



## MINUTES

- MEETING:** Board of Directors Meeting
- DATE:** Wednesday, April 17, 2019
- TIME:** 5:30 PM – 7:30 PM
- LOCATION:** DWBIA offices – 419 Pelissier Street
- ATTENDEES:** Brian Yeomans (L), Pat Papadeas, Bryan Datoc, Geoff Zanetti, Stephanie Clark, Liam O’Donnell, Rino Bortolin, David Prantera, Larry Horwitz (L)
- REGRETS:**
- ABSENT:**
- GUESTS:**
- STAFF:** Debi Croucher, Pauline Sorokopas

Agenda and Discussion	Responsibility of:
<ul style="list-style-type: none"> <li>• Mr. Yeomans opened the meeting at 5:30PM</li> <li>• Mr. Prantera requested that ‘Trees’ be added to Agenda under New Business.</li> <li>• Mr. Zanetti requested that ‘Subsidy’ be added to Agenda under New Business.</li> <li>• Mr. Datoc requested that ‘Media City Film Festival’ be added to Agenda under New Business.</li> <li>• Ms. Papadeas requested that ‘Legal Item’ and ‘MBA Project’ be added to Agenda under New Business.</li> <li>• Distributed Agenda with above additions, was adopted by Mr. Zanetti, seconded by Mr. Datoc.</li> </ul>	Board of Directors
<ul style="list-style-type: none"> <li>• Disclosure of Interest - None</li> </ul>	
<ul style="list-style-type: none"> <li>• Adoption of the Minutes</li> </ul>	Board of Directors

<ul style="list-style-type: none"> <li>Minutes of Meeting March 28, 2019 – adopted by Mr. Zanetti, seconded by Mr. Prantera.</li> </ul>	
<p><b><u>Communications Items and Reports</u></b></p> <p><b><u>Chair Reporting</u></b></p> <p><b><u>OBIAA Conference – report back</u></b></p> <ul style="list-style-type: none"> <li>Mr. Yeomans provided information to Board Members on OBIAA conference he attended, noting the conference was a valuable learning and networking experience.</li> <li>Mr. Yeomans discussed a Strategic Planning service, once offered by OMAFRA to BIA’s, which due to more interest of late, could possibly be reinstated. Mr. Datoc made the motion ‘ask Administration to look into Strategic Planning Facilitation offered by OMAFRA’. <b>Motion was seconded by Ms. Clark. Motion was adopted.</b></li> <li>Mr. Yeomans requested that ‘Pole Wrap’ be added to Marketing Agenda with Mr. Datoc making the motion ‘direct Administration to arrange for an inventory of ‘poles’ in the district’. <b>Motion was seconded by Ms. Clark. Motion was adopted.</b></li> </ul> <p><b>Mr. Horwitz arrived at 5:40PM</b></p> <p><b><u>Database Management System</u></b></p> <ul style="list-style-type: none"> <li>Mr. Yeomans requested this item be added to Marketing Agenda at which time he will provide information received at OBIAA conference regarding HubSpot CRM.</li> </ul> <p><b><u>Downtown Mission</u></b></p> <ul style="list-style-type: none"> <li>Discussion took place between Board Members regarding Downtown Mission with Mr. Zanetti making the motion ‘direct Administration to arrange a meeting for Chair, Vice-Chair and Treasurer with the Mayor to have an introductory meeting regarding mutual goals and address concerns’. <b>Motion was seconded by Mr. Prantera. Motion was adopted.</b></li> </ul> <p><b><u>DWBIA Staffing</u></b></p> <ul style="list-style-type: none"> <li>Matter to be discussed at Executive Committee Meeting.</li> </ul>	<p><b>Board of Directors</b></p> <p><b>Board of Directors</b></p> <p><b>Administration</b></p> <p><b>Board of Directors</b></p>



