

Niagara Falls Downtown Board of Management NFDBM (referred to as BIA)
Meeting Minutes Monday, January 8, 2018
4:00 p.m. – BIA Office

Present: Ron Charbonneau – Chairperson, Amanda Mckenzie – Vice Chair, Tony Barranca – Treasurer, Matthew Aiello, Wendy Leard, Joe Mrkalj, Karen Stearne **Call-in:** Phil Ritchie

Regrets: Jim Diodati, Sal Dipietro, Eric Martin **Absent:** Julio Batres-Gavidia, Steve Ichelson, Joyce Morocco

Recording Secretary: Agnes Hoelzner

1. Welcome and overview of the Agenda – Ron Charbonneau

Motion to add under new business:

- Update on Ombudsman
- Grand Opening of Niagara Falls Community Health Centre March 21, 2018

Motion: Amanda Mckenzie Seconded: Karen Stearne Carried

2. Approval of previous meeting minutes – Monday, December 11, 2017

Motion: Karen Stearne Seconded: Wendy Leard Carried

Annual General Members Meeting – Part 2 – Friday, December 15, 2017

Motion: Tony Barranca Seconded: Joe Mrkalj Carried

3. Declaration of Conflict of Interest

Ron Charbonneau – Legacy Restorations & Property Maintenance

4. New Business

4.1. Marketing survey Results regarding parking issue and Springlicious – Matt Aiello. Survey results were handed out and Matt suggested reading the comments. Those who responded exceeded 50% approval on both continuing free parking and hosting Springlicious

- Karen updated the Committee on Springlicious planning
 - Heart Niagara cannot commit staff to organize Springlicious this year.
 - The event is not without cost making it a challenge to net revenue
 - Volunteers are challenging to secure over the three days
 - We are waiting for details on infrastructure updated prior to completing planning
 - COD has called a meeting to review Springlicious 2018 opportunities and plan calendar of events for Queen Street for 2018.
 - Will provide a report at February Board Meeting

4.2. Crawford, Smith & Swallow are ready to receive 2017 books and will schedule audit completed in time to hold an AGM in February. All the information must be ready by January 22, 2018.

Action: Agnes to send correspondence to Steve Ichelson regarding rent owing for BIA office.

4.3. Matthew distributed an e-mail from Emilio Raimondo re parking issue

Ron will forward a letter to the City of Niagara Falls regarding level of support in 2018 to defray parking costs which have estimated at \$26,000. The letter will inquire how the CIP fund can be accessed to offset the costs.

4.4. All are welcome to attend next Monday's Executive Committee Meeting at 4:00 p.m. to hear a proposal by Chris McQueen of CM Professional Services on a strategic planning scope of work and quote.

Discussion on the topic included

- by June 30, 2018 to prepare for an opportunity to leverage candidate debate prior the election to increase support for Queen Street Economic Development
- Need succession planning in place for the new board. The BIA needs to leave a road map for the next board taking over. By preparing a strategic plan 2018-2023 to new board members it will assist in hitting the ground running in 2019
- Concerned that this is just another plan that will not be implemented. Could be a real waste of our resources

4.5. The City has not been prompt in clearing parking spaces of snow which has caused issues for some businesses.

ACTION: Ron Charbonneau is dealing with the city regarding this and needs to determine whose responsibility it is to pay for boulevards damaged due to plowing.

4.6. BIA can join the Winter Festival of Lights in Partnership Development for \$25,000. We have met with WFOL in the past and they have highlighted benefits of early inclusion in 2018.

- Access to their volunteer database for some of our street events
- Development of Christmas Town
- Traffic Route to include Queen Street
- Group buy on Christmas decorations

4.7. Working on 2018 Budget

The Board reviewed a draft of the 2018 Budget. A meeting will be scheduled to complete prior to the Annual General Members Meeting which will be scheduled in February 2018 to share the 2017 Audit and 2018 budget

ACTION: Ron and Amanda to call a special meeting for budget.

4.8. Capital Purchase - Require a new computer for BIA Office.

Motion to have Matt Aiello purchase a new computer including the software for the office. The purchase shall not to exceed \$2,000.

Motion: Amanda Mckenzie

Seconded: Wendy Leard

Carried

4.9. Update on Ombudsman – Karen Stearne

The Ombudsman has a file open on our BIA for the second time. We are working diligently to ensure all governance and procedures are in place moving forward. An email with compliance issues were forwarded to each of you by email

ACTION: A copy of the email will be included in the Minute Book

4.10. Grand Opening of Community Health Centre – March 21, 2018 – Karen Stearne

This is a walk-in clinic for those in our community who don't have a physician. As they have moved to their new location which is outside of our BIA we do not need to organize a grand opening. However, as a BIA we should extend our best wishes for their success at their new location.

5. Motion to Adjourn at 6:15 p.m.

Moved by: Tony Barranca

Seconded by: Joe Mrkalj

Carried