

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

Monday, December 10, 2018

4:00 p.m. – Small Business Enterprise Centre

Minutes

Board Members:

Ron Charbonneau - Chairperson, Amanda Mckenzie - Vice Chair, Matthew Aiello - Treasurer, Tony Barranca, Sal Dipietro, Phil Ritchie, Karen Stearne

Regrets: Jim Diodati, Eric Martin, Joe Mrkalj, Wendy Leard

Absent: Julio Batres-Gavidia, Steve Ichelson

Recording Secretary: Agnes Hoelzner

1. Welcome and overview of the Agenda – Ron Charbonneau

Note: Joyce Morocco was not re-elected. Since her term is now complete the Board quorum drops to 7 people. The new City Council will be sworn in at a ceremony today and a new councilor will be appointed to sit on our board at a later date.

2. 2018 Audit – Connor Gates

- Discussed several items that are new and/or any changes since the last audit.
- Connor left a print out from the Canada Revenue Agency entitled “Employee or Self-employed?” which may help clarify staff/contract issues in the future.
- Need to follow up on CRA access for Crawford, Smith & Swallow.
- Audit Report will need to be approved at least a week in advance of the AGM.
- Draft should be available by Monday, February 4, 2019 or earlier.
- The present board will serve until February 11, 2019. New board will be presented at the AGM that day.

Action: Agnes will forward the list of nine questions that Connor provided to all board members. These are to be completed and returned direct to him by Monday, December 17, 2018.

3. Approval of meeting minutes – Wednesday, November 21, 2018

Motion: Karen Stearne Seconded: Amanda Mckenzie Carried

4. Marketing Update – Amanda Mckenzie

- Print media will be run in snapd Niagara Falls for businesses who participated in the December ad.
- The 610 CKTB “Roundtable Roadtrip” morning show will be broadcast live on Tuesday, December 11th from 5:30 to 9:00 a.m. from the Small Business Enterprise

Centre. Matthew Aiello will be here to let them in at 4:30 a.m. and the Marketing Department has agreed that he be the spokesperson for the BIA.

Motion 18-30 – To continue on a month to month basis with the Marketing Consultant until the new board makes a decision on how they want to proceed.

Motion: Amanda Mckenzie Seconded: Ron Charbonneau 1 Abstention Carried

5. Treasurer's Report – Matthew Aiello

- November Cash Flow presented followed by a brief discussion.

Motion 18-31 – To approve the Treasurer's Report as presented.

Motion: Karen Stearne Seconded: Ron Charbonneau Carried

Action: Forward a copy of Niagara Falls Downtown BIA Membership Stakeholder Survey to Tony Barranca.

6. Old Business

6.1 Nominations/Elections Committee Update – Karen Stearne

- Karen has not heard back from Bill Matson, Acting City Clerk, yet.
- Recommend holding a Community Round Table discussion on Thursday, January 10, 2019 from 5:00 to 6:00 p.m. Information to be presented on upcoming board election and draft of the 2019 budget presented.
- 2019 Budget will need to be approved before the AGM on February 11, 2019.
- Anyone interested is welcome to attend the Monday, January 14, 2019 board meeting as a spectator.
- Nominations will open January 15, 2019.

Action: Need to book the largest room at Small Business Centre for January 10, 2019 for Community Round Table Meeting.

6.2 2019 Budget – Matthew Aiello

- Nothing further to report at this time.

7. New Business

7.1 Removing board members – Ron Charbonneau

- Due to lack of attendance at all regular meetings in accordance with our Constitution, will request removal of Julio Batres-Gavidia & Steve Ichelson from the Board of Directors.

Motion 18-32 – To remove Julio Batres-Gavidia and Steve Ichelson as members from the Downtown Board of Management and advise City Council.

Motion: Sal Dipietro Seconded: Karen Stearne Carried

7.2 Request to go into an In Camera Session – Ron Charbonneau

Motion 18-33 – Request to go into an In Camera Session now.

Motion: Ron Charbonneau Seconded: Amanda Mckenzie Carried

- In camera started 4:35 p.m. – 4:55 p.m.

8. Motion to Adjourn @ 5:00 p.m.:

Moved by: Amanda Mckenzie Seconded by: Karen Stearne Carried