

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, August 18, 2021 held electronically at 6:00 PM.
Live stream is available on the BIA website at www.tecumsehbia.com

- **(TOTBBM-52-8)**

Call to Order

The meeting is called to order at 6:04 PM by Candice Dennis, Chair.

- **(TOTBBM –53-8)**

- **Roll Call**

Chair	Candice Dennis
Vice Chair	Linda Proctor
Director	Leo Demarce
Director	Joseph Fratangeli
Councilor	Andrew Dowie
Councillor	Brian Houston

Regrets:	Treasurer	Paul Bistany
	Director	Jessica Fowler
	Director	Jules Champoux

Absent:

Minute Taker: Coordinator Denise Pelaccia

Guest:

Live Stream:

- **(TOTBBM – 54-8)**
- **Disclosure of Pecuniary Interest – No disclosures of pecuniary interest at this meeting.**
- **(TOTBBM – 55-8)**
- **Delegations – No delegations at this meeting.**
- **(TOTBBM – 56-8)**
- **Communications**
 - **6.1 TOTBIA Board of Management Meeting Minutes**

Motion: (BBM-29/21) Moved by: Joseph Fratangeli
 Second by: Linda Proctor

That the minutes of the Town of Tecumseh TOTBIA Regular General Meeting held on May 19, 2021 be approved as distributed. No minutes to approve for TOTBIA Regular Board of Management Meeting held on June 16, 2021 & July 21, 2021 due to meeting being canceled because of having no quorum.

Approved.

Carried.

Motion: (BBM-30/21)

Moved by: Leo Demarce

Second by: Linda Proctor

That the minutes of the Town of Tecumseh TOTBIA Special Meeting held on June 24, 2021 approved as distributed. No minutes to approve for TOTBIA Regular Board of Management Meeting held on June 16, 2021 & July 21, 2021 due to meeting being canceled because of having no quorum.

Approved.

Carried.

- **6.2 Letters From– No letters at this time.**

- **(TOTBBM – 57-8)**

- **SUPPLEMENTARY Agenda Adoption**

- **Motion: (BBM-31/21)**

Moved by: Leo Demarce

Second by: Joseph Fratangeli

That the Tecumseh BIA Board of Management accept the Agenda for August 18, 2021 due to being revised three days after distribution.

Carried.

Approved.

- **(TOTBBM – 58-8)**

- **Reports**

8.1 Chair Report:

Chair Report- June 2021:

- Router was installed – Thank you Leo for assisting!
- Office to be closed June 28th – June 30th.
- Denise will be away. Office will reopen Friday.
- ****VACATION PLAN - FB POST, 3 WEEKS OF FRIDAY EMAILS - OFFICE WILL BE CLOSED, OFFICE VM, AUTO EMAIL REPLY, etc.**

Chair Report- July 2021:

- Board Resignation - Jim Dowie (June 23rd).
- Council & Town were notified June 24th and requested involvement in the replacement of this seat on the Board asap. No response received.

- **8.2 Treasurer Report:**

Tecumseh BIA

2021 Month End Financials:

See PDF of Financial Reports for May, June & July 2021 in Agenda.

May 2021 Financial Report:

Motion: (BBM-32/21)

Moved by: Leo Demarce

Second by: Linda Proctor

June 2021 Financial Report:**Motion: (BBM-33/21)**

Moved by: Leo Demarce

Second by: Linda Proctor

July 2021 Financial Report:**Motion: (BBM-34/21)**

Moved by: Leo Demarce

Second by: Joseph Fratangeli

- **8.3 Coordinator Report – D. Pelaccia reports the following:**

May 2021-**Financial Information**

Windsor Rock Gym - April 10, 2019 deposit for rock wall of \$295.00 is non-refundable; it will be carried over to be used in 2021.

Beach Grove Golf & Country Club – January 2020 deposit for 2020 Christmas Party is carried over to November.

Membership Statistics**NEW BUSINESSES/MEMBERS IN THE BIA AREA:**

- o GUNA Convenience- 13153 Tecumseh Rd. E. (Kenney Plaza. Grand Opening TBD.)
- o Renew Massage Clinic- 152 Lesperance Rd. (Shore's Edge Building. Grand Opening TBD.)
- o MANOR- Real Estate Brokerage Team Inc., Chuck Roy- 12137 Tecumseh Rd. E. (Old office of DEERKBROOK- Andrew J. Smith Real Estate Inc. Officially opened on June 1st, 2021. Grand Opening TBD.)
- o Potted & Quenched Plant & Gift Shop- 100 Lesperance Rd., Unit 2 (Grand Opening TBD)

MEMBERS PREPARING TO OPEN:

- Imperial Gifts and Décor- 12000 Tecumseh Rd. E., Unit UNKNOWN (Grand Opening- TBD)
- Bourbon- 12049 Tecumseh Rd. E. (Grand Opening TBD)
- Unique Gallery Art and Coffee Shop- 1614 Lesperance Rd. (Tecumseh Towne Centre- Exact Address in Plaza TBD & Grand Opening TBD)
- New Earth Wellness- 152 Lesperance Rd. (Officially opens in March 2022. Currently renting at reduced rate from Landlord until hard open.)

