



# Minutes of a Regular General Meeting of the Town of Tecumseh Business Improvement Area (TOTBIA)

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of *Wednesday, September 9, 2020* held electronically at 6:30 PM.  
Live stream is available on the BIA website at [www.tecumsehbia.com](http://www.tecumsehbia.com)

**(TOTBBM-1-9)**  
**CALL TO ORDER**

The meeting is called to order at 6:02 PM by Candice Dennis, Chair.

**(TOTBBM –2-9)**

<b><u>ROLL CALL</u></b>	Chair	Candice Dennis
	Vice Chair	Michael Kennedy
	Treasurer	Paul Bistany
	Director	Brian Houston
	Director	Linda Proctor
	Director	Joseph Fratangeli
	Director	Jules Champoux
	Director	Scott Harris
	Director	Shane Meloche

Regrets: Councillor Andrew Dowie  
 Absent: Coordinator Paula Rorai  
 Minute Taker: Director Linda Proctor  
 Guest: New Coordinator Denise Pelaccia  
 Live Stream:

A table round robin was done to introduce ourselves to our new Coordinator, Denise Pelaccia.

**(TOTBBM – 3-9)**  
**DISCLOSURE OF PECUNIARY INTEREST** - No disclosure at this meeting.

**(TOTBBM – 4-9)**  
**DELEGATIONS** – No delegations at this meeting.

**(TOTBBM – 5-9)**  
**COMMUNICATIONS**

**5.1** TOTBIA Board of Management Meeting Minutes

**Motion: (BBM-28/20)** Moved by: P. Bistany  
Second by: S. Meloche

**THAT** the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on September 9, 2020 be approved as distributed.

**APPROVED.**  
**CARRIED.**

**5.2** **LETTERS FROM** – No letters at this meeting.

**(TOTBBM – 6-9)**  
**REPORTS**

**6.1 CHAIR REPORT** – C. Dennis has no separate report, discusses issues, and provides feedback with Marketing Committee and Unfinished Business sections.

6.2 TREASURER REPORT: P. Bistany reports on the month end financial report:

<b>Tecumseh BIA</b>		
2020 Month End Financials		
<b>Treasurer's Report for the period ending:</b>		<b>08-31-2020</b>
<b>BIA Operating Account (8111130)</b>	Bank Balance stands at:	\$ 17,340.75
Outstanding Cheques	see detail page	\$ (113.36)
BIA Ledger Balance stands at:		<u>\$ 17,227.39</u>
<b>BIA Reserve Account -</b>	Balance last month	\$ 85,642.69
	Interest	\$ 123.65
		<u>\$ 85,766.34</u>
<b>Outstanding Receivables</b>	see detail page	\$ -
WFCU - Share Capital #1		\$ 85.00
WFCU - Patronage Shares #4		\$ 60.00
WFCU - Patronage Shares #44		\$ 10.00
BIA Petty Cash	stands at:	\$ 115.00
Deposit Clearing		\$ -
Square		\$ -
Prepaid Expenses & Deposits		\$ 2,333.27
<b><u>Total BIA Current Assets :</u></b>		<b><u>\$ 105,597.00</u></b>
<b>Tecumseh Dollars</b>	Current Outstanding	<b>\$ 22,120.00</b>
Other BIA Liabilities and Equity :	from Xero report	\$ 83,477.00
<b><u>Total BIA Liabilities and Equity :</u></b>		<b><u>\$ 105,597.00</u></b>
<b>Year To Date Levy Requisition: 2020</b>	1st Quarter @ March 31	\$ 29,250.00
	2nd Quarter @ June 30	\$ 36,750.00
	3rd Quarter @ September 30	
	4th Quarter @ December 31	
<b>Total Levy received to Date:</b>		<b>\$ 66,000.00</b>

