



Minutes of the Ancaster Executive (ABIA) Meeting
October 17, 2022
7:00 pm.

Present: Jane Steinberg, Jason Wynne,

Regrets: Diane Price, Patricia Rastin, Ryan Macdonald, Milap Bedi, Dean Hodge

Also present:

Joel Newman – ABIA Bookkeeper
Interim Executive Director - Heather Peter
Cindy Hawryluk - Market Manager

1. Chair, Jason Wynne called the meeting to order at 7:10pm.

2. Additions made to the agenda.

No additions were made to the agenda.

3. Cindy Hawryluk – Farmers Market 2022 Season Overview

The Farmers Market wrapped up the season on October 5th. It was a Good season with 32 vendors on roster. 17 vendors were primary. 12 vendors were secondary.

The Farmers Market this season had staffing issues and some vendors did not show at some points.

Most vendors seemed pretty happy in terms of sales. Cindy heard feedback that many people loved the location of the church and vendors have expressed that they want to stay at the church with the market. She has asked them to forward emails with their wishes and Cindy could present them to the board.

The market had 30 + plus volunteers throughout the summer. Graham Hamilton is invaluable as a volunteer. Cindy and the Interim Executive Director will be starting to recruit a little earlier this year in terms of grants and summer students.

The Ancaster Farmers Market is in a little bit of a deficit, as there as a shortened season this year of one week. \$1000 loss and fees were increased.

2023 - The Farmers Market has already received deposits from 12 vendors, but we will have to see what happens with that change in venue and how it is perceived.

Patty Hayes from Page by Page Consulting - in her presentation raised the point of should the Farmer's market remain with the BIA or become its own entity?

A future conversation will need to be had about whether or not it is a good idea for the Farmers Market to branch off.

5. Joel Newman – RBC Express Updates

Joel has looked into the RBC Express further and found that you can have the RSA app with the basic module. We need a formal meeting with their specialist. Package is customized for each customer. Jason, Heather and Joel will attend this meeting. Basic, Silver and Gold software. Every product has their own terminology. Joel will pass contact of Tracy LeBlanc to Heather to arrange the meeting to find out more.

Jason, Heather or Joel in the new year will be the authorizers of this RBC account.

6. Executive Director's report - Heather Peter

We need to prepare the slate of Directors that is going to the AGM, current members can be submitted. City needs a confirmed budget for 2023 and this needs to be presented to the AGM. We will have to have a board meeting prior to the AGM to get the 2023 budget approved.

Motion to have the Nominating Committee as the current slate of directors on the board. All in favour: Jason and Jane.

Heather can get the details about the AGM out to the members ASAP, once we approve the date for the AGM with the Ancaster Mill then we can send out to the members - they need 15 days notice.

Pumpkin Stroll - Alana had asked for us to bump up our scholarship to \$2000 from \$1000. We only have an extra \$500 for \$1500 plus authorizing ED to raise money from businesses. The executive team gave approval to bump up this fee to the discussed

\$1500. Katie had set aside an extra \$500 for Hamilton Day which we could use for the pumpkin stroll. Thursday, October 27th is The Pumpkin Stroll Event.

Hamilton Day is moving forward on November 5th - we are promoting it with give aways and social media. We have \$1000 set aside in marketing for promoting this event. An expected \$1000 is going to be coming from the Hamilton Chamber of Commerce, which we will use for activations and the events side.

Heather has met with the organizers of the Tree Lighting - Aaron Gerard. A Village Christmas is happening Dec.1st. Ancaster BIA will deal with inside the Town Hall - to set up businesses inside the place. Aaron will deal with the exterior including the tree lighting, reindeer and Santa visit.

Ice Rink at St. Johns - Heather will have to work on getting the insurance for the ice rink for 2022/2023. We have donated to this in the past. Jane Steinberg has put an idea forward for the ice rink committee to consider purchasing a tarp so that the water will thaw and freeze and can be used more readily through the winter and bring people into the BIA for the entire season instead of not being useable for much of the winter. For now we will authorize what we provided last time.

Put a hold on the fall flowers to fix all the lighting. Twinkle lights will be fixed just after Remembrance Day, when the Christmas wreaths will also go up.

We have to move the meeting date on February 20th earlier to February 13 due to a conflict with Family Day. All in favour. Motion passed. Approval to send the 2023 meeting dates to the city.

Website is almost ready. Pretty much complete. Heather will send a URL for everyone to see.

Marketing approval for print marketing. Live small town magazine went out of print. Hamilton City Magazine - we could switch over to that magazine - ED will discuss with Milap for that.

A gift for Counselor Ferguson - departing board members at the time. We approve that.

Katie had a baby girl. Congratulations.

Bank account for Farmers Market is \$14,200. BIA account has \$124,600.

Discussion regarding AGM in person. A hybrid model was discussed previously but if there is any voting, we must have it in person as per the Procedural Bylaw.

Proposing date for the AGM as November 23rd if Arts Centre is the location. Colin Lapsley said he could do it if we need to, but he usually does not hold other non-art events and does not want food or drink inside the Arts Centre.

The decision was made to reach out to Ryan regarding the Ancaster Mill for week of November 21st and see if they can be available for an AGM location.

Need at least 15 days notice for the meeting to the members. Vote on authorizing an AGM on week of Nov. 21st to be confirmed at a later date by the executive team. All in favour. Motion passes.

Will need a meeting to approve the budget and make sure we have quorum at that point.

7. Next meeting date: AGM Date to be confirmed and we may need another interim zoom meeting to approve budget.

8. Next meeting date: Next meeting November 21, 2022 - via zoom 7:00p.m. to approve budget prior to the AGM meeting.

9. Adjournment – Jane Steinberg **MOVED** that the meeting be adjourned. Meeting adjourned at 7:58p.m.