



**GRAND VALLEY**

## **Grand Valley Business Improvement Area Board of Management Meeting**

Tuesday, April 23, 2019, 6:00 PM

Council Chambers, 5 Main Street North

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- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosure of Pecuniary Interest**
- 4. Minutes of Previous Meeting**
  - 4.1. March 19, 2019
- 5. Presentation/Deputation - none**
- 6. Unfinished Business**
  - 6.1. Historical Building Signs – update
  - 6.2. Constitution and By-laws – update
  - 6.3. OBIAA Conference – update
  - 6.4. Easter Egg Hunt event – debrief
  - 6.5. Canada Day event – discussion
  - 6.6. Movie in the Park – confirmation, discussion
- 7. New Business**
- 8. Correspondence - none**
- 9. Finance**
  - 9.1. Bank Reconciliation Statement
- 10. Next Meeting Date**
  - 10.1. Next Meeting and Agenda Items
- 11. Adjournment**



## GRAND VALLEY

# Grand Valley Business Improvement Area Annual Members Meeting and Board of Management Meeting Minutes

Monday, March 19, 2019 6:00 PM  
Council Chambers, 5 Main Street North

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The Grand Valley Business Improvement Area Board of Management met in Council Chambers of the Municipal Office at  
5 Main Street North, Grand Valley on March 19, 2019 commencing at 6:00 p.m.

### PRESENT:

Daphinee Dumouchel, Chair  
Tania Scheiwiller, Director  
Elizabeth Taylor, Council Representative  
Meghan Townsend, Secretary

### 1. Call to Order

The Chair called the meeting to order at 6:15 p.m.

### 2. Adoption of Agenda

**2019-03-01**

Moved by T Scheiwiller, Seconded by E Taylor

**BE IT RESOLVED THAT** the Board adopts the Agenda dated March 19, 2019 as circulated.

**CARRIED**

### 3. Disclosure of Pecuniary Interest

None declared.

### 4. Minutes of Previous Meeting

4.1. February 19, 2019

**2019-03-02**

Moved by E Taylor, Seconded by T Scheiwillier

**BE IT RESOLVED THAT** the Minutes of the February 19, 2019 meeting be approved as circulated.

**CARRIED**

#### 5. 2018 BIA Activities Report

The Board presented the annual report to the members present at the meeting. The report will be sent to Council then posted on the website for public distribution.

#### 6. 2019 BIA Budget

**2019-03-03**

Moved by E Taylor, Seconded by T Scheiwiller

**BE IT RESOLVED THAT** the Grand Valley Business Improvement Area membership approves the proposed 2019 budget in the amount of \$13,900.00.

**CARRIED**

#### 7. Correspondence - none

#### 8. Unfinished Business

##### 8.1. Constitution and By-laws – review and discussion

The Board advised Townsend they had no further amendments. Townsend will prepare revised document for approval at April's meeting.

#### 9. New Business

##### 9.1. Town communications Policies – discussion

Townsend facilitated a discussion on communications policies for the Town and gathered recommendations from the Board.

#### 10. Finance – no report

#### 11. Deputation

##### 11.1. Anthony Andrews, Party Cinemas – services presentation – 7:00 p.m.

**2019-03-04**

Moved by E Taylor, Seconded by T Scheiwiller

**BE IT RESOLVED THAT** Anthony Andrews of Party Cinemas be given leave to address the Board.

**CARRIED**

Andrews presented the services that his company offers. The Board decided to use his services for a movie in the park event. The Board directed Townsend to email Andrews to formally request a movie event for August 24, 2019 with concession stand, 24' movie screen, to take place at the Greta and Titch Boswell Memorial Lions Park with a rain location of the Grand Valley and District Community Centre.

#### 12. Next Meeting Date

April 23, 2019 at 6:00 p.m.

Continue summer activity planning.

#### 13. Adjournment

**2019-03-05**

Moved by T Scheiwiller, Seconded by E Taylor

**BE IT RESOLVED THAT** we do now adjourn this meeting of the GVBIA Board of Management at 7:36 p.m. to meet again on April 23, 2019 at 6:00 p.m. in the Town of Grand Valley Council Chambers, or at the call of the Chair.

**CARRIED**

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Daphinee Dumouchel, Chair

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Meghan Townsend, Secretary

## Meghan Townsend

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**From:** Party Cinemas <info@partycinemas.com>  
**Sent:** March 22, 2019 12:30 PM  
**To:** Meghan Townsend  
**Subject:** Re: Grand Valley movie event

Hi Meghan,

Great meeting you all this week. Thank you for booking with us! I have booked you in for this event and have sent your invoice through in a separate email. Please let me know if you do not receive it. As mentioned, sunset is scheduled for 8:10pm that night and we should be on site for about 7pm to set up. If you have any questions, please let me know and I will be happy to help! Looking forward to your event!

Best,  
Anthony Andrews  
[www.partycinemas.com](http://www.partycinemas.com)  
[www.videodanceparty.ca](http://www.videodanceparty.ca)  
**Phone: 888-853-0053**  
**Cell/Text: 416-995-3162**



On Wed, Mar 20, 2019 at 12:46 PM Meghan Townsend <[mtownsend@townofgrandvalley.ca](mailto:mtownsend@townofgrandvalley.ca)> wrote:

Hi Anthony,

Per the discussion at last night's Grand Valley BIA meeting, please book us in and reserve a 24' screen and concession booth for Saturday August 24. Event to take place at the Greta and Titch Boswell Memorial Lions Park, River Street, Grand Valley.

The arena is available as a "rain" location.

Invoicing for deposits and payments can be emailed to me, but charged to the Grand Valley Business Improvement Area, 5 Main Street North, Grand Valley, ON L9W 5S6

It was great to meet with you last night. Let me know next steps!

Regards,

Meghan Townsend, MPS, BSc

Deputy Clerk | Town of Grand Valley

**GRAND VALLEY BIA**  
**Bank Reconciliation Statement**



Period : 3  
 Year : 2019  
 For Bank : BIA - Royal Bank of Canada

**COPY**

Statement Date : 31-Mar-2019  
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
28	27-Mar-2019	AP	3	2019	-794.39	ONT BUS IMP AREA ASSOC.
30	28-Mar-2019	AP	3	2019	-500.00	PARTY CINEMAS

Bank Balance Statement	26316.80	as of 31-Mar-2019
Add outstanding deposits	0.00	(Includes all debits)
Less outstanding withdrawals/charges	-1294.39	(Includes all credits)
<b>Calculated Bank Balance</b>	<b>25022.41</b>	
<b>GL Bank Account Balance</b>	<b>25022.41</b>	as of Period : 3 Year : 2019
<b>Difference</b>	<b>0.00</b>	