



MINUTES

- MEETING:** Board of Directors Meeting
- DATE:** Wednesday, May 29, 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, Rino Bortolin (L), David Prantera (L), Larry Horwitz (L)
- REGRETS:** Liam O’Donnell
- ABSENT:**
- GUESTS:**
- STAFF:** Debi Croucher, Pauline Sorokopas

Agenda and Discussion	Responsibility of:
<ul style="list-style-type: none"> • Ms. Papadeas opened the meeting at 5:35PM • Ms. Croucher requested that ‘La Guardia’ and ‘CRSP discussion’ be added to Agenda under New Business. • Ms. Papadeas requested that ‘Legal Item’ and ‘Jurassic Park Windsor’ be added to Agenda under New Business. • Distributed Agenda with above additions, was adopted by Mr. Datoc, seconded by Mr. Zanetti. 	<p>Board of Directors</p>
<ul style="list-style-type: none"> • Disclosure of Interest <p>Mr. Bortolin made a Declaration of Interest – Municipal Conflict of Interest Act – line item: LPAT – CAMPP discussion</p> <p>Mr. Horwitz made a Declaration of Interest – Municipal Conflict of Interest Act – line item: LPAT – CAMPP discussion</p>	
<ul style="list-style-type: none"> • Adoption of the Minutes 	

<p>Mr. Horwitz questioned motion in Minutes from April 17, 2019 meeting, in regards to correcting records of the Board of Management slate.</p> <ul style="list-style-type: none"> • Discussion took place with motion being made to read ‘to direct Administration to correct the record of the Board of Management slate with clarification between elected members and officers and that the past Chair position is not a member of the Board of Management’. • Minutes of Meeting dated April 17, 2019 were adopted with above amendment, by Mr. Zanetti, seconded by Mr. Prantera. • Mr. Horwitz voted against adoption of Minutes. 	<p>Board of Directors</p>
<p><u>Communications Items and Reports</u></p> <p>Mr. Yeomans joined the meeting at 5:50PM</p> <p><u>Chair Reporting</u></p> <p><u>Meeting with Mayor - update</u></p> <ul style="list-style-type: none"> • Mr. Yeomans provided details to Board Members present on the Executive Committee’s meeting with the Mayor and items discussed at the meeting such as plans/ideas of the new DWBIA Board, Business Development and Strategic Plan. <p>Mr. Bortolin left the meeting at 6:00PM</p> <p>Meeting went in-camera at 6:00PM</p> <p>Meeting came out of in-camera at 6:10PM</p> <ul style="list-style-type: none"> • Ms. Papadeas made the motion ‘to authorize Executive to negotiate resolution of dispute with the City concerning the LPAT fund contribution that does not compromise the authority of the BIA; and further to authorize payment of that contribution from reserve funds and/or make financial reporting adjustment as may be proper and appropriate to give effect to such resolution of the matter’ Motion was seconded by Mr. Datoc. Motion was adopted. • Ms. Papadeas made the motion ‘to allocate up to \$2,000 for legal fees for the LPAT/City dispute’. Motion was seconded by Mr. Datoc. Funds to be taken from line item: Legal. Motion was adopted. <p>Mr. Horwitz abstained from voting.</p> <p>Mr. Bortolin was not in meeting at the time the motion was made and adopted.</p>	<p>Board of Directors</p>

Mr. Horwitz left the meeting at 6:10PM
Mr. Bortolin rejoined the meeting at 6:15PM

DWBIA Staffing

Ms. Sorokopas left the meeting at 6:15PM
Ms. Sorokopas rejoined the meeting at 6:25PM

Executive Director Reporting

Parades – update

Mr. Horwitz rejoined the meeting at 6:25PM

- Ms. Croucher provided details of SERT (Special Events Resource Team) meeting held to discuss parades advising that Police Department were against holding parades on Ouellette suggesting an alternate route. DWBIA stated their opposition to alternate route. Discussion took place with Mayor’s office in regards to route for parades.
- Ms. Croucher advised that Canada Day Parade only will take place on Ouellette Avenue and that a new agreement had been signed with the Windsor Parade Corporation.

WIFF Video – update

- Ms. Croucher spoke on a meeting that had taken place between the Executive Committee and Suede Productions to discuss a series of video vignettes for the DWBIA and a video for WIFF promotion.
- Discussion took place on quote received from Suede Productions copy of which had been e-mailed to Board Members prior to meeting with Administration requesting direction as to how the Board would like to proceed.
- Mr. Datoc made the motion ‘to accept Suede quote #041 for filming and video editing of Downtown Windsor for \$15,517.50.’ Motion was seconded by Mr. Prantera. Funds to be taken from line item Business Development. Motion was adopted.

