



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

A meeting of the Town of Tecumseh BIA (TOTBIA) Annual General Meeting held on
Wednesday, March 4, 2020 at 12122 Tecumseh Rd. E., Tecumseh, ON, at the hour of 6:00 PM.

1. CALL TO ORDER

Candice Dennis, Chair of the Board of Management, opened the Annual General Meeting (AGM) of the Town of Tecumseh
Business Improvement Area as of 6:00 p.m

2. INTRODUCTION OF BOARD, STAFF AND GENERAL MEMBERSHIP – Candice Dennis

BIA Members and Guests:

Candice introduces Board Members, Paul Bistany - Treasurer, Andrew Dowie - Council Representative, Scott Harris, Brian
Houston, Linda Proctor, Michael Kennedy and acknowledged Tecumseh BIA staff Paula Rorai.

Regrets: Joe Fratangeli, Vice Chair, Jules Champoux, Director,

See Board of Management and Staff

3. DECLARATION OF CONFLICT OF INTEREST – Candice Dennis - Members are asked if they wished to declare a conflict of interest.
No conflicts were declared.

4. APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES 2019 – Candice Dennis

Members were asked for any comments or changes. None were declared.

MOTION TO APPROVE THAT the minutes of the Town of Tecumseh BIA Annual General Meeting minutes held on February 13,
2019 as presented.

Motion: (TOTBAGM-1/20) Moved by: L. Proctor
Second by: M. Kennedy

APPROVED.
CARRIED.

5. 2018 AUDITOR'S REPORT – Paul Bistany

Year End Report was audited by KPMG LLP and approved by the Board of Management and by the Town of Tecumseh. Paul
explained the December 31, 2018 year end financials;

Table with 2 columns: Budget vs Actual. Rows include Revenue, Expenses, Annual Surplus, and Accumulated surplus at beginning and end of year.

Members were asked if they had any questions. None were declared.

MOTION TO RECEIVE the December 31, 2018 Auditors Report and Financial Statements as presented.

Motion: (TOTBAGM-2/20)

Moved by: B. Houston
Second by: S. Harris

**APPROVED.
CARRIED.**

See 2018 Financial Statements of TECUMSEH B.I.A.

6. ACCOMPLISHMENTS IN 2019 – Candice Dennis

Candice reports on the major accomplishments and completed projects of the previous year.

See TOTBIA 2019 Major Accomplishments

7. PROPOSED 2020 BUDGET – Paul Bistany

Paul explains that there is a new format to the TOTBIA budget which allows for additional details on various accounts and that some accounts may look way over or under budget is due to reorganizing allocations under main account headings.

Explanation of Significant Variances for the 2020 Proposed Budget:

1. **BIA Levy** – This increase is required to cover leasing, utilities, internet, insurance and additional maintenance expenses
2. **Accounting & Legal Fees** – expenses to cover contracted company for all accounting, payroll transactions
3. **Wage & Benefits** – Increase new Coordinator wages and supplement training period with current Coordinator
4. **Advertising & Marketing** – Combined all accounts under one; anticipate increase in promotion, advertising,
5. **Tecumseh Dollars** – Increases in selling and donating Tecumseh Dollars; will increase Members reimbursements.
6. **Beautification & Events** – Anticipate increase in beautification and event expenses.

Paul asks if there are any questions or concerns regarding the proposed budget. None were declared.

MOTION TO APPROVE THAT the 2020 Proposed TOTBIA Budget be submitted to the Clerk for inclusion in the next regular Council meeting for approval.

Motion: (TOTBAGM-3/20)

Moved by: M. Kennedy
Second by: L. Proctor

**APPROVED.
CARRIED.**

See 2020 BIA Proposed Budget

8. **TOWN OF TECUMSEH BIA CONSTITUTION AMENDMENT** – Candice Dennis

There is one amendment to the Constitution:

- 1. Change of BIA office address, due to new location
 - a. New Address: 12122 Tecumseh Rd. E. Unit 2, Tecumseh, ON N8N 1L9

MOTION TO APPROVE the one amendment; TOTBIA office new address, in the TOTBIA Constitution as distributed for approval.

Motion: (TOTBAGM-4/20)	Moved by:	P. Bistany
	Second by:	S. Harris

**APPROVED.
CARRIED.**

See TOTBIA Constitution Amendments

9. **NOMINATIONS FOR EXECUTIVES** – Differed to regular Board meeting.

10. **LOOKING FORWARD TO 2020** – Candice Dennis

Candice announced various ideas and projects that the Board is considering planning and implementing in 2020.

11. **SPECIAL THANKS** – Candice Dennis

Candice expresses special thanks to the Board of Management, BIA Staff, the Town of Tecumseh, TOTBIA Members and volunteers.

See Special Thanks.

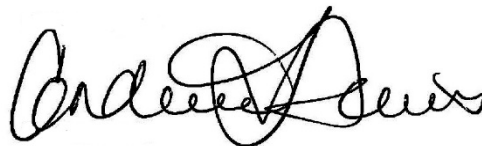
12. **Q & A – ADJOURNMENT**

Candice asks if there were any new business/comments or questions. None were declared. Paul closes the meeting.

MOTION TO ADJOURN and there being no further business, the March 4, 2020 Annual General Meeting of the TOTBIA meeting at 7:50 PM.

Motion: (TOTBAGM-5/20)	Moved by:	P. Bistany
	Second by:	B. Houston

**APPROVED.
CARRIED.**



CHAIR, Candice Dennis



COORDINATOR, Paula Rorai