



OLDE RIVERSIDE BIA MEETING MINUTES | MAY 2025

Date: Tuesday, June 10, 2025

Location: Timber + Plumb, 5640 Wyandotte St E Unit 1, Windsor ON, N8S 1M3

PRESENT: Laura Tucker (Co-Chair), Markie Tuckett (Co-Chair), Olivia Ryan (Secretary), Nauman Tayyab (Treasurer), Zorica Rainone (Director), Pete Mazza (Director), Chantel Russette (Director), Candyce Mollard (Administrator)

GUEST: N/A

REGRETS: N/A

ABSENT: Jo-Anne Gignac (Councillor)

Record of Electronic Motions

N/A

1. CALL TO ORDER:

The meeting was called to order by Laura at 9:00 am.

2. ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION to approve the agenda.

MOVED BY: Olivia **SECONDED BY:** Pete. All in Favour. **MOTION CARRIED**

3. APPROVAL OF MINUTES

MOTION to approve the May board meeting minutes.

MOVED BY: Markie **SECONDED BY:** Laura. All in Favour. **MOTION CARRIED**

4. SECRETARY UPDATE (Olivia Ryan - Riverside Pie Cafe)

Olivia has given her resignation, as she is closing her business on June 14th and will no longer be eligible to serve on the board.



Candyce read over the secretary duties outlined in the by-laws for the remainder of the directors to see if anyone would be interested in filling the secretary position. Candyce will email everyone the secretary's duties so they can review them. The secretary position will be discussed at our next board meeting in July.

5. CHAIR UPDATE

Markie stated that our BIA VISA has arrived and will be activated later today. A storage locker will be looked at and rented with a VISA very soon. The VISA card will be locked with the BIA cheque book.

6. COORDINATOR UPDATE

Cell phone Update - Candyce received a message from her current BIA's cell phone company saying her phone will no longer work as of July 31, as it doesn't connect to 5G. Candyce will need a different cell phone if anyone has one at home. The board all said they would look at home for an old phone.

Networking Event - Candyce attended a Chamber of Commerce event and said it was great and encouraged us all to attend and share the event details with our business neighbours. She handed out her new business cards and made valuable connections.

Storefront Safety Seminar - Candyce went to the Small Business Centre to attend the Storefront Safety Seminar with Windsor Police. She received a lot of great information. Illuminating your property was one of the most important takeaways to prevent crime. Also, getting rid of any benches or places where it invites people to hang out and solicit is very helpful. Markie suggested looking into security measures for the BIA such as CCTV as well as security stickers for windows. Candyce will look further into what options there are and explore what other BIAs are doing.

7. COUNCILLOR UPDATE

- N/A

7. FINANCIAL UPDATE

- Nauman says we are in good standing and all up to date, with Candyce helping with data entry. KPMG has the current year for the audit.



8. COMMITTEE UPDATES

Events Committee

Update the board on July's Event - Candyce says there are 15 confirmed businesses. Most of them are doing a stamp for any purchase in July. Customers will only be eligible for one stamp per business, so we can promote visiting multiple stores throughout the BIA for this event. Promotional posters are coming for windows as well as pizza boxes. We have different types of entertainment booked/dog show on July 4th. Pete has a DJ coming the same day as Markie/Laura will be doing pop-ups on July 17th. On the 14th, there is a magician booked and glitter tattoos at Duarte & Lesperance and Running Factory. Every Friday Rob Sef will be playing music at Thompson House. Candyce is looking to book a few more things.

MOTION to order BIA tote bags for the event giveaway up to \$500.

MOVED BY: Laura SECONDED BY: Markie. All in Favour. **MOTION CARRIED**

Membership Committee

Board members attended the grand opening of DuFour Dental on May 29th and Candyce presented Krista Dufour the owner with a small welcome gift and card on behalf of the BIA.

Marketing/Advertising Committee

Riverside Minor Baseball - Banners have been ordered. They did their first announcement at Miracle Park this past Saturday, promoting our BIA.

Photography- Will be coming on June 23, weather pending. Candyce will send a message to everyone to let them know to clean up their storefront for that day. The photographer will be taking two images of each business.

Drone Footage - date TBD. suggested for the vendor to shoot daytime footage during our July event, perhaps on July 17th. Candyce will coordinate.

Beautification/Maintenance Committee

Discovery Landscape trial update - No response since he came to our meeting a few months ago. The option to trial run permanent planters for the summer season will no longer be happening due to a lack of response from the vendor.

Summer planters - BEX to fill the empty planters that were originally set aside for Discovery Landscape's permanent planter trial.



Dana - So far, we have spent \$522.50 on Dana for the year. He will continue to come regularly to water our flowers/garden boxes/garbage pickup. We originally budgeted \$3,000 but we won't know what it will come to in total until the end of the year.

Bicycle Baskets - BEX quoted baskets for the 12 bikes, which can be stored/reused every year. The baskets will be heavily zip-tied/secured to the baskets so people cannot easily steal them. Her quote for 12 baskets is \$960.50 with HST. Laura suggested purchasing a few extra baskets just in case anybody steals them or if any break during the summer season.

MOTION to spend up to \$1,200 on bicycle basket planters.

MOVED BY: Laura **SECONDED BY:** Pete. All in Favour. **MOTION CARRIED**

Beacon Banners - should be installed this month: Candyce confirmed last week.

Ramone - Ramone has worked only 2 hours so far in 2025. Mike Murphy from the City has finished planting the gardens and distributing free mulch provided by the City.

Winter Flowers - Markie presented BEX's quote for winter flowers. She suggested if we are going to continue going with BEX, we should lock in her quote, so the price is guaranteed. A motion will be made at the next meeting to approve the quote following Nauman's complete budget update to ensure the funds are there to do so.

MOTION to have Dana paid bi-weekly with an increase of hours for the summer months.

MOVED BY: Markie **SECONDED BY:** Laura. All in Favour. **MOTION CARRIED**

Policy and Advocacy Committee

N/A

8. NEW BUSINESS

N/A

9. NEXT MEETING & ADJOURNMENT

MOTION to adjourn meeting at 9:57 am.

MOVED BY: Laura **SECONDED BY:** Olivia All in favour. **MOTION CARRIED**



NEXT MEETING DATE: Tuesday, July 8, 2025 @ Timber + Plumb