MEMBERS WHO HAVE MOVED:

- Berton Physiotherapy & Chiropractic- 1041 Lesperance Rd. (Moved out of BIA to 555 Tecumseh Rd. E.)
- DEERBROOK- Andrew J. Smith Real Estate Inc.- 12357 Tecumseh Rd. E. (Relocated within BIA from 12137 Tecumseh Rd. E.)

MEMBERS PREPARING TO CLOSED:

- TD Canada Trust (Southfield Rd.)- 11846 Tecumseh Rd. E. (Location officially closed as of June 18th, 2021.)

Current Status and Total Number of Members by sector:***May 2021 VS. June 2021**

- o Open – 411 VS. 415
- o Associate Members – 5 VS. 5
- o Empty Units/Bldgs. – 45 VS. 45
- o Empty Lots/– 16 VS. 16

- o Empty Commercial Houses – 12 VS. 12
 - o Property Owners – 140 (27 Plazas) VS. 140 (27 Plazas)
 - o Grand Total – 622 VS. 626
- Arts/Entertainment 4 VS. 4 Dining 60 VS. 60 Health & Wellness 139 VS. 140 Home/Commercial Services 14 VS. 14 Professional Services 63 VS. 64 Retail 127 VS. 129 Vacant Lots 16 VS. 16 Property Owners 140 VS. 140 Vacant Units/Bldgs. 46 VS. 46 Residential/Commercial Houses 12 VS. 12 TOTAL MEMBERS (VOTE) 622 VS. 626

Associate Membership Program

New Associate Members:

- o Moni Hair Boutique- 1825 Manning Rd., Unit 300
 - o ONESource Moving Solutions- 425 Leffler Dr.
- Potential New Members (pending due to COVID):
- o Crossroads Canine Academy & Daycamp- 284 E. Pike Creek Rd.
 - o Lombardi Barbershop- 25 Amy Croft Dr., Unit #25B
 - o Sherwin Williams Paint- 35 Amy Croft Dr., Unit 9
 - o Silver Tee Golf- 1360 Highway #3
 - o The Cheese Bar- 25 Amy Croft Dr., Unit 29-30B

BIA Social Media:

Current Followers-

- May 2021 VS. June 2021:

- Facebook: 1,668 VS. 1,701
- Instagram: 581 VS. 628
- Twitter: 556 VS. 554

- Have posted on all social media platforms: Facebook, Instagram & Twitter, about if Tecumseh Dollars are on sale/when, and when they are sold out/ready to be sold again. The launch dates continue to get postponed to a later date as the province-wide shutdown persists. Next tentative launch date is Monday, July 5th at 9:00 AM.
- Have planned out the rest of the year for virtual Tecumseh Dollars giveaways, including all holidays and other special events. All graphics have been made to go along with each giveaway and the Donation spreadsheet has been updated and prepared for the rest of 2021.
- Completed our successful virtual Mother's Day giveaway on our Facebook page where we gave away Tecumseh Dollars. These giveaways continue to improve our social media engagement and followings on all platforms.
- Have shared multiple social media posts by Members in our BIA on all social media platforms- Facebook, Instagram & Twitter, even on weekends and at night on weekdays.
- Shared the "sign wars" social media posts on all platforms that went on throughout the month of May between some of our Tecumseh BIA business Members.
- The banners for our 15th Annual Gallery Without Walls art banner contest have officially been hung up and down Lesperance Rd. along the street poles. All of the top 3 winners have come to claim their cash prizes and the other winners have been called to come claim their poster keep-sakes we printed off for them to take home as a "thank you."

HST Rebate:

Nothing at this time.

June 2021-

Financial Information

Windsor Rock Gym - April 10, 2019 deposit for rock wall of \$295.00 is non-refundable; it will be carried over to be used in 2021.

Beach Grove Golf & Country Club – January 2020 deposit for 2020 Christmas Party is carried over to November.

