



MINUTES OF THE UXBRIDGE BIA BOARD OF MANAGEMENT
Thursday, June 27th, 2024 7:00p.m.
LOCATION: Municipal Offices boardroom / Microsoft Teams

Attendance: Dana Middleton, Lisa Ritchie, Sierra Miller, Zed Pickering, Joanne Richter, Lee Hawn, Willie Popp
Guests: Karey-Anne Large
Regrets: Yiyuan Wang, Valerie Little, Todd Snooks,

1.0 CALL TO ORDER by Chair, Dana Middleton – 7:03p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF – none.

3.0 APPROVAL OF AMENDED AGENDA for meeting dated June 27th, 2024 –

- Motion to approve the agenda: Lisa 2nd: Joanne

4.0 ADOPTION OF MINUTES for meeting dated May 23rd, 2024 –

- Motion to adopt minutes: Lisa 2nd: Zed

5.0 DELEGATIONS –

5.1 Karey-Anne Large – North Durham Chamber of Commerce: Karey-Anne introduced herself and discussed the development of the North Durham Chamber. She provided an overview of the events, campaigns, and advocacy efforts that Scugog Chamber partakes in and the goal to develop this within Uxbridge as part of the new chamber. Karey-Anne provided updates on new Uxbridge members and plans for upcoming events in Uxbridge. Finally, she provided feedback on how chambers and BIAs can work together effectively, including tools such as MOUs and having non-voting members of the BIA on chamber committees.

6.0 BOARD BUSINESS –

6.1 Confirming BIA Chair Vote: The board confirmed Dana’s appointment as the new BIA Chair for a three-year term.

- Motion to appoint Dana Middleton as the new BIA Chair for a three-year term: Lee 2nd: Joanne. All in favour.

6.2 BIA Attendance and Meeting Structure: Dana discussed what she learned during her OBIAA session, including the importance of board member attendance and the characteristics of effective board members. The board discussed the policy in place for handling next steps once members have missed 2 consecutive meetings in a row.

Additionally, it was suggested to implement an attendance review into the agendas every three months.

The board highlighted the need to update the Terms of Reference/Procedural By-Law regarding the number of members and councillors required for a board.

- **Action Item:** Sierra to work with Clerks department to determine how to update these documents.
- **Action Item:** Sierra to reach out to members who have missed 2 consecutive meetings.

6.3 BIA Clothing: The board expressed interest in purchasing custom BIA clothing as it would be beneficial for members in attendance at events. Any clothing will be purchased using their own funds. It was suggested to reach out to BIA businesses that provide custom clothing services to explore available options.

- **Action Item:** Sierra to reach out to businesses and acquire quotes.

7.0 CORRESPONDENCE –

7.1 Memorandum – NDCC: received for information.

7.2 Development Charges – Region of Durham: received for information.

8.0 REPORTS AND UPDATES –

8.1 Downtown as a Destination – Kurtis McAleer: Kurtis shared updates on upcoming events, highlighting successful collaborations with the Farmers Market and LMMSO. He announced that the webpage and social media channels for downtown Uxbridge are now live. Additionally, he provided a marketing update, noting that the branding efforts are almost complete.

9.0 OTHER BUSINESS –

9.1 Quorum for July's Meeting: Sierra discussed concerns meeting quorum for next meeting. The board agreed to move meeting to July 23rd at 7:00pm.

- **Action Item:** Sierra to re-schedule next meeting.

10.0 FINANCE / BUDGET –

10.1 May YTD Report: Motion to receive for information: Joanne 2nd: Lee

10.2 Financial Statement 2023: Motion to approve: Dana 2nd: Lee

11.0 NEW BUSINESS – Lee proposed organizing an event similar to Diva Night. The event aims to create a nightlife experience, offering a fun night out for adults. This item will be included as an agenda item for the next meeting, members encouraged to bring ideas to the table.

12.0 BOARD ROUND TABLE – board members shared their updates.

13.0 ADJOURNMENT – Meeting adjourned at 9:02p.m.

Next meeting: ***July 23rd***, 2024 @ 7:00p.m.