



Downtown Huntsville BIA
BOARD OF MANAGEMENT MEETING-DRAFT
PARTNER'S HALL

MINUTES: Thursday, October 12, 2023

7:30 am – 9:00 am

Rachel Hunt, Will Lougheed, Steve Campbell, Lindsay Buttus, Christina Clarke, Kelly Hawyood, Helena Renwick,
Chandler Jolliffe

Ellen Selby (BIA Staff), Hanna Mukha (BIA Staff), Lauren MacDermid (Town Staff)

Tara Charlton, Nancy Wenger (Visitors)

- 1. **Call to Order 7:34 AM** Rachel Hunt
- 2. **Land Acknowledgement** Sarah Downes
- 3. **Declaration of Conflict of Interest**
- 4. **Motion to Accept the Agenda**
Motioned by: Sarah Downes
Seconded by: Lindsay Buttus
Motion passed.
- 5. **Motion to Accept September Meeting Minutes**
Motioned by: Kelly Haywood
Seconded by: Councilor Renwick
- 6. **Town Budget Request Discussion** Ellen Selby (5 min.)
Draft of budget asks for Town BIA partnership, will get feedback from Town staff.
-Streetscape furniture: 5 benches all the way up Main Street, fixed shade in Kent Park.
-Long Term Holiday support with lights, décor, and labor.
-Parking Lines on side streets.
Partnership request: park/permit fees waived for BIA events, furniture remains out until GGW, reopen Dara Howell Way, town keeping street clean.
Discussed including ashtrays in request.
Staff will present requests at town quarterly meeting to follow.
Finances Steve Campbell (10 min.)
-Monthly Report September
- 7. **Reports – New Business Only**
 - a. **Town Report** Helena Renwick
MOU is still underway, Town will bring it forward after quarterly meeting.
Flowers have come down, BIA put out new fall arrangements with contribution from Town.
Continue to collaborate on seasonal flowers.
 - b. **Chair’s Report** Rachel Hunt
 - c. **Events and Promotions** Ellen Selby

This is our most event-heavy time of year, members participate by: joining Tiny Tots, offering a special for Girlfriends Getaway, a sale for customer appreciation crawl, and joining the holiday market. New incentive: people's choice window, favorite GGW store will WIN their holiday décor from the BIA/Chamber.

d. **HMATA Report**

Rachel Hunt

HMATA Board ED has been hired. To discuss a HMATA board member, Chamber representative.

e. **Staff Report**

Ellen Selby

Welcoming Hanna to her first Board meeting.

8. New Business

Trash Downtown, how to keep streets clean on Wednesdays, potential to review bylaw, pay for more trash collection, revisit installing bins Downtown, reminding members to put trash out after 5 pm. Consider having special trash meeting.

9. Closed Session Municipal Act, 2001, 5.1 Section 239 (2) (b) Personal Matters Staff

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Adjourned: 8:54am

10. Next Meetings:

Events & Promotions – Thursday, November 2, 8 AM (Partner's Hall Hybrid Meeting – zoom and in person)

Board Meeting – Thursday, November 9, 7:30 AM (Partner's Hall Hybrid Meeting - zoom and in person)