



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

Date: Monday, February 12, 2024
Time: 6:00 pm
Location: Tecumseh BIA Office
12122 Tecumseh Rd. E. Unit 2
Tecumseh, ON

Present:
Chair, Director Leo Demarce
Director, Lauren Carcelen
Treasurer, Director Sandra Zanet
Councillor, James Dorner
Director Eddy Hammoud
Director, Josh Shepley
Director Jules Champoux

Absent:
Councillor, Brian Houston (liaison)

Also Present:
BIA Coordinator, Kim McFadden

A. Call to Order

The meeting is called to order at 6:10 pm by Leo Demarce, Chair.

B. Roll Call

C. Disclosure of Pecuniary Interest

There are no disclosures at this meeting.

D. Delegations

There are no delegations presented to the Board.

E. Communications

1. TOTBIA Board of Management Meeting Minutes

Motion: BBM- 06/24

Moved by Lauren Carcelen
Seconded by Sandra Zanet

That the October 18, 2023 and November 15, 2023 and amended minutes of the Town of Tecumseh Business Improvement Area (TOTBIA) as were duplicated and delivered to the members, **be adopted**.

Carried

F. Supplementary Agenda

There are no supplementary agenda items presented to the Board.

G. Reports

1. Chair Report

The 2024 Operating Budget is reviewed and worked on with the Board. A transfer from the operating account to the reserve account to be made.

2. Treasurer Report

January 2024 Financials are presented to the Board as appended on the agenda.

Motion: BBM- 07/24

Moved by Sandra Zanet
Seconded by Eddy Hammoud

That the January 2024 financials of the TOTBIA as presented, **be approved**.

Carried

3. Coordinator Report

The Coordinator provides a Tecumseh Lakeshore Economic Development update to the Board.

4. Council Report

Councillor James Dorner advises on the format and timing for submission of the BIA budget to Council. He indicates that a BIA summary will be provided at the next Regular Council meeting in March.

5. Committee Reports

a. Marketing Committee

ESConsulting has been working on the February “Love Local, Love Tecumseh” campaign that features businesses owned by couples and their story to keep in line with a Valentine’s Day theme, and is planning March break and Easter community event promotions.

Banners for the TOTBIA main street are on hold pending discussion with the town.

b. Membership Committee

The membership committee is planning to update TOTBIA businesses lists. ESConsulting will send an email to businesses to gather updated information, and visits to businesses will be made at a future date.

c. Beautification Committee

Planters for the TOTBIA main street are on hold pending discussion with the town.

d. Events Committee

The event committee's top three priorities for 2024 are business mixers, night market, and a joint event/collaboration with the Optimist Club of St. Clair Beach.

A request for donations towards gift baskets will be sent to members, with the option to donate Tecumseh Dollars for inclusion with raffle items as well.

e. Governance Committee

The governance committee will meet before the next board meeting to discuss purchasing, incorporating credit card and reviewing statement, I.T. management, meal allowance, and direct deposit.

Selection of Officers for 2024.

Motion: BBM- 08/24

Moved by Eddy Hammoud
Seconded by Josh Shepley

That BIA Officers and their respective roles for 2024 be Leo Demarce as Chair, Laura Carcelen as Vice Chair and Sandra Zanet as Treasurer, be approved provided those individuals elected continue to uphold the responsibilities of their respective roles.

Carried

6. Tecumseh Dollars

Transfer of funds deposited into an online “wallet” where Tecumseh Dollars will be purchased from is completed.

H. Unfinished Business

Outstanding nonrefundable deposit with Windsor Rock Gym - Kim McFadden will enquire regarding changing to gift card.

Bookkeeper payment - Kim McFadden will follow-up regarding preferred method.

I. New Business

1. Ontario Business Improvement Area Association (OBIAA) Annual Conference

Motion: BBM- 09/24

Moved by Jules Champoux

Seconded by Josh Shepley

That the early group registration for the OBIAA conference be authorized for three members: Chair, Leo Demarce, Councillor Brian Houston, and BIA Coordinator Kim McFadden, with the option to add another, for \$825 (plus fees and taxes) per member prior to March 1, 2024;

And that hotel accommodations (\$189-209/night) to be booked prior to March 28th, and transportation either train or mileage be determined.

Carried

J. Next Meeting

The next regular general meeting is scheduled on March 20, 2024 at 6:00 pm.

K. Adjournment

Motion: BBM- 10/24

Moved by Eddy Hammoud
Seconded by Jules Champoux

That there being no further business, the Monday, February 12, 2024 meeting of the Town of Tecumseh Business Improvement Area (TOTBIA) **be adjourned** at 8:50 pm.

Carried

Leo Demarce, Chair

Kim McFadden, BIA Coordinator