



MINUTES

- MEETING:** Board of Directors Meeting
- DATE:** Wednesday, March 24, 2021
- TIME:** 5:30PM
- LOCATION:** Virtual Meeting
- ATTENDEES:** Brian Yeomans, Pat Papadeas, Rino Bortolin, Jeff Patterson, Stephanie Clark, Bobby Russon, Sam Katzman, Larry Horwitz
- REGRETS:** Geoff Zanetti
- ABSENT:** Spencer Dawson
- GUESTS:**
- STAFF:** Debi Croucher, Pauline Sorokopas

Agenda and Discussion	Responsibility of:
<ul style="list-style-type: none"> • Mr. Yeomans opened the meeting at 5:35PM. 	
<ul style="list-style-type: none"> • Adoption of the Agenda • Mr. Horwitz requested that 'Garbage in Alleyway - Victoria/Pelissier' be added to distributed Agenda. • Ms. Croucher requested that 'Conversion of Parking Spot – Toasty's' be added to distributed Agenda. • Distributed Agenda with above additions was adopted. 	Board of Directors
<ul style="list-style-type: none"> • Disclosure of Interest – Ms. Clark declared 'Conflict of Interest' in regards to Conversion of Parking Spot – Toasty's. 	
<ul style="list-style-type: none"> • Adoption of Minutes • Minutes of Meeting held February 24, 2021 were adopted by Mr. Bortolin, seconded by Mr. Katzman. 	Board of Directors

Communications Items and Reports

Chair Reporting

- Mr. Yeomans spoke about the Membership Budget Meeting taking place March 25, 2021 and provided a breakdown of the presentation to be given to DWBIA Membership.

Executive Director Reporting

Podcasts - update

- Ms. Croucher spoke on Calendar Invite forwarded to Board Members in regards to interest in sitting on sub-committee being formed to work out details and specific model for Podcasts.

Farmers' Market Incubator – update

- Discussion took place on funding received from Investment Readiness Program grant application for Farmers' Market Incubator as well as fundraising ideas for project. Locations being considered and costs associated with rental of properties also discussed.
- Investment Prospectus and Marketing Plan to be prepared for Incubator.

Summer Events

- Administration provided information on 2021 street closures and events schedule. As a cost saving measure, street closures will not take place on Sunday's.
- Administration to have discussion with City of Windsor in regards to requested dates for closures.

Geofencing

- Update to be provided at a future Board Meeting.

Farmers' Market Brand Refresh

- Discussion took place on ideas, costs and items to be included in Farmers' Market brand refresh to be available for Market opening on May 1, 2021.
- Farmers' Market Brand refresh to be incorporated in branding for Farmers' Market Incubator with branding to be in line with DWBIA logo.

Café March 21 Parklet

Administration

Administration

<ul style="list-style-type: none"> Administration provided information and costs in regards to Parklet being requested at Café March 21, noting that Parklet costs higher due to rising costs of lumber. Estimates provided depict lumber cost for project. Motion was made by Mr. Bortolin ‘to approve up to 50% of cost, up to \$2,500, for Parklet at Café March 21’. Discussion took place on motion. Motion was seconded by Ms. Papadeas. Motion was adopted. Administration was directed to work with Contractor and Café March 21 on Parklet design. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> Administration reported on hiring of new DWBIA bookkeeper and DWBIA audit to be performed by KPMG week of March 29. KPMG Audited Financial Statements to be presented to DWBIA Board for approval at DWBIA’s May Board Meeting. <p><u>Committee of the Whole – Marketing & Development/Infrastructure</u></p> <p><u>Motions</u></p> <ul style="list-style-type: none"> Mr. Russon declared Conflict of Interest in regards to motion re: ‘Gift Basket’. Administration provided an overview of Committee of the Whole – Marketing & Development/Infrastructure motions attached to meeting package. Mr. Bortolin made the motion ‘to approve Committee of the Whole – Marketing & Development/Infrastructure motions as presented’. Motion was seconded by Ms. Clark. Motion was adopted. <p><u>New Business</u></p> <p><u>Farmers Market ‘Get in the Loop’ Widget</u></p> <ul style="list-style-type: none"> Discussion took place on request made by ‘Get In The Loop’ in regards to ‘Digital Punch Card Widget’ being added to Downtown Windsor Farmers’ Market website. Administration advised that request had been withdrawn by ‘Get In The Loop’ before discussion by DWBIA Board could take place. 	<p>Board of Directors</p> <p>Administration</p> <p>Board of Directors</p>
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<p><u>Conversion of Parking Spot – Toasty’s (added to Agenda)</u></p> <ul style="list-style-type: none"> • Request to be made to City of Windsor in regards to converting handicap parking spot in front of Toasty’s, located at 357 Ouellette Avenue, to a 15-minute parking spot. • Business owner to obtain letter of support from other business owners in the area. • Motion made by Ms. Papadeas ‘DWBIA in agreement of request to convert handicap parking spot to 15-minute parking in front of 357 Ouellette Avenue’. Motion was seconded by Mr. Patterson. Motion was adopted. <p><u>Patio Grant Request – 29 Park</u></p> <ul style="list-style-type: none"> • Discussion took place on patio grant request made by 29 Park for vacant property at 415 Ouellette. • Administration was directed to advise that request does not fall within parameters of Parklet Policy and therefore would be ineligible for funding. <p><u>Garbage in Alleyway – Victoria/Pelissier (added to Agenda)</u></p> <ul style="list-style-type: none"> • Images provided in regards to garbage being taken out of dumpster bin and strewn around alleyway. • Discussion took place on increasing bin size and locks being placed on bin itself. Administration provided information on alley cleaning performed by GNS noting that due to COVID-19 an increase in cleaning at this time cannot be performed. • Administration to request quote from ECM in regards to increase in services. <p><u>Job Postings</u></p> <ul style="list-style-type: none"> • Discussion took place in regards to a ‘Job Posting’ page to be added to the DWBIA website as a resource tool for its membership. DWBIA Administration not to be involved in receiving phone calls from applicants. • Motion was made by Mr. Katzman ‘Administration to look into project and legalities.’ Motion was seconded by Mr. Bortolin. Motion was adopted. 	<p>Board of Directors</p> <p>Administration</p> <p>Administration</p> <p>Board of Directors</p>
<p>Meeting adjourned at 7:00PM. Next scheduled Board of Directors meeting to be determined.</p>	<p>Board of Directors/ Administration</p>