

UBIA | MINUTES

Sept 19, 2018 | 9am | Meeting location UBIA

Meeting called by

Type of meeting

Facilitator

Note taker

Sarah Iles ATTENDEES:

General Meeting, Sarah Gratta, Shibani Sahney, Sarah Iles, Sylvia Morris, Don Hamilton, Shawna Ferguson, Jim Jones, Larry Mariani, Gary McMahon
Shawna Ferguson
Regrets: Tony Lamanna, Tom Vasilovsky, Rob Kadlovski,

Guests: Wes Rowe, Ray Smylie, Nina Felusko
(Insight Financial)

APPROVAL OF AGENDA – SARAH G. AND SYLVIA M. – MOTION CARRIED

APPROVAL OF JUNE 2018 MINUTES – SYLVIA AND DAVE – MOTION CARRIED

AGENDA TOPICS

| Agenda topic Executive Director Report | Presenter Shawna F.

- See Attached Report
- 1) Website
 - Working within November timeline with Sarah G – Sylvia to be cc'd on emails
 - Shawna spoke about increases in Social Media engagements
- 2) Street Wifi up and running – paid by CCT
- 3) Car Show
 - Dave motioned to re-look at Saturn Drives agreement with UBIA and the Car Show for next year, also to look at different Charity - Sarah G & Sylvia – motion carried
 - Shawna will look at new sponsors and Dave will assist in January
- 4) Remembrance Day and Christmas – planning committee has started.
 - Logo created as per last year's feedback.
- 5) Christmas Market in Dec to bring more shoppers
 - a. Shawna will look at locations and start the process. Due to CCT funding, we have extra money to bring this to fruition.
- 6) Gilmore Girls Fan Fest
 - Shawna was approached by promoters of American Event to hold on in Unionville Oct 2019
 - Sarah G. spoke to her experience with Gilmore Girl Fans

- Promoters have invited Shawna to come to this years festival in October and they will cover ticket and accomodations.
Dave motioned to approved flight and car rental for Shawna and Sarah G to attend Oct 2018 festival to gain research and insight for next years festival. - Sylvia and Larry ---- motion carried.
- 7) Request for one more signing officer – tabled until January when new board is elected.
- 8) Shawna has hired a cleaning company to come in 1X/month
- 9) Shawna Contract
 - Shawna is without a contract and is a necessity to get completed.
 - Dave Tucci motioned for board to work on this and have for next meeting. Sylvia and Shibani – motion carried.
 - Dave motioned for a Performance review and Raise for Shawna as well, after initial contract is completed - tabled until next meeting
- 10) Dave put a motion forth “Reactivate Marketing Committee to Assist the Executive Director” (Sarah G, Dave, Nina, Shibani) Sarah G and Dave - Motion Carried

Action items	Person responsible	Deadline
Shawna Contract & Performance Review	Board	Next meeting

| Chair Report & Streetscape | Presenter *Tony*

Tony away, so tabled until next meeting.

Action items	Person responsible	Deadline
n/a		

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| Financial Report | Presenter *Shawna*

City is concerned that we are overspent as per YTD, but we are still waiting for the following income:

- Canada Summer Jobs Grant
- Celebrate Markham Grant
- Outstanding Invoices from Directory

Which will bring us up to par.

Action items	Person responsible	Deadline
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n/a

| Other Business |

- Sarah Iles – Spoke about new development at Carlton and Main – Hopefully Nov construction, HARSHAL – nothing official yet
- Ray – Suggest Inviting new By Law Supervisor, Mike Killingsworth to a board meeting – also spoke about garbage pick up and how messy it is.
- Dave – suggested powerwashing sidewalk (Cost is \$800) – ask City to pay half
- Don & Jim – improvement on bags from City perspective – will send email to Garbage Unit
- Ray – Storage – would like to inventory Tony’s storage as to what is in it --- need to find a cheaper alternative and it’s a conflict of interest
 - \$3400/annually for a storage unit, where it’s more than a crawl space and has 24 hours access. Shawna and Gary to look into what is in storage and what needs to be stored.
 - Also ask Jack (landlord) about space available down in basement for easy access and cheaper than current alternative.

n/a

Meeting was adjourned at 11:03 am by Sarah Iles.