

**MARKHAM VILLAGE B.I.A.**  
**REGULAR BOARD MEETING MINUTES**  
**January 18 2018 7:30 AM**

Present:

Paul Cicchini (Chair)

Councilor Karen Rea (Ward 4)

Brian Rowsell (Secretary)

Councilor Colin Campbell (Ward 5)

Susan Taylor

Guests: Phil Howes

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**1. CALL TO ORDER**

The meeting was called to order at 7:47 a.m. by Chairman Paul Cicchini. .

**2. DECLARATION OF TAX AND ENVIRONMENTAL OBLIGATIONS**

The board was advised by the Chair that to the best his knowledge and abilities the BIA is meeting all taxation and environmental obligations.

**3. DISCLOSURE OF PECUNIARY INTEREST**

The Chair requested that Board Members advise of any conflicts of interest as they arise throughout the meeting.

**4. ADOPTION OF THE MINUTES**

Minutes of the Board meeting held November 16, 2017 have been previously distributed. Motion by Councillor Campbell, seconded by Brian Rowsell to adopt the minutes of the November 16,2017 meeting. Carried

**5. CORRESPONDENCE**

**a. Markham Village Music Festival**

The Chair presented correspondence received from the Markham Village Music Festival requesting financial support for the 2018 festival.

Motion by Brian Rowsell, seconded by Susan Taylor to approve funding for the 2018 Markham Village Music Festival in the amount of \$5000.

Carried

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**6. BUSINESS ARISING OUT OF THE MINUTES - none**

**7. DELEGATIONS - No Delegations were received**

**8. REPORTS**

**Finance** 2017 Interim Operating Results

The Chair asked Phil Howes to discuss the financial report.

Interim Operating Statements for the period January through December 2017 were presented and discussed. We incurred chargebacks on the levy of \$7,181 during 2017, and our 2017 operating surplus is now \$75,400 to be carried forward to the 2018 financial year, increasing the total surplus to \$160,000.

Phil also presented draft 2018 Budget Worksheets for review. Discussion was held on preparation of the 2018 budget and possible uses for the surplus, including possibly investing in a portable stage.

It was agreed that a budget subcommittee would meet before the next board meeting to prepare a proposed 2018 budget for review.

**Motion to adopt** - no motion

**9. 2018 Events Schedule**

The following events were briefly discussed:

- a. **Farmers' Market 2018** - Brian Rowsell will continue to be the market manager for 2018 and fees will be determined during the budgeting process
- b. **Wedding March - Feb 2-4** - the BIA is again supporting the Wedding March organized by Kate's Garden and an email blast will be sent to all members, the website will be updated, and signage will be posted on the BIA event signs
- c. **Music on Main** - it was discussed increasing the number of dates for this event which is well received. Chairman Paul to reach out to Kevin Ker about management.
- d. **Festival of Lights** - the Board was advised that Judi McIntyre has submitted an application for funding for this event from Celebrate Markham

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**10. Ontario Business Improvement Area Association Annual Meeting and Trade Show**

Chairman Paul advised the Board that the OBIAA annual meeting and trade show is being held in Collingwood at the Blue Mountain Village Conference Centre on April 15 to 18.

Motion by Councillor Campbell, seconded by Brian Rowsell to approve expenditure to send 2 people to the OBIAA annual conference. Carried.

**11. Annual Generating Meeting:**

It was decided to schedule the AGM for March 19, 2018 at the Duchess of Markham.

Discussion was held on how e-commerce has impacted the retail sector and Phil discussed his experience using Shopify for clients.

Motion by Councillor Campbell to ask Phil to discuss and possibly demonstrate an e-commerce site, and how it can assist any size business. Second by Paul Cicchini. Carried.

**ADJOURNMENT** - The meeting was adjourned at 9:05 am.

**NEXT MEETING – Thursday February 15, 2017 BIA Office, 7:30 am.**