Mr. Horwitz left the meeting at 6:50PM

Sidewalk Patio Program – update

Board of Directors

<ul style="list-style-type: none"> As requested at Committee of the Whole meeting, updates were made to Sidewalk Patio Program, as per copy attached to meeting package. Administration requested a motion to proceed with the program. Ms. Papadeas made the motion ‘to proceed with Sidewalk Café Program and application form as presented’. Motion was seconded by Mr. Zanetti. Motion was adopted. 	<p>Board of Directors</p>
<p><u>Strategic Plan Proponents</u></p> <ul style="list-style-type: none"> Ms. Croucher discussed 3 submissions received by proponents in regards to the RFP issued for the DWBIA Strategic Planning, as per breakdown attached to meeting package. Discussion took place on proponents and their submissions. Mr. Zanetti made the motion ‘move to award contract for Strategic Planning ‘Creative Momentum Consulting & Munro Strategic Perspective’. Motion was seconded by Ms. Clark. Motion was adopted. 	
<p><u>Website – update</u></p> <ul style="list-style-type: none"> Administration requested direction to move ahead with having Mr. Sartori issuing REOI’s regarding Database and Website with Mr. Sartori receiving submissions and fielding any questions. Mr. Sartori to narrow down to three proponents and present his recommendations to DWBIA Board of Directors. Administration was given direction to notify Mr. Sartori to proceed. 	<p>Board of Directors</p>
<p>Mr. Bortolin left the meeting at 7:05PM</p>	
<p><u>Finance Committee</u></p> <ul style="list-style-type: none"> Mr. Datoc provided information on Expenditure Report attached to meeting package. Ms. Papadeas made the motion ‘to receive Finance Report’. Motion was seconded by Mr. Zanetti. Motion was adopted. 	<p>Board of Directors</p>
<p>Mr. Prantera left the meeting at 7:20PM</p>	
<p><u>Draft Financial Statements – Year ended December 31, 2018</u></p>	

<ul style="list-style-type: none"> Ms. Croucher advised that attached to meeting package, for Board approval, copy of draft DWBIA Financial Statements for year ended December 31, 2018. Discussion took place on draft Financials Statements with Mr. Datoc making the motion ‘to approve audited Financial Statements of Downtown Windsor Business Improvement Association, year ended December 31, 2018’. Motion was seconded by Ms. Papadeas. Motion was adopted. Ms. Croucher advised that a general membership meeting is required to be called where Auditors will present Financial Statements to DWBIA members. 	<p>Board of Directors</p>
<p><u>Committee of the Whole – Marketing & Development/Infrastructure – adoption of motions</u></p>	
<p>Mr. Yeomans provided an overview of the presented Committee of the Whole Marketing/Development Infrastructure motions attached to meeting package.</p>	<p>Board of Directors</p>
<p>Mr. Datoc made the motion ‘to receive Committee of the Whole Marketing/Development Infrastructure Motions’. Motion was seconded by Ms. Clark. Motion was adopted.</p>	<p>Board of Directors</p>
<p><u>New Business</u></p>	
<p><u>Board of Directors - applications</u></p>	
<ul style="list-style-type: none"> Ms. Croucher advised that the two applicants have been asked to attend the Committee of the Whole meeting on June 12, 2019. 	
<p><u>La Guardia (added to Agenda)</u></p>	
<ul style="list-style-type: none"> Ms. Croucher advised that Administration had been contacted by La Guardia requesting the DWBIA take part in recognition of their restaurants 40th anniversary by way of participating in a news conference as well as presentation of a plaque which will be placed in the restaurant. 	
<ul style="list-style-type: none"> Discussion took place with Ms. Papadeas making the motion ‘to spend up to \$1,000 on graphic design and plaque for recognition of La Guardia’s 40th anniversary’. Motion was seconded by Mr. Zanetti. Funds to be taken from line item: Marketing/Events. 	<p>Board of Directors</p>
<p><u>CRSP discussion (added to Agenda)</u></p>	

<ul style="list-style-type: none">• Ms. Croucher spoke on new businesses locating at 255 Ouellette Avenue who have made enquiries regarding the DWBIA’S Commercial Rent Subsidy Program.• Discussion took place on whether businesses qualify for the program with direction from Board being given to Administration to allow applications to be made and brought forward for discussion. <p><u>Jurassic Park Windsor (added to Agenda)</u></p> <ul style="list-style-type: none">• Board members were advised that the DWBIA had been approached by event organizer Mr. Renaldo Agostino in regards to helping organize and promote Jurassic Park Windsor.• Meeting was held with City of Windsor Parks and Recreation, Windsor Police and DWBIA to determine logistics of event where it was agreed upon that event would take place at Charles Clark Square.• Motion was made by Ms. Papadeas ‘to support Jurassic with a contribution of \$2,500 plus up to \$500 in promotion’. Motion was seconded by Ms. Clark. Motion was adopted.	<p>Board of Directors</p> <p>Board of Directors</p>
<p>Adjournment</p> <ul style="list-style-type: none">• Meeting ended at 8:00PM	<p>Board of Directors/ Administration</p>
<p>Next scheduled Board of Directors meeting to be held June 26, 2019 @ 5:30PM</p>	