

Niagara Falls Downtown Board of Management NFDBM (referred to as BIA)

Monday, April 9, 2018

4:00 p.m. – BIA Office

Minutes

Board Members:

Ron Charbonneau – Chairperson, Matthew Aiello – Treasurer, Tony Barranca, Sal Dipietro, Julio Batres-Gavidia, Wendy Leard, Eric Martin, Joe Mrkalj, Phil Ritchie, Karen Stearne

Absent: Amanda Mckenzie, Joyce Morocco, Steve Ichelson

Regrets: Jim Diodati

Recording Secretary: Agnes Hoelzner **Bookkeeper:** Kim Ferri

1. Welcome and overview of the Agenda – Ron Charbonneau

2. Approval of February meeting minutes – Monday, February 12, 2018

Motion: Julio Batres-Gavidia Seconded: Karen Stearne Carried

Approval of Special Meeting minutes – Thursday, February 15, 2018

Motion: Wendy Leard Seconded: Eric Martin Carried

Approval of AGM meeting minutes – Wednesday, February 28, 2018

Motion: Karen Stearne Seconded: Eric Martin Carried

Approval of March meeting minutes – Monday, March 12, 2018

Motion: Sal Dipietro Seconded: Wendy Leard Carried

3. Declaration of Conflict of Interest

Ron Charbonneau - Legacy Restorations And Property Maintenance Ltd.

4. Treasurer's Report – Matthew Aiello

4.1. Monthly financial reports

- Profit & Loss Budget vs. Actual January through March 2018 was distributed to board members. Format was somewhat confusing and information difficult to decipher.

Action: Prepare a condensed version which needs to reflect budgeted amount, amount spent to date and amount remaining.

Motion 18-08 – To table approval of financial statements until presented in a new format next month.

Motion: Sal Dipietro Seconded: Tony Barranca Carried

4.2. Update on motion to review the job description and role of the bookkeeper and to assess the person's competency in completing the required tasks.

- Will be tabled until the next meeting on May 14, 2018.

5. Old Business

5.1. Update on CIP funding request – Ron Charbonneau

- The City approved our request for assistance from the CIP fund similar to previous years in the amount of \$13,000. at their March 27, 2018 meeting. The BIA will be responsible for the remaining \$13,000.

5.2. Update on complaint form for our Queen Street website – Matthew Aiello

- Amanda Mckenzie is working on the complaint form with Danima so that we can be compliant with the request from the Ombudsman.

5.3. Request from COD for financial support towards staffing for Springlicious 2018 (\$4,000.) – Karen Stearne

- COD received \$10,000. from the BIA in March to be used towards Springlicious and Summer Series Events/Festivals. They are now requesting \$4,000. to support staffing costs to help with Springlicious 2018. An Event Coordinator is not being hired this year and funding can come out of the amount budgeted for the Special Event Coordinator's position.

Motion 18-09 – To provide \$4,000. to Celebrate Old Downtown towards staffing costs for Springlicious 2018.

Motion: Joe Mrkalj Seconded: Phil Ritchie 1 Abstention Carried

5.4. New location for BIA office – Ron Charbonneau

- Steve Ichelson had mentioned last year that he wants the BIA to move to a smaller office on the 2nd floor of the HATCH building. OBIAA prefers BIA office's to be on street level. Current office space is only being used on a part-time basis and is costly to operate so we need to find a new location. Our current lease does not expire until September 30, 2018. Heart Niagara may have a possible location available in their building and the cost would be around \$800. per month. Would have access

to a board room, internet, phones, etc. Will need to bring the process to tender to search out other potential locations.

5.5. Street cleaning contract – Matthew Aiello

- The tender process yielded only one Request for Quote from Legacy Restorations And Property Maintenance Ltd. Price of monthly contract quoted is \$1,000. plus HST bringing total to \$1,130.00/mo. This quote is based on the current job scope. If extra hours are needed as per request they would be billed at \$30.00 per hour.

