



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

Date: Tuesday, September 17, 2024
Time: 6:00 pm
Location: Tecumseh BIA Office
12122 Tecumseh Rd. E. Unit 2
Tecumseh, ON

Present:

Chair, Leo Demarce
Vice Chair, Laura Carcelen
Treasurer, Sandra Zanet
Director, Eddy Hammoud
Director, Josh Shepley
Councillor, James Dorner

Absent:

Director, Jules Champoux
Councillor, Brian Houston (liaison)

Also Present:

BIA Coordinator, Kim McFadden

A. Call to Order

The meeting is called to order at 6:00 pm by Leo Demarce, Chair.

B. Roll Call

C. Disclosure of Pecuniary Interest

No disclosure at this meeting.

D. Delegations

There are no delegations presented to the Board.

E. Communications

1. TOTBIA Board of Management Meeting Minutes

Motion: BBM - 42/24

Moved by Laura Carcelen

Seconded by Sandra Zanet

That the August 20, 2024 minutes of the Town of Tecumseh Business Improvement Area as were duplicated and delivered to the members, **be adopted.**

Carried

F. Supplementary Agenda

There is no supplementary agenda.

G. Reports

Motion: BBM - 45/24

Moved by Laura Carcelen

Seconded by Leo Demarce

That all reports as presented to the Board **be accepted.**

Carried

1. Chair Report

2024 proposed budget presentation to Town

The Chair provides a verbal report to the Board, including a recap of the TOTBIA's 2024 proposed budget presentation to the Town at the RCM on Sept. 10.

2. Treasurer Report

August 2024 financials

The Treasurer reports on the August 2024 financials.

3. Coordinator Report

2024 re-allocated budget reporting with projections

Kim McFadden reports on the 2024 re-allocated budget including projected.

4. Council Report

Tecumseh Hamlet Secondary Plan

Councillor James Dorner gives an update on the Town's Tecumseh Hamlet Secondary Plan news.

5. Committee Reports

a. Marketing Committee

Social Media

Motion: BBM - 43/24

Moved by Sandra Zanet

Seconded by Eddy Hammoud

That up to \$400 for website work by Exponential Solutions Consulting **be approved.**

Carried

b. Events Committee

AGM & Holiday Party

TOTBIA to participate in Optimist's Trunk or Treat event with candy bags, and the Town's Christmas parade with candy canes. New holiday banner to be ordered.

c. Beautification Committee

Christmas tree

Sea-Can to be ordered for storage, placement and installation date to be discussed with the Town, and hot chocolate will be provided complimentary at the lighting ceremony.

d. Membership Committee

Tecumseh Dollars 2024 sales

Associate Membership program to be reviewed, Tecumseh Dollars 2025 timing and discount will be discussed after the Governance committee's 2025 proposed budget planning meeting, and a volunteer form created.

Motion: BBM - 44/24

Moved by Josh Shepley

Seconded by Sandra Zanet

That up to \$4,000 for purchase and initial setup of the CRM through OBIAA in January 2025 **be approved.**

Carried

e. Governance Committee

2025 budget proposal

Constitution will be reviewed and amendments proposed for AGM, brand standards to be investigated through ESC, and a board member agreement and purchasing policy drafted.

H. Unfinished Business

New Board Director approval

Motion: BBM - 46/24

Moved by Laura Carcelen

Seconded by Eddy Hammoud

That Heba Al Faouri's application to join the board **be endorsed** for appointment by the Town.

Carried

I. New Business

J. Next Meeting

The next regular general meeting is scheduled on Tuesday, October 15, 2024 at 6:00 pm to be held at the TOTBIA office.

K. Adjournment

Motion: BBM - 47/24

Moved by Sandra Zanet

Seconded by Eddy Hammoud

That there being no further business, the Tuesday, September 17, 2024 meeting of the Town of Tecumseh Business Improvement Area **be adjourned** at 7:10 pm.

Carried

Leo Demarce, Chair

Kim McFadden, BIA Coordinator