Membership Statistics

NEW BUSINESSES/MEMBERS IN THE BIA AREA:

- o GUNA Convenience- 13153 Tecumseh Rd. E. (Kenney Plaza. Grand Opening TBD.)
- o Renew Massage Clinic- 152 Lesperance Rd. (Shore's Edge Building. Grand Opening TBD.)
- o MANOR- Real Estate Brokerage Team Inc., Chuck Roy- 12137 Tecumseh Rd. E. (Old office of DEERKBROOK- Andrew J. Smith Real Estate Inc. Officially opened on June 1st, 2021. Grand Opening TBD.)
- o Potted & Quenched Plant & Gift Shop- 100 Lesperance Rd., Unit 2 (Grand Opening TBD)

MEMBERS PREPARING TO OPEN:

- Imperial Gifts and Décor- 12000 Tecumseh Rd. E., Unit UNKNOWN (Grand Opening- TBD)
- Bourbon- 12049 Tecumseh Rd. E. (Grand Opening TBD)
- Unique Gallery Art and Coffee Shop- 1614 Lesperance Rd. (Tecumseh Towne Centre- Exact Address in Plaza TBD & Grand Opening TBD)
- New Earth Wellness- 152 Lesperance Rd. (Officially opens in March 2022. Currently renting at reduced rate from Landlord until hard open.)

MEMBERS WHO HAVE MOVED:

- The Beauty Refinery- 1041 Lesperance Rd. (Moved to 13126 Tecumseh Rd. E., Unit 4)
- Fringe Theory- 13126 Tecumseh Rd. E., Unit 4 (Moved out of BIA to 13072 Talbot Rd., Maidstone)

MEMBERS CLOSED:

- TD Canada Trust (Southfield Rd.)- 11846 Tecumseh Rd. E. (Location officially closed as of June 18th, 2021.)

Current Status and Total Number of Members by sector:

***June 2021 VS. July 2021**

- o Open – 415 VS. 414
- o Associate Members – 5 VS. 5
- o Empty Units/Bldgs. – 45 VS. 45
- o Empty Lots/– 16 VS. 16
- o Empty Commercial Houses – 12 VS. 12
- o Property Owners – 140 (27 Plazas) VS. 140 (27 Plazas)
- o Grand Total – 626 VS. 625

Arts/Entertainment 4 VS. 4

Dining 60 VS. 60

Health & Wellness 140 VS. 140

Home/Commercial Services 14 VS. 14

Professional Services 64 VS. 64

Retail 129 VS. 128

Vacant Lots 16 VS. 16

Property Owners 140 VS. 140
Vacant Units/Bldgs. 46 VS. 46
Residential/Commercial Houses 12 VS. 12
TOTAL MEMBERS (VOTE) 626 VS. 625

Associate Membership Program

New Associate Members:

- o Moni Hair Boutique- 1825 Manning Rd., Unit 300
- o ONESource Moving Solutions- 425 Leffler Dr.

Potential New Members (pending due to COVID):

- o Crossroads Canine Academy & Daycamp- 284 E. Pike Creek Rd.
- o Lombardi Barbershop- 25 Amy Croft Dr., Unit #25B
- o Sherwin Williams Paint- 35 Amy Croft Dr., Unit 9
- o Silver Tee Golf- 1360 Highway #3
- o The Cheese Bar- 25 Amy Croft Dr., Unit 29-30B

BIA Social Media:

Current Followers-

- June 2021 VS. July 2021:
- Facebook: 1,701 VS. 1,733
- Instagram: 628 VS. 660
- Twitter: 554 VS. 558

- Have posted on all social media platforms: Facebook, Instagram & Twitter, about if Tecumseh Dollars are on sale/when, and when they are sold out/ready to be sold again. We were unable to sell Tecumseh Dollars in June due to the ongoing provincial-wide shut down and had to abide by Covid rules and regulations. Next tentative launch date is Tuesday, August 3rd at 9:00 AM due to the Civic Holiday on Monday, August 2nd.
- Have planned out the rest of the year for virtual Tecumseh Dollars giveaways, including all holidays and other special events. All graphics have been made to go along with each giveaway and the Donation spreadsheet has been updated and prepared for the rest of 2021.
- Completed our successful virtual Father's Day giveaway on our Facebook page where we gave away Tecumseh Dollars. These giveaways continue to improve our social media engagement and followings on all platforms.
- Completed our successful virtual Spin-The-Wheel for Beauty Services giveaway on our Facebook page where we gave away Tecumseh Dollars to winners who then specifically chose a business within the beauty services industry to patron and the Tecumseh Dollars were 3 dropped off on their behalf to use toward their future service appointments or product purchase. This program ran right before Stage 2 to drive awareness, anticipation, and business for the businesses within the beauty service industry in our BIA to help them gain bookings and hopefully new clients due to being forced to shutdown for so long because of the provincial pandemic rules and regulations set out by the government.
- Have shared multiple social media posts by Members in our BIA on all social media platforms- Facebook, Instagram & Twitter, even on weekends and at night on weekdays.
- The winners of our Gallery Without Walls Banner Contest are still continuing to come pick up their poster keep-sakes we printed off for them to take home as a "thank you." We only have five people left to claim their posters.

