



MEETING MINUTES
Board of Management Meeting
Tuesday, April 3/18 - 1:30 pm

Committee Members in Attendance

James Goodram, Frank Monteiro, Graham Braun, Matt Rolleman, Mario Gonsalves, Eric Bolton

Guests/Guest Speakers

Sandra Sydor and Gabrielle Clermont

Regrets

Mike Rederer, Omar Kaake

Approval of Previous Minutes

Moved by: Graham Braun

Seconded by: Frank Monteiro

THAT the minutes of the Downtown Cambridge Business Improvement Area Advisory Committee meeting of March 6/18 be approved as written.

Idea Exchange "Old Post Office Party"

- Friday, July 6th - 6:00 pm - 10:00 pm
- In partnership with Galt Love and Downtown Cambridge BIA
- Requiring road block on Water Street from Main Street to laneway past the vacuum shop
- Friday, May 11th - deadline for businesses to express interest in pop-ups
- Potential high school student from James Goodram's office to help visit business owners with information
- Potentially approach the Real Estate Board on sponsorship
- Find sub-headliner for 30-minute set from 8:30 pm - 9:00 pm

Seconded by Mike Rederer; board passes - motion carries

Sandra Sydor and Gabrielle Clermont leave room

End of Closed Session - 2:12 pm

BIA Name Change

Decision to retire the names of "Galt BIA" / "Galt on the Grand" and strictly rest with "Downtown Cambridge BIA"
Graham Braun moves, Frank Monteiro second; motion carried

Partnership with Galt Love for Social Media

- Downtown Cambridge BIA to cover Administrative presence
- Galt Love to cover social and cultural presence

No vote required; it is in conjunction with name change

Logo

Downtown Cambridge BIA to be simple typography with potential minor imagery.

Employment Contract for Eric Bolton

- Needing legal review of the contract for protection of the Downtown Cambridge BIA employer

Omar Kaake enters room (2:23 pm)

- No more than \$1,000 legal fee
- Commitments of compensation will be handled until the contract by the Downtown Cambridge BIA in the interim
- Downtown Cambridge BIA will review the contract

Graham Braun moves, Frank Monteiro second; motion carried

Gerald & Blair Furuy

- Was issued and handed his final cheque and informed of the termination as of April 3, 2018
- Graham Braun and Eric Bolton were present for this

Financial Statements

- Need to meet with BMO to discuss adding Eric Bolton as signing authority
- Need to apply for credit card and reissue

Hiring an Administrative Assistant

- Brian Kennedy from the Hespeler Village BIA has expressed interest in assisting with Administrative roles
- His position may be a contract with his business; B. Wallace Kennedy Production Management Inc.
- Potential utilizing the Downtown Cambridge BIA office space
- If using the office space he can be open to some reception of visiting business owners

Bookkeeping

- Potential need for bookkeeper if Brian Kennedy is not capable
- Sage 50 experience required

Events

- Need for a funding application form for anyone organizing an event with hopes of Downtown Cambridge BIA sponsorship, promotion, and partnership
- Elements of the event application may require further connection with the City of Cambridge
- An events incubator may be in order to publicly explain the application process
- Potential need for public guideline on what the Downtown Cambridge BIA will help promote over social media and mailing lists
- Encouraging business owners to coordinate the events and approach the Downtown Cambridge BIA with a list of needs and requirements
- Business owners to primarily spearhead events they propose.
- Current events in discussion;
 - Backlot Sessions
 - Downtown Galt Potters' Market
 - Art in the Open
 - Idea Exchange Old Post Office Party
- Downtown Cambridge BIA to help business owners have success with their events
- Art in the Open may become a Downtown Cambridge BIA initiative in partnership with Cambridge Celebration of the Arts

- Downtown Galt Potters' Market may also become a Downtown Cambridge BIA initiative, or else it will be spearheaded by Mario Gonsalves through Play with Clay
- Trevor McWilliams to be contacted to verify dates and availability

End of Closed Session - 3:01 pm

Next Meeting

The next meeting will be held on May 1/18 at 1:40 pm in the Cambridge Room - Historic City Hall.

Close of Meeting

Moved by: Graham Braun

Seconded by: Frank Monteiro

THAT the April 3/18 meeting of the Downtown Cambridge Business Improvement Area Advisory Committee adjourns at 3:01 pm.

Graham Braun

Downtown Cambridge BIA Chair

Eric Bolton

Downtown Cambridge BIA Recording Secretary