



MINUTES

- MEETING:** Board of Directors Meeting
- DATE:** Wednesday, November 27, 2019
- TIME:** 5:30 PM – 7:30 PM
- LOCATION:** DWBIA offices – 419 Pelissier Street
- ATTENDEES:** Brian Yeomans, Pat Papadeas, Bryan Datoc, Stephanie Clark, Bobby Russon (L), Jeffrey Patterson (L), Larry Horwitz (L)
- REGRETS:** Geoff Zanetti, Rino Bortolin, David Prantera
- ABSENT:**
- GUESTS:**
- STAFF:** Debi Croucher, Pauline Sorokopas

Agenda and Discussion	Responsibility of:
<ul style="list-style-type: none"> • Mr. Yeomans opened the meeting at 5:55PM • Distributed Agenda was adopted by Mr. Datoc, seconded by Ms. Clark. 	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 October 30, 2019 were adopted by Mr. Datoc, seconded by Ms. Papadeas. 	Board of Directors

Communications Items and Reports

Chair Reporting

Executive Director Reporting

DWBIA Board of Directors – Vacancy

- Administration requested direction as to how the Board of Directors would like to fill the vacancy allocated for Retail, with consideration being given to posting the vacancy or contacting Retail membership.
- Discussion took place with a decision being made to post the vacancy.

Board of Directors

DWBIA 2020 Meetings (added to Agenda)

- Going forward in 2020, DWBIA Board of Directors and Committee of the Whole Meetings will be held on Tuesday evenings.

Board of Directors

Strategic Plan - update

- Meeting to take place December 4th to populate framework for plan.

Website – update

- Imagery, mapping and database currently being worked on with presentation to be made to DWBIA Board of Directors before website goes live.

Westcourt Place Building (added to Agenda)

- Discussion took place regarding displaced DWBIA members as a result of the fire at the Westcourt Place building in an endeavour to determine any properties that may have space available to house members looking to relocate while repairs/renovations take place.

Farmers’ Market

- Board Members present discussed the transition of the Farmers’ Market going forward in 2020 and how the transition will take place.
- Ms. Croucher advised that a meeting between Administration, Ms. Cipkar and Mr. Green will take place November 28th to discuss next steps.

<p>Mr. Horwitz made the motion for meeting to go in-camera. Mr. Datoc seconded motion. Motion was adopted.</p>	<p>Board of Directors</p>
<p>Meeting went in-camera at 6:15PM</p>	
<p>Mr. Datoc made the motion for meeting to come out of in-camera. Motion was seconded by Mr. Horwitz. Motion was adopted.</p>	<p>Board of Directors</p>
<p>Meeting came out of in-camera at 6:30PM</p>	
<p><u>Finance Committee</u></p>	
<ul style="list-style-type: none"> • Mr. Datoc provided a breakdown on specific items on the Expenditure Report attached to meeting package as follows: <ul style="list-style-type: none"> ○ Salaries/Wages – over budget. Changes to Administration salaries/wages (reduction in hours and personnel) only took effect in August 2019. ○ Advertising – under budget. Seasonal advertising taking place now which will bring in line. ○ Events – detailed GL breakdown requested as to events ○ Seasonal Decorations – include garlands/baskets/ribbons ○ Alley Enhancement – under budget. Look at other alleyways where lights can be added. 	<p>Administration</p>
<ul style="list-style-type: none"> • Mr. Horwitz made the motion ‘up to \$7,000 for lighting alley 500 block Ouellette’. Motion was seconded by Ms. Clark. Motion was adopted. 	<p>Board of Directors</p>
<ul style="list-style-type: none"> • Ms. Croucher requested direction from DWBIA Board of Directors regarding Winter Floral Beautification noting that enquiries had been received from members as to whether the program was to take place again. 	
<ul style="list-style-type: none"> • Mr. Horwitz made the motion ‘Winter flower beautification \$1,000 from Alley Enhancements’. Motion was seconded by Mr. Datoc. Motion was adopted. 	<p>Board of Directors</p>
<ul style="list-style-type: none"> • Ms. Papadeas made the motion ‘to direct Admin to retain legal services to redraft DWBIA Policies and Procedures’. Budget amount up to \$5K. re: Legal. Motion was seconded by Ms. Clark. Motion was adopted. 	<p>Board of Directors</p>
<p>Mr. Patterson arrived at 6:45PM</p>	

<ul style="list-style-type: none"> • Mr. Datoc made the motion ‘to receive Finance Report’ as provided. Motion was seconded by Ms. Clark. Motion was adopted. 	<p>Board of Directors</p>
<p><u>Committee of the Whole – Marketing & Development/Infrastructure – motions</u></p>	
<p>Ms. Croucher provided an overview of the presented Committee of the Whole - Marketing and Development/Infrastructure motions attached to meeting package.</p>	
<ul style="list-style-type: none"> • Discussion took place on snow removal with the need for more funds to be allocated. 	
<ul style="list-style-type: none"> • Ms. Papadeas made the motion ‘authorize up to \$10K for snow removal until end of 2019 (Essex County Maintenance) ECM. Line item Business Recruitment’. Motion was seconded by Mr. Datoc. Motion was adopted. 	<p>Board of Directors</p>
<ul style="list-style-type: none"> • Mr. Horwitz opposed the motion made at Committee of the Whole in regards to Twinkle Lights on trees Ouellette Avenue (Riverside to Elliott) and requested a recorded vote to spend up to \$18,000 as per motion. Mr. Datoc made the motion ‘to add twinkle lights onto trees on Ouellette (Riverside to Elliott), up to \$18,000. Motion was seconded by Mr. Patterson. 	
<ul style="list-style-type: none"> • Recorded vote as follows: <ul style="list-style-type: none"> • In favour: Mr. Yeomans, Ms. Papadeas, Mr. Datoc, Ms. Clark, Mr. Patterson, Mr. Russon. • Opposed: Mr. Horwitz. 	
<ul style="list-style-type: none"> • Further discussion took place in regards to lighting and extra costs to do trees on side streets. Mr. Horwitz made the motion ‘\$7,000 from Farmers Market for twinkle lights’. Motion was seconded by Mr. Russon. Motion was adopted. 	<p>Board of Directors</p>
<p><u>New Business</u></p>	
<p><u>Commercial Rent Subsidy Application – Lowend Co</u></p>	
<ul style="list-style-type: none"> • CRSP application and business plan, attached to meeting package, received from Lowend Co was reviewed. 	
<ul style="list-style-type: none"> • Ms. Papadeas made the motion ‘to approve Rent Subsidy Program application from Lowend Co for 25% (\$287.50) for 1 year’. Motion was seconded by Mr. Datoc. Motion was adopted. 	<p>Board of Directors</p>

<p><u>Biz X – advertising</u></p> <ul style="list-style-type: none"> • Ms. Croucher spoke on an advertising request received from Biz X Magazine in regards to recognizing downtown businesses who won Biz X Awards in their respective categories. • Administration was directed to advise that the DWBIA would not be participating. <p><u>Winter Floral Beautification – discussed earlier in meeting</u></p> <p><u>2020 Budget Template</u></p> <ul style="list-style-type: none"> • Ms. Croucher provided Board Members present with a 2020 budget template with proposed/suggested figures for their review. 	<p>Administration</p>
<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting ended at 8:10PM 	<p>Board of Directors/ Administration</p>
<p>Next scheduled Board of Directors meeting to be held December 18, 2019 @ 5:30PM</p>	