

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

Monday, February 12, 2018

4:00 p.m. – BIA Office

Minutes

Board Members Present:

Ron Charbonneau – Chairperson, Amanda Mckenzie – Vice Chair, Tony Barranca – Treasurer, Matthew Aiello, Sal Dipietro, Wendy Leard, Joe Mrkalj, Karen Stearne

Absent: Eric Martin, Phil Ritchie

Call-in: Julio Batres-Gavidia

Excused: Jim Diodati, Steve Ichelson, Joyce Morocco

Recording Secretary: Agnes Hoelzner

1. Welcome and overview of the Agenda – Ron Charbonneau

2. Approval of previous meeting minutes – Monday, January 8, 2018

Motion: Matthew Aiello Seconded: Wendy Leard Carried

Approval of minutes from Special Budget Meeting – Tuesday, January 30, 2018

Motion: Sal Dipietro Seconded: Karen Stearne Carried

3. Declaration of Conflict of Interest

Ron Charbonneau – Legacy Restorations and Property Maintenance

4. Financial Report – Tony Barranca

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.

Motion: Karen Stearne Seconded by: Sal Dipietro Carried

Motion 18-04 – Tony Barranca resigns from his position as Treasurer and nominates Matthew Aiello for the position of Treasurer.

Motion: Tony Barranca Seconded by: Amanda Mckenzie Carried

5. Old Business

5.1 COD Report on Springlicious and other planned 2018 events – Karen Stearne

- Karen will be providing a digital copy for the rest of the board.
- They are going ahead with the planning of Springlicious for 2018 and she has a group of 12 working on it.
- The event will run in the area from Chrysler Ave., St. Lawrence Ave. to Buckley Ave. this year.
- At the next board meeting COD will be presenting a request to the board for \$10,000. support towards the event and another \$4,000. towards the support staff.

5.2 Update on 2017 Audit; schedule AGM meeting – Ron Charbonneau

- Crawford, Smith & Swallow will be here on Thursday, February 15, 2018 at 3:00 p.m. to present the 2017 Audit Report.
- Will try to schedule AGM between February 26-28, 2018. Need to check availability with the auditor and the Small Business Centre.
ACTION: Check with CSS to see if a digital copy can be provided to board members before the meeting.

5.3 Update on parking issue – Ron Charbonneau

- Letter dated February 9, 2018 was sent to City Hall. Our request for assistance in the amount of \$13,000. as provided in previous years will be listed as a request at their next Council Review meeting taking place prior to Feb. 27/18 and they will advise us how the matter may be dealt with.

5.4 Update on who is responsible for damaged bollards due to snow plow damage - Ron Charbonneau

- Anyone who notices damage to the bollards should send photos to the BIA office. City didn't remove them this year before the snowfall and BIA shouldn't be responsible for damage caused by snowplowing. Ron will be meeting with the City.

5.5 Update on Ombudsman – Karen Stearne

- We are still in the process of getting all the required information on to our website.
- Matt will check with Sue, President of OBIAA, regarding a complaint form that needs to be available on our website.
- Street cleaning has to be tendered by March 1st, 2018.
- The Ombudsman are not continuing their investigation.

6. New Business

6.1 Downtown Niagara Falls Facebook page – Matthew Aiello

- Matt met with Broderick & Partners regarding critical comments being made about BIA on Facebook. Rob Burns is the only defamation lawyer in Niagara Falls. Lawyer advised not to react to comments being posted at this time as they are not of sufficient severity to warrant a lawsuit in defamation at this time. Ontario's Anti-SLAPP legislation as well as other issues would also need to be considered if we were to proceed.
- The BIA e-mail address that was being used has since been removed.

6.2 Scheduling of OBIAA Meeting – Matthew Aiello

- The OBIAA meeting is scheduled for Monday, March 12th from 4:00 to 6:00 p.m. Mandatory attendance of all board members is requested.
- The regular monthly Board meeting will follow after the OBIAA presentation.

6.3 Storage of BIA materials at new location provided by Sal DiPietro (agreement needs to be signed) – Ron Charbonneau

Motion 18-05 – To accept offer by Sal DiPietro to use his facility at 4452 Queen Street Niagara Falls rear entrance basement for storage at no cost to the BIA.

Motion: Tony Barranca Seconded by: Amanda Mckenzie Carried

- Sal DiPietro has provided a Rental Application Commercial which will need to be signed. One copy will be returned to him and the other one kept on file at the BIA office.
- Sal DiPietro has requested that the one set of keys he is providing be kept in the BIA office and a sign-in sheet be used to keep track of who is going in and out of the storage area.

ACTION: Need to arrange insurance on the items in storage.

6.4 New location for BIA office – Ron Charbonneau

- Heart Niagara has a store front space available for rental. There is already phone, internet and a security system in place which the BIA would have access to. There is a full boardroom available for meetings.
- Karen Stearne will check into pricing.

ACTION: Current lease agreement is effective until September 30/18. Will need to find out if we can be released from it earlier.

6.5 Street cleaning contract put out to tender and review by March 31, 2018 – Ron Charbonneau

- Matt Aiello & Tony Barranca will form a committee to look after getting the street cleaning contract out to tender.

6.6 Any other new business:

- Suggestion was made to call around and find out costs for having a corporate lawyer available for the BIA should the need for one arise.
- The OBIAA National Conference takes place April 15 – 18, 2018 in Collingwood. Matthew Aiello is willing to go and will pay for his own hotel accommodations if the BIA covers the cost of the conference at \$649.00.

Motion 18-06 – The BIA will send Matthew Aiello to the 2018 OBIAA National Conference and will cover the cost of the conference only.

Motion: Tony Barranca Seconded: Karen Stearne Carried

- Recommendation was made that someone from the board needs to take the course on street closures which would be helpful when running special events on Queen Street.

ACTION: Upcoming course is already full but Karen Stearne will send a request to Matthew Bilodeau at City Hall to see if Ron Charbonneau would be able to attend.

7. Correspondence received – Agnes Hoelzner

Nothing to report.

8. Motion to Adjourn @ 5:50 p.m.:

Moved by: Wendy Leard Seconded by: Matthew Aiello Carried