

Board of Management Meeting September 11, 2017 - 4:00 pm

Minutes

Board Members In Attendance:

Ron Charbonneau - Chairperson, Joe Mrkalj – Vice Chair, Tony Barranca – Sec/Treasurer, Lisa Thomas, Amanda McKenzie, Phil Ritchie, Karen Stearne, Matthew Aiello, Eric Martin, Wendy Leard and Sal DiPietro

Conference: Julio Batres-Gavidia, Steve Ichelson

Absent: Lisa Thomas, Jim Dodati, Joyce Morocco,

Staff: Richard Gilbert – Project Manager

Guest: Crawford Smith Swallow Team

1. Welcome and overview of the Agenda – Ron Charbonneau
Motion: To approve the Agenda as proposed by the Chairperson
Moved by: Steve Ichelson Seconded by: Julio Batres-Gavidia Carried
2. Review of Minutes from the August 14, 2017 Meeting
Motion: To approve the minutes from the August 14th Meeting
Moved by: Eric Martin Seconded by: Sal DiPietro Carried
3. Review of Minutes from the Special Meeting August 28, 2017 Meeting
Motion to approve the minutes of the Special Meeting with the proviso that meeting dates occurring on a holiday will be held on the third Monday
Moved by: Karen Stearne Seconded by: Matthew Aiello Carried
4. Declaration of Pecuniary Interests-Ron Charbonneau re Legacy Street Cleaning
5. Audit Update: Presented by Connor Gates of Crawford Smith Swallow Team
 - a. Connor asked for anyone having questions re invoices to contact him directly or bring them forward now
 - Steve asked regarding the status of the Torkin/Manes invoice and Connor explained that the invoices have been received and noted
 - Joe asked if the report from Torkin/Manes would be available for Board Members to review-Julio indicated the report was confidential-Connor suggested that a non-disclosure agreement could be prepared to have people sign before reading the report-Julio suggested a summary of the report could be prepared by a lawyer or perhaps staff-Phil indicated the Board has an open communication policy and should be privy to the report
 - b. Amanda asked what the time was for the completion of the audit-Connor indicated it was close, but there were outstanding issues such as cross transactions between the BIA and COD, and the audit completion would depend on when they are resolved
 - c. Connor indicated the headliner for the 2016 Springlicious event was paid by the BIA and there is a request for funds to come from COD. There were some other expenses for Springlicious on the Visa account.

- d. Motion was made to forgive expenses pertaining to COD that were paid by the BIA, moved by Joe Seconded by Tony, however the motion was tabled until a reconciliation statement has been completed regarding cross expenses
- e. Connor advised there was an outstanding account with Chris Drabowski for unpaid office rental of \$2,320 and unpaid storage fees of \$1,200 for a total of \$3,520. Connor said he would send the details to Richard so he could prepare an invoice and letter to Chris
- f. Connor asked that Richard provide the 2017 Board of Management Meeting minutes to him
- g. Connor indicated the 2016 Payroll remittance was somewhat complicated and leave to the Executive resolve and take appropriate action
Moved by: Karen Stearne and seconded by Joe Mrkalj that payment be made of the outstanding Income Tax and related deductions. Motion Carried
- h. Ron thanked Connor for his presentation and the work his firm is doing to complete the Audit at the earliest possible date

6. Treasurer's Report: Tony Barranca
Motion to Approve Treasurer's Report
Moved by: Matthew Aiello Seconded: Karen Stearne Carried

7. Marketing Committee Activity Report – Amanda Mckenzie
Amanda provided an update of the marketing activities:

- a. Meeting with Danima for a training session regarding making changes on the website which is hosted by Danima
- b. A playback unit was purchased to play videos at the Bus Terminal and is now operational
- c. Ongoing changes and maintenance of the Facebook site

8. Committee to develop a five-year plan for Queen Street – Ron Charbonneau
Ron talked about the need for developing a five-year plan for the area, in particular the Winter Festival of Lights proposal to enhance Queen Street as a Christmas Destination. This was tabled to next meeting or when the Winter Lights Festival staff can attend and make a presentation

9. New Business: Richard highlighted the following:

- a. Richard indicated he had met with David Martineau with the publication Business Links which is interested in writing a 3-part series on doing business on Queen Street, there was no objection
- b. A request was made to install four banners in Chinese on Queen Street between St. Clair and Chrysler for the International Distributors Conference, the same as was done last year, there was no objection
- c. The Nikola Tesla Foundation International is preparing a 5-year Strategic Development Plan that includes the Tesla Festival of Innovation and Technology to be held in July 2018, Richard indicated a presentation would forthcoming at the next meeting

10. Motion to Adjourn:
Moved by: Karen Stearne Seconded by: Amanda Mackenzie Carried