



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, October 20, 2021 held electronically via Zoom, at the hour of 6:00 PM.

1. CALL TO ORDER

Linda Procter, Vice Chair of the Board of Management, opened the Annual General Meeting (AGM) of the Town of Tecumseh Business Improvement Area as of 6:31 PM. This meeting start time was delayed due to technical glitches.

2. INTRODUCTION OF BOARD, STAFF AND GENERAL MEMBERSHIP – Linda Procter

BIA Members and Guests:

Linda Procter - Vice Chair, introduces Board Members, Andrew Dowie - Council Representative, Brian Houston – Council Representative, Jules Champoux – Director, Leo Demarce - Director and acknowledged Tecumseh BIA Staff, Denise Pelaccia.

Regrets: Jessica Fowler – Director
Joseph Fratangeli – Director
Paul Bistany - Treasurer

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

4. APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES 2020 – Linda Procter

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 March 4, 2020 as presented.

Motion: (TOTBAGM-1/21) Moved by: Jules Champoux, Director
Second by: Leo Demarce, Director

**APPROVED.
CARRIED.**

5. 2020 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, 2020 year end financials;

Budget Revenue: \$139,400	Actual Revenue \$131,392
Budget Expenses: \$117,210	Actual Expenses \$120,570
Budget Annual Surplus: \$22,190	Actual Annual Surplus: \$10,822
Budget Accumulated surplus; beginning of year \$69,214	Actual Accumulated surplus: \$69,214
Budget Accumulated surplus; end of year \$91,404	Actual Accumulated surplus: \$80,036

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

MOTION TO RECEIVE the December 31, 2020 Auditors Report and Financial Statements as presented.

Motion: (TOTBAGM-2/21)

Moved by: Leo Demarce, Director
Second by: Jules Champoux, Director

**APPROVED.
CARRIED.**

See 2020 Financial Statements of TECUMSEH B.I.A.

6. ACCOMPLISHMENTS IN 2020 – Denise Pelaccia

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

See TOTBIA 2020 Major Accomplishments

7. PROPOSED 2022 BUDGET – Denise Pelaccia

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 2022 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.

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

MOTION TO APPROVE THAT the 2022 Proposed TOTBIA Budget be submitted to the Clerk for inclusion in the next regular Council meeting for approval.

Motion: (TOTBAGM-3/21)

Moved by: Jules Champoux, Director
Second by: Linda Proctor, Vice Chair

**APPROVED.
CARRIED.**

See 2022 BIA Proposed Budget

8. **TOWN OF TECUMSEH BIA CONSTITUTION AMENDMENT** – Linda Proctor

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-4/21)

Moved by: Leo Demarce, Director
Second by: Jules Champoux, Director

APPROVED.

CARRIED.

See TOTBIA Constitution Amendments

9. **NOMINATIONS FOR EXECUTIVES** – —

Differ to regular Board meeting.

10. **LOOKING FORWARD TO 2022** – Linda Proctor

Linda announced various ideas and projects that the Board is considering planning and implementing in 2022.

11. **SPECIAL THANKS** – Linda Proctor

Linda 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**

Linda 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 October 20, 2021 Annual General Meeting of the TOTBIA meeting at 6:55 PM.

Motion: (TOTBAGM-5/21)

Moved by: Jules Champoux, Director
Second by: Leo Demarce, Director

APPROVED.

CARRIED.

DRAFT

VICE CHAIR, Linda Proctor

DRAFT

COORDINATOR, Denise Pelaccia