



MINUTES

MEETING: Executive Committee Meeting
DATE: Monday, October 17, 2022
TIME: 6:00 PM
LOCATION: 484 Pelissier Street
ATTENDEES: Pat Papadeas, Jeff Patterson, Rino Bortolin
REGRETS:
ABSENT: Larry Horwitz, Bryan Datoc, Geoff Zanetti, Spencer Dawson
GUESTS: Eric Nadalin
STAFF: Debi Croucher, Janice Dyett

Agenda and Discussion	Responsibility of:
1. Ms. Papadeas opened the meeting at 6:15PM	
2. Adoption of the Agenda. Distributed Agenda was adopted by Mr. Bortolin, seconded by Mr. Jeff Patterson	Executive Committee
3. Disclosure of Interest None at this time	
4. Adoption of Minutes dated July 26, 2022 were deferred.	Executive Committee

Communications Items and Reports

Chair Reporting

- Ms. Papadeas deferred to the next board meeting.

Executive Director Reporting

Art Alley – update

- Administration provided an update on the art installations taking place in Art Alley as well as in WIFF Alley, including the graffiti art, light installations, the lock wall, and sky art project. Work to be completed by December 2022. Administration spoke to our fundraising efforts and the need to raise \$70,000 by February 28, 2023.

Winterfest – update

- Administration provided an update on Winter Works. Calls have been issued to local artists/architects and help in distributing the call to artists has been garnered from the University of Windsor’s School of Visual Arts and the Built Environment and from St. Clair College.

Street Banners/Baskets

- Administration provided an update on the DWBIA banner order. The permit is in place but there are material shortages and difficulty obtaining the materials.
- Administration advised that we are now looking at spring for installation.

Social Media Analytics

- Administration spoke to the success of our social media accounts, including Facebook, Instagram and Twitter..

Farmers Market Incubator - update

- Administration provided update on grant funding applied for and the status of such.

Member Update:

<ul style="list-style-type: none"> Starbuck will be opening up in the north portion of Fionn MacCool’s. Opening should be in November. Popeyes will be opening up in the old Burger King location on University Ave. Date of opening unknown. <p><u>Biz X Nomination Ad</u></p> <ul style="list-style-type: none"> Administration spoke to the Ouellette Car Cruise having been nominated for a Biz X award and the invitation to advertising in the publication. Jeff Patterson made the Motion to authorize \$650.00 for Biz X ad placement. Rino Bortolin seconded the Motion. Motion was adopted. <p><u>DWBIA Operational Practices review - Internal Audit Notification Memo</u></p> <ul style="list-style-type: none"> Rino Bortolin made the Motion to authorize up to \$5,000 to retain Willis Business Law for legal services in relation to Board Governance requirements in preparation of internal audit review. Jeff Patterson seconded the Motion. Motion was adopted. Rino Bortolin made the Motion to authorize up to \$1,000 to retain Willis Business Law for legal services re: employment recruitment policy. Jeff Patterson seconded the Motion. Motion was adopted. 	<p style="text-align: center;">Executive Committee</p> <p style="text-align: center;">Executive Committee</p> <p style="text-align: center;">Executive Committee</p>
<p><u>Finance Committee</u></p> <p><u>HST Rebate-update</u></p> <ul style="list-style-type: none"> Administration provided an update on the HST rebate. KPMG will be filing the rebate on behalf of the DWBIA and it is hoped that the DWBIA would be receiving a cheque for reimbursement in the coming months. <p><u>New Business</u></p> <p><u>CTS Site</u></p> <ul style="list-style-type: none"> Eric Nadalin from Windsor Essex County Health Unit presented details and an artist’s rendering of the proposed new 	

SafePoint site, including interior and exterior features, to be located at 101 Wyandotte St. E.

- WECHU is requesting a second letter of support from the DWBIA. Once all letters are in place, SafePoint will be fully funded and can open with all the amenities.
- Mr. Nadalin spoke to the importance of this site to the entire community, not just the downtown core.
- There will be a needle exchange program at the site, a consumption space, a minimum of 7 professional staff at the location as well as full-time security during operational hours.
- The site will work with WPS and there will be daily and consistent walk-arounds and clean ups of the immediate outdoor vicinity. These practices are part of the Province’s requirements for the operation of a CTS facility.
- The proposed hours are 10am-6pm, Monday through Sunday. These hours are subject to change based on needs.
- Much discussion centred on the proposed outdoor area. As depicted in the artist’s rendering, the outdoor area is a parking lot. The Executive strongly suggested a green space with some seating. The Executive also suggested that the proposed fence be extended to block the site lines from Wyandotte St E and also from the neighbouring fast-food establishment in order to better serve the business(es) that abut the site.
- Executive discussed having a representative from SafePoint join the Downtown Safety & Security Roundtable Committee.
- Administration was directed to send a letter of support with notes on key aspects of concern to BIA, including use of outdoor spaces and minimization of impact to surrounding businesses.

Executive Committee

Executive Committee

Executive Committee

Business Incentive Program – Sam’s Convenience

- The Executive discussed the business incentive program application from Sam’s Convenience. The Executive determined that Sam’s Convenience was ineligible for funding as the business did not meet the BIP funding criteria. Funding was denied.

Executive Committee

Boardroom Upgrade - furniture

- Quotes garnered from Monarch Basics and Eagle Office Solutions for boardroom chairs were discussed.
- **Jeff Patterson made the Motion to authorize the purchase of boardroom office chairs as per Monarch Basics quote up to \$3500.00. Rino Bortolin seconded the Motion. Motion was adopted.**

Boardroom Upgrade - TV, hardware and wireless sharing device

- Quote obtained from Monarch Basics provided to the Board. Waiting on quote from Advanced Business Solutions. Executive directed Administration to obtain a third quote from FAS.
- **Rino Bortolin made the Motion to authorize up to \$5000.00 for audio/visual projection equipment for Boardroom/office. Jeff Patterson seconded the Motion. Motion was adopted.**

FA Fred-request for reimbursement through Broken Window Program

- **Jeff Patterson made the Motion to authorize up to a \$500.00 reimbursement to FA Fred through the Broken Window Program. Rino Bortolin seconded the Motion. Motion was adopted.**

The Gifting Tree - BIP Application

- The Executive discussed the BIP application for a second year of funding received from The Gifting Tree.
- **Jeff Patterson made the Motion to approve The Gifting Tree Business Improvement Application for 12 months at \$200 monthly. Rino Bortolin seconded the Motion. Motion was adopted.**

Downtown Wi-Fi

- Administration informed the Executive that the free downtown wi-fi has been down for several months now. Initially as a result of construction being conducted at a commercial property, and more recently as a result of hydro to the property having been disconnected. This has affected numerous downtown businesses, residents, worker and visitors.

Executive Committee

Executive Committee

Executive Committee

Executive Committee

<ul style="list-style-type: none"> • Prior to this, the DWBIA’s wi-fi was averaging usage of 300+ daily. Administration recommended relocating the wi-fi apparatus and equipment to another commercial property/location. • The Executive directed Administration to source other locations that may be suitable. <p><u>DWBIA - Elections</u></p> <ul style="list-style-type: none"> • Executive discussed the upcoming Board Elections and determined the following dates: <ul style="list-style-type: none"> • Call for nominations/applications: October 26 • Nomination/Application deadline: November 15 • Election Day: November 29 	<p>Administration</p> <p>Administration</p>
<p>Meeting adjourned at 9:00 PM Next scheduled meeting date: December 15, 2022 at 6pm</p>	