

**Niagara Falls Downtown Board of Management NFDBM (referred to as BIA)
Special Meeting for 2019 Budget Review/Vision Planning**

Monday, March 18, 2019

5:00 p.m. – Small Business Enterprise Centre

Minutes

Board Members:

Ron Charbonneau, Matthew Aiello, Kellie Crossley, Natalie Caruso, Torena Gardner/Durdle, Wendy Leard, Lori Lococo,Carolynn Ioannoni, Eric Martin.

Absent: Medhat Ibrahim, Phil Ritchie

Excused at 5:45 p.m.: Wendy Leard

Recording Secretary: Agnes Hoelzner

1. Welcome and overview of the Agenda – Ron Charbonneau

2. Approval of meeting minutes – Monday, March 4, 2019

Motion: Wendy Leard Seconded: Matthew Aiello Carried

3. Declaration of Conflict of Interest – None declared

4. New Business

4.1 Direction of COD and BIA Involvement/COD Requests to BIA for Sponsorship

- BIA Executive and COD Executive met on Thursday, March 14, 2019 to try to clarify future direction.
- COD is their own entity and responsible for their own finances.
- They were originally created for the purpose of obtaining grants for the BIA to use for events as the BIA cannot apply for them due to their non-profit status.
- A non-profit can receive sponsorships.
- Event planning by COD evolved over the years but was never the original intent.

Motion 19-08: BIA votes that Springlicious be suspended this year to be re-branded and re-introduced to the community in 2020 with the vacuum filled by other events.

Motion: Carolynn Ioannoni Seconded: Kellie Crossley Carried

Motion 19-09: Motion that \$20,000. not be given to COD for their Sponsorship Request for the position of Special Event Staff.

Motion: Carolynn Ioannoni Seconded: Natalie Caruso Carried

Motion 19-10: Motion that \$10,000. not be given to COD for their Sponsorship Request for the funding of Springlicious and Summer Series. Ask COD to come back with a request for additional funding for summer events.

Motion: Carolynn Ioannoni Seconded: Natalie Caruso Carried

Action: Matthew Aiello will inform COD of the decisions made.

Action: Need to get quotes for Director's Liability insurance for next year before renewal and determine COD being included.

4.2 Vision Planning for 2019-2022 term

- General discussion; no decisions made.

4.3 Any other new business

- Discussion to form a new Event Committee to plan events for the street.

Motion 19-11: Motion to create an Event Committee to consist of five board members to look at creating new events for this summer.

Motion: Carolynn Ioannoni Seconded: Mathew Aiello Carried

- Ron Charbonneau, Kellie Crossley, Natalie Caruso, Torena Gardner/Durdle and Eric Martin volunteered to be on this newly formed committee.
- Will send out invitation via MailChimp inviting anyone from BIA Membership to join this committee.
- First meeting will be on Monday, March 25, 2019 at TAPS, 4680 Queen Street at 4:00 p.m.

Motion 19-12: Motion to approve the Schedule of 2019 Monthly Meetings for the Downtown Board of Management as presented.

Motion: Carolynn Ioannoni Seconded: Lori Lococo Carried

Motion 19-13: To pay the BIA Office Assistant a rate of \$20.00 per hour at 20 hours per week up to a maximum of \$25,000.00 per year subject to board approval.

Motion: Carolynn Ioannoni Seconded: Ron Charbonneau Carried

Action: Office Assistant to contact Leadership Niagara to determine if they would be available to help the BIA.

Action: Office Assistant to contact OBIAA to see about setting up a Governance Presentation for the new Board in the near future.

5. Old Business

5.1 Marketing Consultant (Matt Guarasci) – Contract expired December 31, 2018
(working on a month to month basis currently)

Motion 19-14: Motion to extend Contract for one year for Marketing Consultant position.

Motion: Ron Charbonneau Seconded: Matthew Aiello

- Brief discussion on the benefits of extending the one-year contract to a two-year contract.

Amended Motion 19-14: Motion to extend to a two-year Contract at \$850.00 per month for the Marketing Consultant’s position.

Motion: Carolynn Ioannoni Seconded: Torena Gardner/Durdle Carried

5.2 Street Cleaning – Contract with Legacy Property Maintenance expired Dec. 15, 2018

- Legacy not looking to renew their contract.
- Discussion on other possible options for street cleaning.
- To be deferred to next meeting.

6. 2019 Budget Review – Matthew Aiello

- As discussed amendments made to budget for 2019.

Motion 19-15: Motion to approve the amended 2019 budget.

Motion: Carolynn Ioannoni Seconded: Ron Charbonneau Carried

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

Motion: Lori Lococo Seconded: Carolynn Ioannoni Carried