



MINUTES

- MEETING:** Board of Directors Meeting
- DATE:** Tuesday, February 25, 2020
- TIME:** 5:30 PM – 7:30 PM
- LOCATION:** DWBIA offices – 419 Pelissier Street
- ATTENDEES:** Brian Yeomans, Pat Papadeas, Bryan Datoc, Rino Bortolin, Stephanie Clark
- REGRETS:** Jeff Patterson, Bobby Russon, Geoff Zanetti
- ABSENT:** Larry Horwitz
- GUESTS:**
- STAFF:** Debi Croucher, Pauline Sorokopas

Agenda and Discussion	Responsibility of:
<ul style="list-style-type: none"> • Mr. Yeomans opened the meeting at 6:00PM • Distributed Agenda was adopted by Ms. Clark, seconded by Mr. Bortolin. 	Board of Directors
<ul style="list-style-type: none"> • Disclosure of Interest • None at this time. 	
<ul style="list-style-type: none"> • Adoption of the Minutes • Minutes of Meeting dated January 28, 2020 were adopted by Mr. Datoc, seconded by Mr. Bortolin. 	Board of Directors
<p><u>Communications Items and Reports</u></p> <p><u>Executive Director Reporting</u></p>	

OBIAA Conference

- Discussion held at DWBIA Executive Meeting in regards to two Board Members attending 2020 OBIAA Conference. Costs to include conference registration, hotel and travel.
- Mr. Yeomans and Ms. Papadeas to attend on behalf of DWBIA. Mr. Datoc made the motion **‘to authorize sending 2 board members to the OBIAA Conference April 19 – 22 in Toronto up to \$3,000’**. **Motion was seconded by Ms. Clark.**

AGM Speaker

- Ms. Croucher advised that the DWBIA AGM will be held at Four Points by Sheraton on April 15 with the suggestion of guest speakers being Ms. Pauline Larsen, Downtown Yonge BIA, along with PC Shane Murphy, Toronto Police, speaking on safety and security.

Farmers’ Market - update

- Discussion and review took place on Downtown Farmers’ Market Terms of Reference, copy of which provided to Board members present.
- Ms. Croucher requested approval from Board members. Mr. Bortolin made the motion **‘to accept report of E.D. re: DWFM Terms of Reference’**. **Motion was seconded by Ms. Clark.**
- Copy of proposed 2020 Farmers’ Market budget provided to Board Members present. Discussion took place with some amendments requested. Ms. Papadeas made the motion **‘to approve the proposed 2020 DWFM budget as amended’**. **Motion was seconded by Mr. Datoc.**

Night Market

- Conversation took place on planning and theme of Night Market along with suggested locations and dates. Ms. Croucher stated that a logo for the Night Market is being explored.
- Direction was given to Administration to apply to City of Windsor for road closure of University Avenue between Pelissier and Victoria for the 3rd Friday of the months of June, July, August and September.
- Administration was directed to post position for Market Co-ordinator (6 month contract position).

Administration

Administration

- Ms. Papadeas made the motion ‘to approve up to \$700 for Night Market marketing/promotion re: TWEPI package’. Line item: Night Market’. Motion was seconded by Mr. Datoc.

EOI for Retail Consultant

- Ms. Croucher provided Board members present with a copy of EOI for Retail Consultant requesting Board approval to publish.
- EOI approved by Board members.

Business Excellence Awards

- Question asked to Board members present as to interest in attending Business Excellence Awards. Mr. Yeomans, Ms. Papadeas, Mr. Datoc and Mr. Bortolin expressed their interest in attending.
- Administration requested to notify Board members not present at meeting of the event, requesting a reply as to whether they would be interested in attending.

Administration

Commercial Rent Subsidy Application – Green Bus Café

- Discussion took place on application in package received from Green Bus Café.
- Mr. Borton made the motion ‘to approve the rent subsidy application by Green Bus Café in the amount of \$150 per month (25%) for 1 year with option to reapply for 1 further year’. Motion was seconded by Ms. Clark.

Finance Committee

Expenditure Report

Ms. Croucher provided a breakdown on Expenditure Report attached to meeting package noting the surplus for year-end, which will be put into reserves with variances being noted on budget submission to COW.

- Motion was made by Mr. Datoc to receive Finance Report as presented. Motion was seconded by Ms. Papadeas.

<p><u>Approval of 2020 COW Budget</u></p> <ul style="list-style-type: none"> 2020 COW budget template presented and reviewed. Motion was made by Mr. Datoc to ‘accept the 2020 budget submission to the City, as corrected’. Motion was seconded by Ms. Clark. <p>As quorum was not reached at meeting, Administration was directed to forward by e-mail, all motions to Board members not in attendance, requesting their vote in favour of or against.</p> <p>All motions were adopted.</p> <p><u>Committee of the Whole</u></p> <p><u>Committee of the Whole Marketing & Development/Infrastructure – motions - N/A</u></p>	<p>Board of Directors</p>
<p>Meeting adjourned at 8:50PM.</p>	<p>Board of Directors/ Administration</p>
<p>Next scheduled Board of Directors meeting to be held Tuesday, March 24, 2020 @ 5:30PM</p>	