Motion 18-10 – To accept tender contract as presented.

Motion: Sal Dipietro Seconded: Eric Martin

Amended Motion 18-10 – To accept tender contract as presented but to amend the contract to a 9-month period from April 15 to December 15, 2018 to stay within the budgeted amount.

Motion: Sal Dipietro Seconded: Wendy Leard 1 Abstention Carried

- Legacy is to provide written confirmation of insurance coverage in the amount of \$5 million dollars and WSIB coverage.
- Review process at 60 days, 120 days, 180 days and 240 days (or there about) will need to be adhered to.
- Written complaints about street cleaning must be sent direct to the BIA office by e-mail and not by verbal communication.

6. New Business

6.1. Removing inactive board members – Ron Charbonneau

- Ron explained that due to poor attendance by some Board of Management members we have been unable to hold meetings and therefore get minutes passed or make decisions. More consistent attendance by all Board Members is required.

Action: Send a letter to Steve Ichelson to see if he could appoint someone local to be his representative at meetings as he is often unable to attend himself.

6.2. Marketing Update – Matthew Aiello

- The monthly newsletter for our BIA membership is being done by 2 students this month that are working for COD/Heart Niagara. Should be available soon for distribution.
- Matt Guarasci has been selected for the position of Marketing Coordinator. He currently works for the Fallsview Group/Chris Dabrowski as well as living on Queen Street. He is well qualified to do the work required and is willing to do the job for \$850.00 per month all inclusive. He will promote Celebrate Old Downtown, events

on the street and individual BIA membership businesses allotting 1/3 time to each of these.

Motion 18-11 – To approve Matt Guarasci for the position of Marketing Coordinator at a total cost of \$850.00 per month effective April 9, 2018.

Motion: Wendy Leard Seconded: Julio Batres-Gavidia 1 Abstention Carried

6.3. Strategic planning/funding – Karen Stearne

- Karen met with representatives from the City (Serge Selicetti and Angela Davidson) on her own to find out why the downtown BIA was not included in meetings involving strategic planning. The City has received funding from the Ministry of Ontario. The City is aware that the BIA has limited funding available to them to put towards strategic planning but they would be prepared to work with us if we are able to provide some funding towards this. Karen has spoken with Chris McQueen of CM Professional Services. He is able to do some preliminary work at a cost of \$6,000. Karen was able to secure some funding towards the \$6,000. and is asking the BIA if they are willing to approve the balance needed of \$4,000. for this initiative.

Motion 18-12 – Requesting \$4,000. out of the Program Partnership Development budget to be used for hiring Chris McQueen to work on some strategic planning.

Motion: Matthew Aiello Seconded: Eric Martin

Amended Motion 18-12 – Requesting \$4,000. to support an innovative plan to hire Chris McQueen to work on some strategic planning, contingent on matching partnership with the City.

Motion: Phil Ritchie Seconded: Sal Dipietro Carried

6.4. Letter received from City of Niagara Falls regarding Eaton Equipment – Patio/Side Lot Landscaping Plan (former TD Bank building at 4463 Queen St.) – Ron Charbonneau

- Letter from Angela Davidson, Economic Development Officer looking for approval in theory from the BIA for Eaton Equipment to re-design their side lot per the artist renderings they provided.

Motion 18-13 – To approve in theory Eaton Equipment’s re-design of their Patio/Side Lot Landscaping Plan with the stipulation the glass/covered bus shelter currently there be relocated to another area of Queen Street.

Motion: Tony Barranca Seconded: Wendy Leard Carried

6.5. Arch lighting should be completed next week as advised by Ron Charbonneau.

6.6. New banners are being designed. Matthew Aiello will be meeting with three other BIA's when he is away at the OBIAA Conference next week to get a better understanding of their process.

7. Motion to Adjourn @ 5:30 p.m.:

Moved by: Sal Dipietro

Seconded by: Eric Martin

Carried