



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

Date: Wednesday, February 19, 2025
Time: 6:00 pm
Location: Tecumseh BIA Office
2-12122 Tecumseh Rd. E.
Tecumseh, ON

Present:

Chair, Eddy Hammoud
Vice Chair, Laura Carcelen
Treasurer, Sandra Zanet
Director, Leo Demarce
Director, Dr. Heba Al-Faouri
Director, Carlyn Bistany
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 6:03 pm by Eddy Hammoud, Chair.

B. Roll Call

C. Reporting Out of Closed Meeting

A closed meeting of the Board was held at 5:33 pm on February 10, 2025 in accordance with and as permitted with Section 239 (2) (b) and (d) of the *Municipal Act, 2001*, which states that a meeting or part of a meeting may be closed to the public if the subject matter relates to:

(b) personnel matters about an identifiable individual, including municipal and local board employees; and

(d) labour relations or employee negotiations.

At this meeting, the Board received an update and provided direction on various personnel matters.

D. Disclosure of Pecuniary Interest

No disclosure at this meeting.

E. Delegations

Prospective Board member

Goran Todorovic, Team Goran.

F. Communications

1. TOTBIA Board of Management Meeting Minutes

Motion: BBM - 12/25

Moved by Laura Carcelen

Seconded by Sandra Zanet

That the January 22, 2025 regular general meeting minutes of the Town of Tecumseh Business Improvement Area as were duplicated and delivered to the members, **be adopted**.

Carried

G. Reports

Motion: BBM - 14/25

Moved by Sandra Zanet

Seconded by Leo Demarce

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

Carried

1. Chair Report

Staffing

Changes & updates tabled. Follow-up In-Camera and Special meetings to be held Wednesday, February 26, 2025 at 6:00pm at the TOTBIA office with Zoom link for Directors unable to attend in-person.

2. Treasurer Report

January 2025 financials

3. Coordinator Report

Lakeside Meats new location is opening on Sat. Feb. 22 with Mayor ribbon cutting at 1pm. The Training Loft is opening across the street from the BIA office on Sat. Mar. 1 and the BIA is arranging a grand opening with the Town. Another new business (TBA) is opening Apr. 1 and they will reach out to the BIA again in a couple weeks.

Kay Matthews, OBIAA Executive Director, is retiring, but she will continue to provide the Governance Training and be an advisor to BIAs and the OBIAA Board.

4. Council Report

FedDev Ontario Tourism Growth Program

The Town of Tecumseh has received \$35,000 of funding to develop a comprehensive tourism marketing strategy. The project is being managed by Parks & Rec.

Multi-use trail extension approved. Housing accelerator fund open-house March 11 at 4:30 pm at Town Hall.

5. Committee Reports

a. Marketing (including Events) & Beautification Committee

Social media, dining passport, and planters order.

[January analytics](#) (Instagram)

Dining passport initiative to run March-April, and placement plan in the works with the Town for tree/shrub planters implementation.

b. Membership & Governance Committee

Plans for timelines and budget tracking, committees & Officers. Tecumseh Dollars sale, Associate Membership, Microsoft 365 setup.

An update on plans for timelines and budget tracking, committees and Officer elections, and Microsoft 365 accounts setup on Directors' devices tabled. The Board sets the Tecumseh Dollars sales schedule (April, July, and October 15) and reviews an Associate Membership application.

Motion: BBM - 13/25

Moved by Leo Demarce

Seconded by Laura Carcelen

That CLR Interpreting Services' application to join the TOTBIA as an Associate Member **be approved**.

Carried

H. Unfinished Business

Video conference system for streaming Board meetings. Governance training.

OBIAA Governance training session information with costs provided.

Options for moving the screen to the front wall of the Board table area, recommended by MVCC, or if the screen remains where it is currently located on

the side wall. If relocating the screen, electrical work and installation of a network jack by Rorison Electric is required. Quotes provided.

Motion: BBM - 15/25

Moved by Sandra Zanet

Seconded by Leo Demarce

That proceeding with a video conference system, without moving screen and no electrical nor network work, for streaming Board meetings as approved in the 2025 budget, provided by MVCC, **be approved**.

Carried

I. New Business

Change of signing authority and Director application. OBIAA conference and Windsor-Essex Economic Trade Task Force.

Director application and OBIAA conference tabled. Windsor-Essex Economic Trade Task Force discussed.

Motion: BBM - 16/25

Moved by Sandra Zanet

Seconded by Dr. Heba Al Faouri

That Mohamad (Eddy) Hammoud, as new Chair of the Board of Management, **be added** and Leo Demarce, former Chair, **be removed** as a signing authority on the TOTBIA banking account with WFCU.

Carried

J. Next Meeting

The next regular general meeting is scheduled on Wednesday, March 19, 2025 at 6:00 pm to be held at the TOTBIA office.

K. Adjournment

Motion: BBM - 17/25

Moved by Sandra Zanet

Seconded by Laura Carcelen

That there being no further business, the Wednesday, February 19, 2025 meeting of the Town of Tecumseh Business Improvement Area **be adjourned** at 7:33 pm.

Carried

Eddy Hammoud, Chair

Kim McFadden, BIA Coordinator