MINUTES - Emergency Staffing Meeting
Monday January 12th 2026

Downtown Midland BIA
6:00 PM
208 King Street Midland, ON

PRESENT: Nicole French
Megan Marchildon
Bill Meridis
Sarah Kenney
Mike Sellwood
Wes Hains

REGRETS: Roberta Douglas

AGENDA:

1. BIA Current Challenges
2. Alignment on Current Needs
3. A Review of Staffing Options
    a. Hiring Process & Onboarding
    b. Hiring Contractor(s)
    c. Board & Volunteer tasking
    d. Other?
4. Staffing Budget
5. Decision on best way to move forward

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1. BIA Current Challenges

   Limited volunteer availability by board to complete all needed activities. Reactive instead of proactive and organized.

2. Alignment on Current Needs

   Need immediate support for communications, workback planning, liaison with town, beautification spring & summer initiatives, phone, emails, etc.

3. A Review of Staffing Options
    a. Hiring Process & Onboarding
    b. Hiring Contractor(s)
    c. Board & Volunteer tasking
    d. Other?

    The hiring process is long, especially with limited volunteer commitment to hiring activities. Just completed full rounds of interviews and ended with failure to fulfill the role(s).

    Contractors are an option but still require guidance and onboarding from board members. Need set budgets to move forward with contract support.

    The board, even with additional volunteers, cannot support the BIA properly with no committed staff.

4. Staffing Budget

    The board can and is comfortable committing to $4,000/monthly with additional $1,500 in support funds to onboard a contractor to support the BIA while the board reconsiders the best long-term staffing situation and can properly commit to the hiring process.

5. Decision on best way to move forward

    3 resumes were reviewed for immediate support.

    Bill Meridis declared a conflict and removed himself from voting on staffing contractor.

        Nicole French motioned to commit $5,500/month to immediate staffing and communication needs.
        Seconded by Mike Sellwood
        Carried.

        Mike Sellwood motioned to offer Paula Meridis a 4-6 month contract at $4,000/month to support the BIA
        Seconded by Sarah Kenney
        Carried.

    Nicole French declared a conflict and removed herself from voting on communication support items.

Mike Sellwood motioned to extend Collaborative Haus contract to include website updates and newsletter support if needed by Paula.
Seconded by Sarah Kenney
Carried

Sarah Kenney motioned to budget $300/month for bookkeeping services from Lindsay Stewart for six months and then review services.
Seconded by Megan Marchildon
Carried