



Minutes of the Ancaster Board (ABIA) Executives Meeting January 27, 2025
7:00p.m. at Hammill House Board Room

Present: Diane Price, Joel Newman, Jason Wynne, Ivana Fortino, Jennifer Mattern, Patricia Macnaughton, Ryan Macdonald

Regrets: Jane Steinberg, Casie Fitzgibbon

Also present: Executive Director - Heather Peter

1. Acting as Chair, Jason Wynne called the Executives meeting to order at 7:11pm.

2. Additions made to the agenda.

No additions made to the agenda.

3. Review and acceptance of the minutes from December 16, 2024

Minutes approval moved by Patricia Macnaughton seconded by Joel Newman.

Business Arising from the Minutes:

Discussion of the draft procurement policy in relation to how it applies to the Farmers Market. Discussion as to whether it should be an exclusion to the policy or

to incorporate it into the existing draft.

Action: It will be subject to the definition of the budget as between farmers market and levy budget. Follow up to be conducted

4. Chair's Report – Jason Wynne

Chair brought forward that Jane has requested to step down as secretary and Ivana has assumed the position. **All in favour. Approved.**

Next meeting is scheduled within a 2-week span. It may not be necessary to hold the meeting unless items arise and we may be able to host the meeting virtually.

Action: Heather will check to see if we are in compliance with the by-law with respect to the number of meetings to be held per year.

There will be a parking subcommittee meeting on January 29, 2025

5. Executive Director's Report – Heather Peter

Issue came forward regarding monthly parking passes at the Municipal lot not available to be purchased.

Action: Heather to follow up with the City representative regarding this issue.

Presentation of budget report which was discussed at each sub-committee meeting.

Marketing report

Discussion on website

Action: Heather to follow up on the website edits with Patricia assisting

Discussion on promoting more services through the mediums

Discussion on considering the use of an influencer

Beautification budget line presented.

Events budget line presented.

Heather will be attending the OBIAA and will stay for the two days

Heather will be nominating two projects for awards at a cost of 56.50 for each submission. All in favour.

Christmas grant the Ancaster BIA will be receiving \$1044 from last year.

Discussion on Patio Program: Blanket approval Heather to sign off. All in favour.

McMaster Program: Free program that allows BIA to pose a question for students to provide solutions. Board confirms to pose a question related to promoting services. All in favour.

6. Councillor's Remarks

Councillor not in attendance.

7. Any Additional Discussion Items

No additional discussion items.

8. Next meeting date: February 10th, 2025. Moved to adjourn the meeting.

9. Adjournment – Jennifer Mattern **MOVED** that the meeting be adjourned. Diane Price **SECONDED**. Meeting adjourned at 8:20pm.