Additional Office Notes:

- Contacted the Town of Tecumseh after hearing Council disapproved of the way the Tecumseh BIA was doing the month-end financials. After further investigation, the Tecumseh BIA does not have the proper software set-up on the office computers to make Excel documents AODA accessible.
- The online AODA training received for making Excel spreadsheets AODA compliant was unsuccessful due to not having access to the software in order to create accessible Excel files.
- Asked the Town of Tecumseh for help to install the software needed and have booked an on-site appointment with the Systems Analyst at the Town of Tecumseh to assist in this matter.

HST Rebate:

- Nothing at this time.
-

July 2021-**Financial Information**

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• Asked the Town of Tecumseh for help to install the software needed and have booked an on-site appointment with the Systems Analyst at the Town of Tecumseh to assist in this matter.

HST Rebate:

• Nothing at this time.

• **8.4 Council Report –**

See PDF of Council Reports for May, June & July 2021 in Agenda.

• **8.5 Committee Reports –**

• **(TOTBBM – 59-8)**

• **Marketing Committee: (Keep 5-10 minutes.)**

• **EYES ON TECUMSEH** - Continuing to execute “Eyes on Tecumseh - Business Spotlight”. Features are posted to Eyes on Windsor’s website as well as ours and shared all over theirs and our social media platforms: Facebook, Instagram and Twitter. Stat have not been received yet for the months of December 2020 - April 2021 from Eyes on Windsor. Following up for confirmations.

• **TECUMSEH LIFE** - The Marketing committee has decided to organize a Fall/Winter publication. Committee will reach out to Windsor Star late summer to being talks.

• **SOCIAL MEDIA** - Continued contesting, content and member shares via social media platforms: Facebook, Instagram & Twitter.

• **TECUMSEH BIA SWAG** - Orders for SWAG are moving forward. Order has been placed.

Membership Committee: (Keep 5-10 minutes.)

• Nothing to report at this time due to receiving no report.

Beautification Committee: (Keep 5-10 minutes.)

• Mural Projects moves forward with DERKZ

• Working on getting the Parkette garden cleaned up and cleared for Mural

• Met with DERKZ at our office on Friday, July 9th at 10:00 AM to talk about what we would like to see for both murals. A deposit of half the total cost of the murals has been given to DERKZ

in the form of a cheque for the amount of \$8,475.00. From here, he will be designing a mock-up for us to assess and bring to the owners of the building to go over what we like and don't like/want to change before the final product is submitted to DERKZ and executed on the walls.

- Working on speaking to Frank at Amloze Pizza regarding doing our second mural on his building- design & the sale of the business vs building?

Next on the committees plans for future discussion:

- Bus Shelter
- Bike Racks
- Way-Finding Signage

- **Events Committee: (Keep 5-10 minutes.)**
- Nothing to report at this time due to receiving no report.

- **Governance Committee: (Keep 5-10 minutes.)**
- Nothing to report at this time due to receiving no report.

- **(TOTBBM – 60-8)**
- **Unfinished Business**
 - Strategic Plan for 2021 - Need to schedule during a special meeting to complete. - Deferred
 - Copier/Printer – Multiple proposals are being reviewed by Treasurer & Vice Chair. Current machine is not functioning properly and does not have all the functions required.

- **(TOTBBM – 61-8)**
- **New Business**
- Mural Documents

- **(TOTBBM – 62-8)**
- **Next Meeting**

The next regular general meeting is scheduled on Wednesday, July 21, 2021 at 6:00 PM and is currently scheduled to be held electronically. The live stream will be available on the BIA website at www.tecumsehbria.com

- **(TOTBBM – 63-8)**
- **Adjournment**

Motion: (BBM-36/21)

Moved by: Linda Proctor

Second by: Leo Demarce

That there being no further business, the September 15, 2021 regular general meeting of the TOTBIA Board of Management be adjourned at 7:37 PM.

Carried.

Approved.

DRAFT

Candice Dennis, Chair

DRAFT

Denise Pelaccia, Coordinator

MINUTES NOT YET APPROVED.