



MINUTES

MEETING: Board of Directors Meeting

DATE: Thursday, March 26, 2020

TIME: 1:00PM

LOCATION: Virtual meeting via Zoom

ATTENDEES: Brian Yeomans, Pat Papadeas, Bryan Datoc, Rino Bortolin, Stephanie Clark, Jeff Patterson, Bobby Russon, Geoff Zanetti, Larry Horwitz

REGRETS:

ABSENT:

GUESTS:

STAFF: Debi Croucher, Pauline Sorokopas

| Agenda and Discussion | Responsibility of: |
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| <ul style="list-style-type: none"> • Mr. Yeomans opened the meeting at 1:10PM • Distributed Agenda was adopted by Mr. Zanetti, 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 February 25, 2020 were adopted by Mr. Bortolin, seconded by Mr. Zanetti. | Board of Directors |
| <p><u>Communications Items and Reports</u></p> <p><u>Chair Reporting</u></p> <p><u>COVID-19</u></p> | |

- Mr. Yeomans spoke on DWBIA being advocates for small businesses and DWBIA members by reaching out to OBIAA and sharing information received on social media. Information received from TABIA also being shared on social media.
- Discussion took place in regards to 2020 budget submission to COW with Mr. Bortolin advising that budget submissions will be deferred at Council.
- Board members discussed revisiting budget submission with direction to Administration to re-work budget and bring in line with 2019 submission adding a COVID-19 line item.

Administration

Label Me Person Video – line item not discussed.

Executive Director Reporting

Farmers’ Market - update

- Ms. Croucher advised that vendors are anxious to participate and that Farmers’ Market to go ahead unless otherwise notified. Plant Day to take place May 9, 2020.
- Suggestions made of spacing vendors out further and the possibility of pushing back the opening of Farmers’ Market to end of May.

Night Market

- Conversation took place on revisiting Night Market and using money allocated in budget to help focus on development initiatives for businesses already in the downtown.
- Conversation also took place on Administration focusing on planning event for next year with applications for Night Market Co-Ordinator being put on hold.

Windsor Music Week

- Discussion on event taking place mid-July with DWBIA to assess participation.

Business Development Consultant

- Due to lack of applications received, Ms. Croucher suggested that an EOI be posted aimed at Commercial Property Consultant rather than Business Development Consultant.

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| <p><u>Broken Window Program – Shanfield request</u></p> <ul style="list-style-type: none">Ms. Croucher spoke on request received by DWBIA member in regards to broken window program being revised to allow more than one application per year.Discussion took place on request with Ms. Papadeas making the motion 'to proceed with request on Broken Window Program from Shanfields'.Discussion on motion on the table took place. Motion was defeated <p><u>Finance Committee</u></p> <p><u>Expenditure Report</u></p> <p>Ms. Croucher provided a breakdown on Expenditure Report.</p> <ul style="list-style-type: none">Motion was made by Mr. Bortolin to receive Finance Report as presented. Motion was seconded by Ms. Papadeas. <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>Board of Directors</p> |
| <p>Meeting adjourned.</p> | <p>Board of Directors/ Administration</p> |
| <p>Next scheduled Board of Directors meeting to be held Tuesday, April 28, 2020.</p> | |