaws / signage
3. Email correspondence regarding signs downtown
4. Email correspondence regarding Art Crawl mural
5. Email correspondence regarding success of Christmas launch event
6. Correspondence from Town of Collingwood Parks Recreation and Culture Department regarding 2016 Elvis Festival

***OTHER BUSINESS***

***NEXT MEETING – FEBRUARY 4, 2016***

***ADJOURNMENT***