<b>Tecumseh Business Improvement Area</b>						
<b>BIA Operating Account - # 8111130</b>						<b>08/31/2020</b>
<b>Outstanding Payments</b>						
2020-04-06	Cheque #2154 Texthelp Inc.					- \$113.36
						<b>- \$113.36</b>
<b>Outstanding Receivables</b>						
						<b>\$ -</b>
<b>Operating Account - activity</b>						
Date	Source	Description	Reference	Debit	Credit	Running Balance
<b>BIA Operating Account - WFCU</b>						
<b>Opening Balance</b>				<b>26,015.84</b>	<b>0.00</b>	<b>26,015.84</b>
01 Aug 2020	Payable Payment	Payment: Danilo's Enterprises Limited	2095	0.00	1,000.00	25,015.84
06 Aug 2020	Bank Transfer	Bank Transfer from BIA Operating Account - WFCU to WFCU VISA #7837		0.00	1,994.03	23,021.81
06 Aug 2020	Payable Payment	Payment: Three Lambs Registry & Baby Boutique		0.00	6,925.00	16,096.81
06 Aug 2020	Payable Payment	Payment: Three Lambs Registry & Baby Boutique		0.00	700.00	15,396.81
06 Aug 2020	Payable Payment	Payment: Cogeco	Aug 06, 2020	0.00	90.28	15,306.53
06 Aug 2020	Payable Credit Note Refund	Payment: Town of Tecumseh	EFT	1,414.39	0.00	16,720.92
07 Aug 2020	Payable Payment	Payment: Kelcom	X9041078	0.00	24.00	16,696.92
07 Aug 2020	Payable Payment	Payment: Lacasse SPG	94919	0.00	198.88	16,498.04
07 Aug 2020	Payable Payment	Payment: Tecumseh BIA	Petty Cash	0.00	904.45	15,593.59
10 Aug 2020	Payable Payment	Payment: By The Book	INV-17709	0.00	45.20	15,548.39
10 Aug 2020	Receive Money	Deposit		4,960.00	0.00	20,508.39
10 Aug 2020	Receive Money	Square		2,326.66	0.00	22,835.05
10 Aug 2020	Receive Money	Square		2,826.90	0.00	25,661.95
10 Aug 2020	Payable Payment	Payment: Three Lambs Registry & Baby Boutique		0.00	2,100.00	23,561.95
10 Aug 2020	Payable Payment	Payment: Shopper's Drug Mart		0.00	930.00	22,631.95
11 Aug 2020	Receive Money	Square		778.80	0.00	23,410.75
12 Aug 2020	Payable Payment	Payment: Graham's Paint "N" Paper Place Ltd.		0.00	880.00	22,530.75
12 Aug 2020	Payable Payment	Payment: By The Book	INV-17722	0.00	762.76	21,767.99
13 Aug 2020	Payable Payment	Payment: Rock Mortgage Group	20200812	0.00	42.35	21,725.64
13 Aug 2020	Payable Payment	Payment: Receiver General - Payroll	July 2020	0.00	1,246.37	20,479.27
13 Aug 2020	Payable Payment	Payment: Zehrs		0.00	3,505.00	16,974.27
13 Aug 2020	Receive Money	Square		1,635.48	0.00	18,609.75
13 Aug 2020	Payable Payment	Payment: Town of Tecumseh	3921 & 3923	0.00	90.00	18,519.75
17 Aug 2020	Payable Payment	Payment: Dressed by an Olive		0.00	225.00	18,294.75
17 Aug 2020	Payable Payment	Payment: Lacasse SPG	95015	0.00	1,128.87	17,165.88
18 Aug 2020	Payable Payment	Payment: Tecumseh Home Hardware		0.00	555.00	16,610.88
18 Aug 2020	Payable Payment	Payment: Paula Rorai	PPE 08.08.2020	0.00	1,131.83	15,479.05
19 Aug 2020	Payable Payment	Payment: Cameo Promotional Products	503408	0.00	2,472.42	13,006.63
20 Aug 2020	Payable Payment	Payment: Graham's Paint "N" Paper Place Ltd.		0.00	1,500.00	11,506.63
26 Aug 2020	Receive Money	Square		507.18	0.00	12,013.81
27 Aug 2020	Payable Payment	Payment: ineedwebdesign.ca	E-Transfer	0.00	240.00	11,773.81
27 Aug 2020	Receive Money	Deposit		3,030.00	0.00	14,803.81
27 Aug 2020	Spend Money	WFCU		0.00	1.50	14,802.31
27 Aug 2020	Payable Payment	Payment: Cogeco	Aug 27, 2020	0.00	90.28	14,712.03
27 Aug 2020	Receive Money	Square		539.90	0.00	15,251.93
28 Aug 2020	Receive Money	Square		1,947.00	0.00	17,198.93
31 Aug 2020	Receive Money	WFCU		28.46	0.00	17,227.39
<b>Total BIA Operating Account - WFCU</b>				<b>19,994.77</b>	<b>28,783.22</b>	<b>17,227.39</b>
<b>Closing Balance</b>				<b>17,227.39</b>	<b>0.00</b>	<b>17,227.39</b>
<b>Total</b>				<b>19,994.77</b>	<b>28,783.22</b>	<b>(8,788.45)</b>

