

Niagara Falls Downtown Board of Management NFDBM (referred to as BIA)
Rescheduled to Tuesday, May 22, 2018
4:00 p.m. – BIA Office
Minutes

Board Members:

Ron Charbonneau – Chairperson, Amanda Mckenzie – Vice Chair, Matthew Aiello – Treasurer, Tony Barranca, Julio Batres-Gavidia, Wendy Leard, Eric Martin, Joyce Morocco, Phil Ritchie, Karen Stearne

Absent: Steve Ichelson, Joe Mrkalj

Excused: Sal Dipietro, Jim Diodati

Marketing Coordinator: Matt Guarasci

Recording Secretary: Agnes Hoelzner

1. Welcome and overview of the Agenda – Ron Charbonneau
2. Approval of previous meeting minutes – Monday, April 9, 2018
Motion: Karen Stearne Seconded: Eric Martin Carried
3. Declaration of Conflict of Interest
Ron Charbonneau – Legacy Restorations & Property Maintenance Ltd.
4. Marketing Update – Amanda Mckenzie
 - 4.1 Introduce the new Marketing Coordinator - Matt Guarasci
 - Matt assumed this position in April and will provide monthly updates to the Marketing Committee who will then present same information at the monthly Board Meetings.
 - 4.2 Banners
 - The Marketing Committee designed the new banners which are currently at the printers. Stanco Signs was chosen for the job from the quotes received. They are to be completed and installed before the start of Springlicious on June 1st.
 - 4.3 Newsletter
 - The next monthly newsletter for May will be sent out via Mail Chimp as well as being hand delivered to our BIA Membership.

5. Treasurer's Report – Matthew Aiello

5.1 Monthly financial reports

- 2018 BIA Cash Flow was distributed to all board members. Brief discussion how to streamline flow of financial information. Phil Ritchie will meet with Treasurer to get in place for the next meeting.

Motion 18-14 – To accept as is financial information.

Motion: Joyce Morocco

Seconded: Wendy Leard

Carried

5.2 Update on Motion 18-03 - To review the job description and role of the bookkeeper and to assess the person's competency in completing the required tasks

- The Treasurer has met with the bookkeeper and clarified her job description and role. It was noted that the bookkeeper's competency was not the issue simply a clearer understanding was required of the position's requirements. This item is now complete.

6. Old Business

6.1 Update on complaint form for Queen Street website – Amanda Mckenzie

- Matt Aiello has uploaded the completed complaint form to the Queen Street website. Karen Stearne advised that we are now about 95% compliant with the direction that was given by the Ombudsman. Complaint form now complete.

6.2 Arch lighting – Ron Charbonneau

- The arches were completed about one and half months ago. However, we are waiting for a new module to repair the defective arch on Chrysler Avenue. Arches won't be turned on until the module is fixed and all arches are working properly. Ron is following with the City to ensure repair gets completed as soon as possible.

6.3 COD Update – Karen Stearne

- Springlicious report was done and sent out.
- First time launch party was successful.
- Received a grant from the City for half the cost of the new radio station, website is up and running.
- Committee for Summer Events on Queen Street will be under the leadership of Wendy Leard. Niagara's Hip Hop event will run 3 Saturdays; try to develop this as an annual event.
- 10 events are planned from July 7th to September 1st. Wendy will be forwarding further information.

- A new Harvest Event scheduled for October 12-14 is to include a street dance Thriller.
- Jazz after 4:00 p.m. will take place at City Hall again.
- A manual is being made for Springlicious to be used as reference in the future.
- COD will be having their audit done next week.

Motion 18-15 – To accept COD report

Motion: Joyce Morocco

Seconded: Eric Martin

Carried

6.4 Street Cleaning

- Concern was expressed about some fronts of vacant buildings not being kept clean, specifically alcoves of some storefronts. Once you step into an alcove past the storefront it is considered private property and therefore the City's insurance does not cover them to clean these areas. Legacy Restorations is also not covered under their insurance to work on private property. Therefore, landlords need to take ownership of maintaining their own areas.
- Suggestion was made that cigarette butt containers placed strategically would reduce the amount of garbage being left on sidewalks.
- Mention was made that there are not many garbage cans on the street which may be discouraging people from disposing of waste properly.

Action: Joyce Morocco will contact the City to find out if more containers can be put out.

7. New Business

7.1 Niagara Falls Canada Day Celebration – Community Group Participation Form – Matthew Aiello

Motion 18-16 To forward payment for Canada Day Parade & Santa Claus Parade to the City for a total of \$6,000.00 for Sponsorship for 2018.

Motion: Karen Stearne

Seconded: Joyce Morocco

Carried

7.2 BIA Board Member Consultation Survey for CMB Professional Services – Ron Charbonneau

- A copy of the Board Member Pre-Survey was distributed to those present. Also sent out last week by e-mail. Board members were requested to return their completed paper copy to Agnes or digital copy directly to Maria by e-mail.

7.3 New Business

- Discussion on not getting response from City in timely manner on certain issues ie tree pruning, arches, etc. Joyce Morocco wants the City to respond within 24 to 48 hours.

Action: Copy her in on correspondence to the City and she will follow up.

8. Motion to Adjourn @ 5:15 p.m.:

Moved by: Karen Stearne

Seconded by: Wendy Leard

Carried