

MINUTES

MEETING: Executive Committee Meeting

DATE: Tuesday, November 22, 2022

TIME: 6:00 PM

LOCATION: 484 Pelissier Street

ATTENDEES: Brian Yeomans, Pat Papadeas, Jeff Patterson

REGRETS:

ABSENT: GUESTS:

STAFF: Debi Croucher, Janice Dyett

Agenda and Discussion	Responsibility of:
1. Mr. Yeomans opened the meeting at 6:05PM	
Adoption of the Agenda. Distributed Agenda was adopted by Mr. Yeomans, seconded by	Executive Committee
Mr. Patterson. 3. Disclosure of Interest	Executive
None	Committee
4. Adoption of Minutes dated October 17, 2022. Minutes were adopted by Mr. Yeomans and seconded by Mr. Patterson.	Executive Committee

Communications Items and Reports

Chair Reporting

- Mr. Yeomans spoke to the fulfillment of sitting on the Board for the past 4 years. He spoke to the challenges, all of the accomplishments, even during COVID and expressed his thanks to the team.
- Vice Chair Pat Papadeas and Treasurer Jeff Patterson also expressed their sentiments and thanked Administration for their support.

Executive Committee

Executive Director Reporting

DWBIA - Elections- update

- Administration provided an update on the status of the upcoming election. Ballots and postcards are printed. Postcards will be distributed.
- KPMG will be onsite at The Hive from 9:30am-5:00pm on election day. They will ensure that only property owners and business owners are voting. Once voting is complete, they will tally the votes.
- Contract staff will assist in verifying the eligibility of the electorate.
- Once the votes are tallied, the Board will determine the slate to put forward to Council for consideration and approval.

Administration

Art Alley - Bordallo ii - update

- Administration provided update on status of Bordalo ii installation. One of the possible location sites is 500 Ouellette Ave.
- Administration to contact owners of 500 Ouellette regarding indemnifying their new siding if they would permit the art installation.

Administration

Winter Fest - update

- Administration provided update on partnerships and sponsorship.
- Administration and Executive spoke about contacting Essex Law Association about sponsorship.

Administration

Finance Committee

DWBRA – **HST** rebate

- Administration provided update on HST Rebate and filings.
- Administration to review 2018 and 2019 remittances.

Administration

New Business

Summer Fun Guide

 Administration provided information on advertising with the Summer Fun Guide. The Guide is in many ONRoute locations on the 401. This advertisement would be in print and online forms and could be linked to website(s).

Executive Committee

 Pat Papadeas made the Motion to approve up to \$600 for Farmers' Market funding re: Summer Fun Rate Card.
 Jeff Patterson seconded the Motion. Motion was adopted.

Executive Committee

- Discussion was held regarding visit downtown Windsor package ideas.
- Pat Papadeas made the Motion to approve up to \$600 for BIA "Downtown Windsor Getaway Weekend" marketing strategy re: Summer Fun Rate Card. Jeff Patterson seconded the Motion. Motion was adopted.

Executive Committee

DWBIA - Board Manual

- Discussion was held regarding the draft Board Manual prepared by Dana Young of Willis Business Law.
- Brian Yeomans made the Motion to adopt the amended Board Policy Manual as prepared by Dana Young from Willis Law as amended from meeting in November. A final draft to be provided and affirmed. Motion was adopted. Jeff Patterson seconded the Motion. Motion was adopted.

Executive Committee

- Discussion was held regarding changes to the Board By-Laws as prepared by Dana Young.
- Brian Yeomans made the Motion to adopt the Amended By-Law Policies as prepared by Dana Young from Willis Law and amended on November 22, 2022.

A final draft to be provided and affirmed. *Ensure "in-camera" portion is added to By-Laws.	Executive Committee
Meeting adjourned at 8:25PM Next scheduled meeting date: December 15, 2022 at 6pm	