**Motion: (BBM-29/20)**

Moved by: J. Fratangeli

Second by: S. Harris

**THAT** the Month End Treasurer's Reports as of August 31, 2020, be accepted and approved as distributed and filed for audit.

**APPROVED.**

**CARRIED.**

**6.3 COORDINATOR REPORT – L. Proctor reports the following:**

**Financial Information**

- Windsor Rock Gym - April 10, 2019 deposit for rock wall of \$295 is not refundable; it will be carried over to be used in 2021.
- Beach Grove Golf & Country Club – January 21, 2020 deposit for Annual Members’ Christmas Party \$500 deposit will be carried over for the November 27, 2021 party.

**Membership Statistics**

- NEW businesses/members in the BIA area:
  - The Beauty Refinery – 12357 Tecumseh Rd E.
  - Freshii - 1645 Manning Rd.
- CLOSED/MOVED/NEW NAME/OWNER:
  - CLOSED: Tecumseh Urgent Care Clinic – 11811 Tecumseh Rd. E.
  - CLOSED: Art Galia
  - CLOSED: Tecumseh Sub
  - SELLING/CLOSING: Bedazzle, Jacobs, Merle Norman
  - Total Members closed due to COVID-19 (since March 2020 to current month) = 11

• Total Number of Members currently open/established for business in the Tecumseh BIA:

➤ Open – 395	
➤ Associate Members (No Vote) - 3	
➤ Empty Units/Bldgs. – 47	
➤ Empty Lots/– 16	
➤ Empty Commercial Houses – 12	
➤ Property Owners – 140 (29 Plazas)	
➤ <b>Grand Total - 613</b>	
Arts/Entertainment	3
Dining	57
Health & Wellness	135
Home/ Commercial Services	14
Professional Services	62
Retail	124
Vacant Lots	16
Property Owners	140
Vacant Units/Bldgs.	45
Residential/Commercial Houses	12
	<b>610</b>

**6.4 COUNCIL REPORT** – B. Houston reports that due to technical difficulties there was no Town of Tecumseh Council meeting on September 8, 2020. However, initiative going forward on the area postal code issue is showing Town of Tecumseh instead of Windsor. The Town is also posting notices of current vacancies on the various Town committees and additional information can be found on the Town’s website.

**6.5 COMMITTEE REPORTS**

**6.5.1 Marketing Committee** – C. Dennis reports on the license plate cover project

1. Eyes on Tecumseh – Working with the owner of Eyes on Windsor to create a special “Eyes on Tecumseh” Facebook page that will feature Tecumseh BIA Members, BIA future projects, programs, events, etc.
2. Tecumseh Life- Decision to continue with the fall/winter Tecumseh Life issue is pending.
3. License Plates- Plates have been delivered; 3 pairs were donated to the Terry Fox Silent Auction and an email was sent to Members informing them if they are interested to please come to the BIA office to pick up their plate covers.

