



# MINUTES

- MEETING:** Board of Directors Meeting
- DATE:** Tuesday, January 28, 2020
- TIME:** 5:30 PM – 7:30 PM
- LOCATION:** DWBIA offices – 419 Pelissier Street
- ATTENDEES:** Brian Yeomans (L - by phone), Pat Papadeas, Bryan Datoc, Rino Bortolin, Geoff Zanetti, Larry Horwitz (L)
- REGRETS:** Jeff Patterson, Stephanie Clark, Bobby Russon
- ABSENT:**
- GUESTS:** Steve Pierce - HDL
- STAFF:** Debi Croucher, Pauline Sorokopas

Agenda and Discussion	Responsibility of:
<ul style="list-style-type: none"> <li>• Ms. Papadeas opened the meeting at 5:50PM</li> <li>• Ms. Papadeas requested ‘City of Windsor 2020 Operating &amp; Capital Budgets’ be added to Agenda under New Business.</li> <li>• Ms. Croucher requested ‘Farmers Market’ be added to Agenda under Executive Director Reporting.</li> <li>• Distributed Agenda with above additions, was adopted by Mr. Zanetti, seconded by Mr. Datoc.</li> </ul>	<p style="text-align: center;"><b>Board of Directors</b></p>
<ul style="list-style-type: none"> <li>• Disclosure of Interest</li> <li>• None at this time.</li> </ul>	
<ul style="list-style-type: none"> <li>• Adoption of the Minutes</li> <li>• Ms. Papadeas requested that ‘Regrets’ be added to Minutes of Meeting dated December 18, 2019, in regards to her attendance.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Minutes of Meeting dated December 18, 2019 with above amendment, were adopted by Mr. Datoc, seconded by Mr. Zanetti.</b></li> </ul>	<p><b>Board of Directors</b></p>
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<p><b><u>New Business (moved ahead on Agenda)</u></b></p> <p><b>Mr. Yeomans joined the meeting by conference call at 6PM</b></p> <p><b><u>HDL – Steve Pierce</u></b></p> <ul style="list-style-type: none"> <li>• Mr. Pierce introduced himself to Board Members present and provided background on his relationship with the DWBIA and the installation/operation of free WIFI in downtown Windsor.</li> <li>• Discussion took place on investments made by the DWBIA over the years along with costs associated with future upgrades if contemplated by DWBIA Board.</li> </ul> <p><b>Mr. Horwitz joined the meeting at 6:15PM</b></p> <ul style="list-style-type: none"> <li>• Mr. Pierce provided a data report on free WIFI usage showing maximum and minimum number of clients, usage and timestamp. Request was made for Mr. Pierce to forward data reports to Ms. Croucher on a regular basis.</li> </ul> <p><b>Conference call with Mr. Yeomans ended at 7PM</b></p> <ul style="list-style-type: none"> <li>• Request was made for HDL to provide proposal associated with increasing connectivity costs along with directing users to a landing page (DWBIA website).</li> <li>• Ms. Papadeas thanked Mr. Pierce for attending the meeting.</li> </ul> <p><b>Mr. Pierce left the meeting at 7:30PM.</b></p> <p><b><u>Communications Items and Reports</u></b></p> <p><b><u>Executive Director Reporting</u></b></p> <p><b><u>2020 Membership Budget Meeting – update</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Croucher provided information on attendance at Membership Budget Meeting noting that the 2020 budget had been approved by the DWBIA membership as presented.</li> <li>• City of Windsor budget template to be presented to Board Members at February Board of Directors meeting with 2020 Budget being</li> </ul>	
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required to be submitted to City of Windsor by February 29<sup>th</sup> along with a copy of February Minutes of Meeting and motion approving City of Windsor budget template.

**Parades – update**

- Ms. Croucher advised that notification had been provided to Windsor Parade Corporation regarding the conclusion of the DWBIA’s sponsorship of the Canada Day and Santa Claus Parade.

**Snow Removal – update**

- Discussion took place in regards to the first snow removal performed by DWBIA contractor.
- Snow removal to take place when over 2” of snow has fallen with contractor to be out on the streets by 7am starting at Ouellette and Wyandotte.

**Nuisance Lighting Report**

- Discussion took place on Nuisance Lighting Report included in meeting package. Input requested from DWBIA Board by City of Windsor, as to the introduction of a nuisance by-law to prohibit and regulate the use of distracting lighting in store fronts.
- Direction was given to Administration to provide a reply to the City re: Nuisance Lighting Report that DWBIA is open to discussion subject to the definition of ‘nuisance lighting’.

