



MINUTES

- MEETING:** Board of Directors Meeting
- DATE:** Wednesday, May 26, 2021
- TIME:** 5:30PM
- LOCATION:** Virtual Meeting
- ATTENDEES:** Brian Yeomans, Pat Papadeas, Rino Bortolin (L), Sam Katzman (L), Geoff Zanetti, Stephanie Clark, Bobby Russon, Larry Horwitz (L)
- REGRETS:**
- ABSENT:** Jeff Patterson, Spencer Dawson
- GUESTS:** Cynthia Swift - KPMG
- STAFF:** Debi Croucher, Pauline Sorokopas

Agenda and Discussion	Responsibility of:
<ul style="list-style-type: none"> Mr. Yeomans opened the meeting at 5:45pm. 	
<ul style="list-style-type: none"> Adoption of the Agenda Mr. Bortolin requested 'Meeting with Business Owners' be added to Agenda, Ms. Croucher requested 'OBIAA Support' be added to Agenda, Ms. Papadeas requested 'Districting Committee' be added to Agenda. Distributed Agenda with above additions was adopted by Mr. Bortolin, seconded by Mr. Zanetti. 	Board of Directors
<ul style="list-style-type: none"> Disclosure of Interest – None at this time 	
<ul style="list-style-type: none"> Adoption of Minutes Minutes of Meeting held April 28, 2021 were adopted by Mr. Bortolin, seconded by Ms. Clark. 	Board of Directors

Communications Items and Reports

Chair Reporting

- Mr. Yeomans spoke on the additional 2 weeks Provincial lockdown in effect and the necessity for the DWBIA to advise its members of any support programs offered by the Government.

Executive Director Reporting

Patios & Parklets - update

- Ms. Croucher discussed new parklet at Café March 21 to be built within the coming week with contract signed and first instalment having been paid by Café March 21.
- The Keg Steakhouse downtown looking to open and extend patio as soon as Province allows re-opening.
- Ms. Croucher spoke on DWBIA partnering with City of Windsor Horticultural Department and DWBIA members in adding plant materials to parklets. Municipality to take responsibility for watering of plants.

Promotional items - update

- Administration to resend survey to DWBIA Board Members in regards to preferences for promotional items.

Farmers' Market Plant Days - update

- Ms. Croucher advised Board Members that the first Farmers' Market Plant Days had been a huge success and advised of upcoming Plant Days.
- Video to be released promoting Plant Days.

Finance Committee (moved ahead on Agenda)

Presentation of draft Financial Statements – Cynthia Swift, Partner, KPMG

- Ms. Croucher introduced Ms. Swift to Board Members.
- Ms. Swift presented draft financials for year ending December 30, 2020 – as per copy forwarded to Board Members – and provided a breakdown and explanation of line items in report.
- Ms. Swift asked for questions from Board Members in regards to her presentation.

Administration

Board of Directors

- Ms. Papadeas made the motion **'move and approve draft Financial Statements for year ending December 30, 2020 as presented by KPMG'**. Motion was seconded by Mr. Russon. Motion was adopted.
- Mr. Yeomans thanked Ms. Swift for her presentation and explanation of the financial statements.

Ms. Swift left the meeting at 6:10pm

Summer Events

- Ms. Croucher discussed Summer Events and street closures being on hold due to pandemic adding that formal request has been made to the Municipality along with dates for 4 street closures.
- Retail sector meeting to be held with DWBIA members to discuss proposed street closures.

Rapid Testing Site

- Ms. Croucher advised that the DWBIA had been approached with a request for rapid testing to be held on site at DWBIA events.
- Executive Committee came to decision that it would not be in the DWBIA's best interest to accommodate request.

Districting Committee (added to Agenda)

- Discussion took place in regards to meetings held by Districting Committee with DWBIA being part of and involved in Committee.
- Committee performed walkthrough of Maiden Lane West alleyway, from Wyandotte to University, between Pelissier and Ouellette with discussions of lighting and art installations.
- Feedback from surveys forwarded to stakeholders to be directed to DWBIA.

Finance Committee

Committee of the Whole – Marketing & Development/Infrastructure

Motions

- Administration provided an overview of Committee of the Whole – Marketing & Development/Infrastructure motions attached to meeting package.

<ul style="list-style-type: none"> Ms. Papadeas made the motion 'to approve Committee of the Whole – Marketing & Development/Infrastructure motions as presented'. Motion was seconded by Mr. Zanetti. Motion was adopted. <p>Mr. Horwitz joined the meeting at 6:20PM</p>	<p>Board of Directors</p>
<p><u>New Business</u></p> <p><u>Safety</u></p> <ul style="list-style-type: none"> Discussion took place on concerns raised to WPS and Outreach Workers in regards to aggressive people being encountered at Farmers' Market. DWBIA Board Members advised that the item is on agenda to be discussed at Safety & Security Roundtable. <p>Meeting went In-Camera at 6:43PM Meeting came out of In-Camera at 6:56PM</p> <p><u>Advisory Bulletin – Conflict of Interest</u></p> <ul style="list-style-type: none"> Discussion took place on Advisory Bulletin, issued by City of Windsor Integrity Commissioner, forwarded as part of Meeting Package. BIA's to pay special attention to conflict of interest insofar as Board Members overlapping/sitting on other BIA Boards. <p><u>Hidden Trails</u></p> <ul style="list-style-type: none"> Administration approached by Hidden Trails regarding involvement in scavenger hunts in an effort to drive traffic into BIA areas. Discussions in preliminary stages with Administration requesting direction from Board of Directors as to how they would like to proceed with request. Direction provided to Administration to follow-up with Hidden Trails. <p><u>OBIAA – Rapid Responsible Recovery (added to Agenda)</u></p> <ul style="list-style-type: none"> Request made by OBIAA to all BIA's, to share Rapid Responsible Recovery advocacy letters with membership, municipality, MPP's and MP's. Direction was given to Administration to follow through and send letters to relevant people. 	<p style="text-align: center; vertical-align: middle;">Administration</p> <p style="text-align: center; vertical-align: bottom;">Board of Directors</p>

Meeting with Business Owners (added to Agenda)

Discussion took place and information provided to Board Members of a meeting requested by DWBIA members to discuss vulnerable populations in the downtown and the possibility of expanding WPS and FSWE outreach workers support in the core.

Meeting adjourned at 7:30PM

Next scheduled Board of Directors meeting to be determined.

**Board of
Directors/
Administration**