**6.5.2 Membership Committee**

1. Tecumseh Dollar Program – L. Proctor reports on the following projects:  
status of Tecumseh Dollars, listed below is the Tecumseh Dollar Report for August 2020:

Tecumseh Dollars Report		August 31, 2020
<b>Current Tecumseh Dollars Totals</b>		
Transaction	Amount	Notes
Redeemed to Members*	\$49,660	*Dollars redeemed in 2020
Donated (\$5,000)	\$2,440	Does NOT include Holiday Draw (\$1,000)
<b>Dollars Sold:</b>		
Actual Value	\$59,545	\$17,250 sold in August
Discount 20%***	\$11,779	
Square Fee (Credit/Debit)	\$696	
<b>Total Tecumseh Dollar Expense</b>	<b>\$12,475</b>	
2020 Budget	\$14,000	Allocated Expense Total
Actual Tec Dollar Expenses	\$12,475	
<b>Budget VS Actual</b>	<b>\$1,525</b>	Balance
<b>Outstanding Tecumseh Dollars*</b>		
2020 Donated	\$1,550	
2020 Sold	\$22,695	<b>\$24,245</b>
2019 (Sold & Donated)	\$7,610	<b>\$7,610</b>
2018 Donated \$10	\$940	
2018 Donated \$5	\$185	<b>\$1,125</b>
<b>Total Outstanding Liability</b>		<b>\$32,980</b>
* Tecumseh Dollars that have been sold and/or donated but have not been redeemed by the BIA		
<b>Current Inventory - Unused</b>		
Type of Tecumseh \$	Quantity	Value
Sell* \$10	850	\$8,500
Sell* \$25	693	\$17,325
Sell* \$50	164	\$8,200
Total		<b>\$34,025</b>
Donate* \$10	9	\$90
Donate* \$25	93	\$2,325
Total		<b>\$2,415</b>
*\$80,000.00 was approved to sell in 2020 - \$25,000 in 2019		
**\$5,000.00 was approved to donate in 2020		

1. Associated Membership Program –
  - New Associate Members: None currently.
  - Potential New Members:
    - Lombardi Barber Shop
    - Sherwin Williams
    - The Cheese Factory
    - Silver Tee Golf

#### **6.5.3 Streetscaping Committee**

1. BIA Parkette – No report.
2. Bike Racks – No report.
3. Bus Stop- Esthetics of the bus stop in front of Public Parking Lot #1 is being discussed to remove weeds, old newspaper stands, power was roof, etc.
4. BIA Christmas Decorations – Committee will meet to discuss ideas, suggestions to help decorate the Town and the BIA area to look festive during the holiday season- winter wonderland, store front contest, etc.

#### **6.5.4 Events Committee**

1. BIA Christmas Party- The 2020 Christmas Party date is reserved for November 27, 2021; the \$500 deposit will be carried over from 2020 to 2021.
2. Banner Contest – All but one student has picked up their award, copy of their drawing and taken their picture.

#### **6.5.5 Governance Committee**

1. Memorandum of Understanding – Waiting for feedback from the Clerk.
2. COVID-19 Safe Workplace Policy – Waiting for feedback from the Clerk.

(TOTBBM – 7-9)

#### **UNFINISHED BUSINESS**

7.1 Way Finding Signage – Differ this project

(TOTBBM – 8-9)

#### **NEW BUSINESS**

8.1 No new business at this time.

(TOTBBM – 9-9)

#### **NEXT MEETING**

The next regular general meeting is scheduled on **Wednesday, October 14, 2020 at 6:00 PM** and is currently scheduled to be held electronically. The live stream will be available on the BIA website at [www.tecumsehbia.com](http://www.tecumsehbia.com)

(TOTBBM – 10-9)

**ADJOURNMENT**

**Motion: (BBM-30/20)**

Moved by: J. Champoux

Second by: P. Bistany

**THAT** there being no further business, the **September 9, 2020** regular general meeting of the TOTBIA Board of Management be adjourned at 7:15 PM.

**CARRIED.**

**APPROVED.**

**DRAFT ONLY  
MINUTES NOT APPROVED**

---

**Candice Dennis, Chair**

---

**Linda Proctor, Director**