

**Board of Management Meeting**  
**Monday, November 13, 2017**  
**4:00 p.m. – BIA Office**  
**Minutes**

**Board Members:**

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

**Absent:**

Eric Martin, Joyce Morocco, Jim Diodati

**Conference Call:**

Steve Ichelson

**Recording Secretary:**

Agnes Hoelzner

**Staff:**

Kim Ferri

1. Welcome and overview of the Agenda – Ron Charbonneau
2. Approval of previous meeting minutes from October 16, 2017  
Motion to approve: Karen Stearne    Seconded by: Julio Batres-Gavidia    Carried
3. Declaration of Conflict of Interest.  
Ron Charbonneau – Legacy Restorations & Property Maintenance
4. Audit and financial report update.  
Kim is progressing well with the accounting/financials. Connor Gates at Crawford, Smith & Swallow should have the audit completed in a few weeks. Once completed will need to arrange a special meeting to review/approve. Then need to arrange the AGM Meeting before year end. Steve Ichelson wants to address the rent issue for the BIA office next week when he is in the area. Will need to start work on the 2018 budget.  
Motion: To arrange a special meeting with Crawford, Smith & Swallow with the Board once the audit is completed.  
Motion made by: Karen Stearne    Seconded by: Tony Barranca    Carried

5. OBIAA Follow-up.

Cost to join for 2018 should be \$455.28.

Motion: To approve membership for 2018 in OBIAA.

Motion made by: Julio Batres-Gavidia    Seconded by: Wendy Leard    Carried  
Board Members need to sign a Code of Ethics. Eight of the ten board members in attendance signed.

Matt Aiello will follow to ensure other requirements for BIA's are in place. Karen Stearne will support him thru Heart Niagara to ensure compliance is met.

6. AGM and procedures.

Information Memorandum from Torkin/Manes dated October 26, 2016 provided to all board members. Discussion on how to move forward as a board.

Motion: That we communicate with the board and interested parties and with our accountant, Crawford, Smith & Swallow, regarding the process and invoicing of Torkin/Manes Barristers & Solicitors.

Motion made by: Karen Stearne    Seconded by: Amanda Mckenzie    Carried  
Abstained: Tony Barranca and Julio Batres-Gavidia

Amendment to motion: To seek solicitor advice before releasing the document to the board.

Motion made by: Julio Batres-Gavidia    Seconded by: Tony Barranca    Denied

7. Arch lighting.

This issue was passed by an e-vote to install arch lighting to not exceed \$1200.00 per arch.

8. Street security.

Wendy Leard expressed concern on behalf of herself and some of her neighboring business associates regarding the suspicious activities in their area which is affecting their customers and interfering with their businesses. After speaking to the police department a uniformed police officer will be walking the beat of downtown Queen Street. There is also a program where security cameras installed on the street tie in directly to the police department. Amanda will work with Wendy to determine the cost and report back to the board.

9. Legacy Restorations & Property Management contract.

Ron was excused during discussion of this item due to conflict of interest.

The city looks after street cleaning from April to mid-October. Individual business owners are responsible for cleaning up leaves in front of their buildings.

Motion: For accounting purposes date and hours are to be clearly outlined on the invoice.

Motion made by: Amanda Mckenzie    Seconded by: Tony Barranca  
Amendment to Motion: Any invoice submitted for payment needs to be itemized.  
Amendment Motion by: Karen Stearne    Seconded by: Julio Batres-Gavidia    Carried

10. Christmas party.

Wendy is planning the event with Matt. Date will be either December 14 or 15 at Qube or Seneca for all BIA members. Details to follow once finalized.

11. Marketing update.

Santa Claus Parade is this Saturday, November 18. All are welcome to take posters to help promote event. Matt Aiello will be here at 6:00 a.m. available to help with any issues arising.

In the process of updating information on all businesses.

Ten businesses will be participating in the Shared Advertising Proposal.

12. New Business.

COD is getting a Queen St. radio station in the near future.

Karen Stearn is to do a survey of the street regarding the Springlicious event.

Recommendation was made this should be done the first week of January.

Niagara Music Rewards will be involved for 2018.

13. Motion to adjourn:

Moved by: Karen Stearne    Seconded by: Amanda Mckenzie    Carried