<p>Administration was requested to add line Item to Committee of the Whole agenda.</p> <ul style="list-style-type: none"> <li>Ms. Papadeas made the motion <b>‘direct Admin to add a standing report on Board Agenda re: member updates – activity and news DT (vacancies, new businesses, etc). Motion was seconded by Ms. Clark. Motion was adopted.</b></li> </ul>	<p><b>Board of Directors</b></p>
<p><b><u>Finance Committee</u></b></p> <ul style="list-style-type: none"> <li>Mr. Datoc advised that a meeting is to take place to discuss Administration – Salaries &amp; Wages.</li> <li>Mr. O’Donnell made the motion <b>‘to receive Finance Report’.</b> <b>Motion was seconded by Mr. Zanetti. Motion was adopted.</b></li> </ul>	<p><b>Board of Directors</b></p>
<p><b><u>Committee of the Whole – Marketing &amp; Development/Infrastructure – adoption of motions</u></b></p>	
<p>Mr. Yeomans provided an overview of the presented Marketing Committee of the Whole motions attached to meeting package.</p> <p>Ms. Clark made the motion <b>‘to receive the Marketing Committee motions’.</b> <b>Motion was seconded by Mr. Prantera. Motion was adopted.</b></p>	<p><b>Board of Directors</b></p>
<p><b>Ms. Papadeas abstained from voting.</b></p> <p>Mr. Yeomans provided an overview of the presented Development/Infrastructure Committee of the Whole motions attached to meeting package.</p>	
<p>Ms. Papadeas made the motion <b>‘to receive the Development/Infrastructure Committee motions’.</b> <b>Motion was seconded by Mr. Prantera. Motion was adopted.</b></p>	<p><b>Board of Directors</b></p>
<p><b><u>New Business</u></b></p>	
<p><b><u>Legal Item (added to Agenda)</u></b></p>	
<p><b>Meeting went in-camera at 7:20PM</b>  <b>Meeting came out of in-camera at 8:15PM</b></p>	
<ul style="list-style-type: none"> <li>Mr. Prantera made the motion <b>‘to direct Administration to correct the record of the Board of Management slate with clarification regarding the elected members and the board removal of the ‘officer’ name. To be done when communicating the appointment of the new member of the Board’.</b> <b>Motion was seconded by Mr. Zanetti. Motion was adopted.</b></li> </ul>	<p><b>Board of Directors</b></p>

<ul style="list-style-type: none"> <li>• <b>Mr. Bortolin abstained from voting. Mr. Horwitz voted against motion.</b></li> <li>• <b>Mr. Horwitz left the meeting at 8:20PM</b></li> <li>• Ms. Papadeas made the motion <b>‘to have the Chair and Vice Chair request legal advice on correcting the irregularities that results in the B of M slate that was presented to City Clerk and give effect to the previous motion’.</b> Motion was seconded by Mr. Datoc. Motion was adopted.</li> </ul>	<p><b>Board of Directors</b></p>
<p><b><u>Vacant Board position</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Croucher advised that attached to meeting package were copies of 2 applications received for the vacant DWBIA Board position.</li> <li>• Mr. Prantera made the motion <b>‘to direct Administration to invite the board applicants to present at the next Board Meeting’.</b> Motion was seconded by Ms. Clark. Motion was adopted.</li> </ul>	<p><b>Board of Directors</b></p>
<p><b><u>ICSC Membership</u></b></p> <ul style="list-style-type: none"> <li>• Administration was directed not to renew the ICSC membership.</li> </ul>	<p><b>Administration</b></p>
<p><b>Mr. Yeomans left the meeting at 8:30PM</b></p>	
<p><b><u>Parking Garage – lower level parking update</u></b></p> <ul style="list-style-type: none"> <li>• Discussion to be had with Mr. Kralovensky, Parking Enforcement Supervisor, City of Windsor, regarding lower level parking.</li> </ul>	
<p><b><u>Media City Film Festival (added to Agenda)</u></b></p> <ul style="list-style-type: none"> <li>• Item to be discussed at Committee of the Whole meeting.</li> </ul>	<p><b>Board of Directors</b></p>
<p><b><u>Trees (added to Agenda)</u></b></p> <ul style="list-style-type: none"> <li>• Discussion took place in regards to the number of dead and/or missing trees within the DWBIA boundary. Further discussion took place as far as the number of boxes where trees are placed that need to be fixed.</li> <li>• Mr. Prantera made the motion <b>‘direct Administration to do a tree inventory’.</b> Motion was seconded by Mr. Datoc. Motion was adopted.</li> </ul>	<p><b>Board of Directors</b></p>