**Vacant Board Positions**

- Line item to be discussed when review of Policies and Procedures takes place.

**Farmers’ Market (added to Agenda)**

- Information was provided to Board Members on the progress of Farmers’ Market transition to DWBIA in particular MOU which was presented to Farmers’ Market as well draft contract being prepared for Mr. Green.
- Mr. Horwitz made the motion:
  - a) ‘to approve the MOU, as amended, for the transfer of the DWFM to the BIA from DWCC’.

**Administration**

<ul style="list-style-type: none"> <li>• b) 'to authorize the E.D. to proceed with contract for FM – GM in the amount of \$16,500 annually'.</li> <li>• Motion was seconded by Mr. Zanetti. Motion was adopted.</li> </ul>	<p>Board of Directors</p>
<p><b><u>Finance Committee</u></b></p> <p><b><u>Expenditure Report</u></b></p> <p>Ms. Croucher provided a breakdown on Expenditure Report attached to meeting package.</p>	
<ul style="list-style-type: none"> <li>• Motion was made by Mr. Zanetti to receive Finance Report as presented. Motion was seconded by Mr. Datoc. Motion was adopted.</li> </ul>	<p>Board of Directors</p>
<p><b><u>Committee of the Whole</u></b></p>	
<p><b><u>Committee of the Whole Marketing &amp; Development/Infrastructure – motions</u></b></p>	
<p>Ms. Croucher provided an overview of the presented Committee of the Whole - Marketing and Development/Infrastructure motions included in meeting package. <b>Mr. Zanetti made the motion to accept Marketing &amp; Development/Infrastructure motions as presented. Motion was seconded by Mr. Datoc. Motion was adopted.</b></p>	<p>Board of Directors</p>
<p><b><u>Geofencing quote</u></b></p>	
<ul style="list-style-type: none"> <li>• Discussion and review took place of quote received from McMahon Group regarding innovative marketing strategies.</li> <li>• Mr. Datoc made the motion 'to approve up to \$6,000 for the McMahon Group proposal re: geofencing'. Motion was seconded by Mr. Zanetti. Motion was adopted.</li> </ul>	<p>Board of Directors</p>
<p><b><u>New Business</u></b></p>	
<p><b><u>City of Windsor 2020 Operating &amp; Capital Budgets (added to Agenda)</u></b></p>	
<ul style="list-style-type: none"> <li>• Discussion took place in regards to correspondence forwarded to Mayor and Members of Council on behalf of DWBIA and its members, to support and/or oppose some items in the City's 2020 Operating and Capital Budgets.</li> </ul>	

<p><b><u>Operating Budget</u></b></p> <ul style="list-style-type: none"> <li>• Support for:             <ul style="list-style-type: none"> <li>• Increase in CIP tax rebate</li> <li>• Funding to expand Street Outreach Services</li> <li>• Reallocation of funding from Grand Prix event to Open Streets event</li> </ul> </li> <li>• Opposition to:             <ul style="list-style-type: none"> <li>• Increase in Sidewalk Café Encroachment Fee revenue</li> <li>• Elimination of hanging basket and planter program</li> <li>• Elimination of BIA maintenance</li> <li>• Enforcement time adjustment for parking meters</li> <li>• Elimination of residential bulk collection program</li> </ul> </li> </ul> <p><b><u>Capital Budget</u></b></p> <ul style="list-style-type: none"> <li>• Support for continuation of City Centre Streetscape Program.</li> <li>• Oppose:             <ul style="list-style-type: none"> <li>• Elimination of funding for alley lighting</li> <li>• University Avenue environmental assessment placeholder</li> <li>• Sidewalk rehabilitation program</li> </ul> </li> </ul> <p><b><u>Business Excellence Awards – tickets to event (added to Agenda)</u></b></p> <ul style="list-style-type: none"> <li>• Item to be moved to Committee of the Whole meeting for discussion.</li> </ul> <p><b><u>The Dan MacDonald Show – AM800</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Papadeas advised Board Members that Mr. Yeomans will be appearing bi-monthly on the Dan MacDonald radio talk show.</li> </ul>	
<p><b>Meeting adjourned at 9:40PM.</b></p>	<p><b>Board of Directors/ Administration</b></p>
<p><b>Next scheduled Board of Directors meeting to be held Tuesday, February 25, 2020 @ 5:30PM</b></p>	