

Board of Management Budget Meeting February 21, 2017 - 4:00 pm

Minutes

Board Members in Attendance:

Julio Batres- Cavidia - Chairperson, Tonny Barranca – Sec/Treasurer,
Lisa Thomas, Ron Charbonneau, Joe Mrkalj
Amanda McKenzie and Phil Ritchie – Conference Call

Absent: Jim Diodati,Carolynn Ionnoni, Steve Ichelson and Sal DiPietro

Staff Present: Richard Gilbert – Project Manager

Guests:

Karen Stearne, Executive Director, Heart Niagara - COD

1. Welcome and overview of the Agenda – Julio Batres-Cavidia
Julio explained the focus of the meeting would be on preparation of the 2017 budget and related financial decisions

Motion: To approve the Agenda as proposed by the Chairperson

Moved by: Tony Barranca Seconded by: Joe Mrkalj Carried

2. COD Presentation:

- Karen Stearne presented a brief overview of COD's Business Plan that was circulated to members, as per the following:
 - ✓ Purpose of the Business Plan is to provide the BIA with an overview of proposed events and activities for the whole year, along with budgetary implications
 - ✓ Demonstrate the commitment of COD to be accountable for accurate accounting procedures and organizational development
 - ✓ Express appreciation to the BIA for its commitment to the organization of the 2017 Springlicious event, which will be a model and trial of COD's ability to organize the other events outlined in the business plan, if approved for funding
 - ✓ COD is undergoing organizational changes as Ron and Julio will be stepping down as treasurer and chairman respectively
 - ✓ Clarification re Taste of Niagara: There are three other cities besides New Orleans that would be included in the event, one city block closure for each, to provide food and cultural exposure of each host block.
 - ✓ Clarification re Winter Lights Festival: \$5,000 investment to join the Festival, and \$15,000 to be used to repair, install and store used light fixtures from the festival

3. Julio thanked Karen for her presentation and her contributions to COD, and indicated the Board would be taking the Business Plan into consideration during its budget deliberations

4. Julio provided an overview of the 2016 spreadsheet, and indicated this information would be forwarded to the accountant forthwith in preparation for the audit. The draft budget spreadsheet will be forwarded to Board members by Julio

5. Items of Discussion:

- Discussion led by Joe regarding the value of major events on the street such as Springlicious, Canada Day Parade and Santa Claus Parade, since most retailers are closed or unable to do business due to the congestion. No resolution was moved or past
- Lisa requested minutes for 2016, Julio explained there weren't that many meetings in 2016 and that related minutes would be taken to auditor. No resolution moved or past

6. Resolutions on issues with financial consideration from previous Board meeting:

- To provide up to \$1,000 per month to pay the rent for a downtown location for the NF Humane Society outlet that was formerly in the Niagara Square, conditional upon the premises having a suitable storage area with separate access to be used by COD
Moved by: Ron Seconded by: Amanda Carried
- To contract with Moonbase to develop the Iconic Digital Marketing Program it presented to the Board at its last meeting for \$4,000, and to provide an additional \$1,500 to the company to market/promote Icons to ensure that all businesses are receiving equal support so as to avoid conflicts of interest.
Moved by: Joe Seconded by: Ron Carried
- To purchase 25 Canada 150 Banners @ \$100 each which includes installation, removal, and HST, minor fitting alterations not included
Moved by: Ron Seconded by: Amanda Carried

7. Motion to Adjourn:

Moved by: Lisa Seconded by: Ron Carried