



**MINUTES OF THE MEETING OF THE
BOARD OF MANAGEMENT (THE “BOARD”)
OF THE WELLAND DOWNTOWN BUSINESS IMPROVEMENT AREA (THE “CORPORATION”)
OF THE CITY OF WELLAND (THE “CITY”)
Held on Monday, July 6th, 2020, 7:00pm
Virtual Meeting
Chair Kelly Jones present at 825 Ontario Road**

Board Members Present: K. JONES, B. HERCHMER, G. BOWES, L. ROBICHAUD, H. TREDDENICK, D. ALEXANDER, B. FOKKENS, L. SEE, J. CHIOCCO

Board Member Regrets: C. CRUISE, A. ADAMS,

Recording Secretary: A. HIGGINBOTHAM

Executive Director: A. HIGGINBOTHAM (Student Nicholas Pasaluko)

1. WELCOME: CALL TO ORDER

“**BE IT RESOLVED** that the meeting be called to order.”

The Chair K. Jones called the meeting to order at 7:06pm

2. OPEN OF GENERAL MEETING

General meeting opened.

3. ACCEPTANCE OF AGENDA

“**BE IT RESOLVED** that the agenda be accepted as presented

Proposed by: J. CHIOCCO

Seconded by: L. SEE

Carried.

4. DECLARATION OF CONFLICTS

Declaration of Conflicts - none

5. APPROVAL OF June 1st 2020 MINUTES

“**BE IT RESOLVED** that the June 4th 2020 minutes be accepted as presented.”

Proposed by: B. FOKKENS

Seconded: H. TREDDENICK

Carried

6. REPORT OF THE CHAIR

K. JONES

- Phase 2 in downtown has gone well – no incidents reported
- Survey sent out by staff in a timely manner
- All item actions from last board meeting carried out by staff (refer to ED report below)

7. EXECUTIVE DIRECTOR’S REPORT

A. HIGGINBOTHAM

Survey Presentation by Nick Pasaluko - full presentation available on WDBIA website.

Survey sent out 6 times in the WDBIA newsletter, including its own email

Was available from June 16th -29th for members to complete

Staff hand delivered flyers to downtown businesses in mailboxes, directing members to where to access the survey

Only 20 businesses completed the survey – nit was noted that this could not be deemed and accurate representation of the entire membership.

ITEMS FOR ACTION: Resulting from the survey

Kelly to contact Tam Jensen to inquire about hosting webinars for service members needs & requests

Alexis to source out a resource to host a webinar on navigating finance

Alexis to reach out to vendors to gage interest in pop up shops in late Fall (should COVID restrictions allow) clothing, gifts, art, etc.

Meeting with the finance committee should be scheduled to discuss the possibility of purchasing Facebook boosts

Meetings & Events

June 1st WDBIA virtual monthly meeting

June 1st Meeting with new student Nick

June 2nd OBIAA best practices call

June 2nd virtual attendance at Welland Council meeting

June 3rd HST filing meeting

June 4th post audit wrap up meeting with Delotte

June 4th OBIAA best practices call

June 9th OBIAA best practices call

June 9th virtual attendance at Welland Council meeting

June 10th Niagara Region Business reopening webinar

June 11th OBIAA best practices call

June 16th Brock University webinar

June 16th Discussion with city staff regarding virtual Canada Day celebrations

June 16th virtual attendance at Welland Council meeting

June 17th Niagara Region Business reopening part 2 webinar

June 23rd DMS grant info session

June 23rd OBIAA best practices call

June 24th Niagara Region Business reopening part 3 webinar

June 25th OBIAA best practices call

June 26th Rise & Shine recap with Sandy Henderson (Brock co-op student)

June 30th OBIAA best practices call

July 3rd Meeting with RCK regarding upcoming project

Continue daily email updates to membership, including assistance with individual calls, applications etc.

Work with city staff to contribute to the Welland virtual Canada Day celebrations

Items for action completed by staff:

- **Distribution of Wellandopoly board game donation to various community groups and schools Total: 72 as of June 26th**
- **Research on the installation of a Canada flag on Welland Bridge 13 -proved to be too costly**
- **Share business member features**
- **Promo of the Black Sheep Artists Fund via newsletter and social media**

Additional

Community Garden Donation to OAM

Assistance to members with applications, questions on a daily basis (Patios, licensing, CRA)

OBIAA has released another DSS grant

Item for Action – Alexis to apply for this grant to assist members with online presence

8. COMMITTEE REPORTS

Governance

B. HERCHMER

- Draft motion to continue the ability to meet virtually after COVID 19 and emergency orders have ceased.
- Seek clarification and guidance from the clerk

Draft New Governance Policy:

At the decision of the Executive or as the result of extenuating circumstances, meetings may be held virtually using an online platform or teleconferencing. Online meetings should be promoted in the same manner as face to face meetings with guests being welcomed to participate. All meetings should be recorded in addition to regular minutes being recorded and shared.

FINANCE AND AUDIT

G. BOWES

- New bookkeeper has been hired-books are currently being transferred and updated
- Awaiting final audit bill from auditing firm (overage charges)
- Incurred overage charges from previous bookkeeper – discussion surrounding the validity of these charges. Further information is required for the board to make an educated decision on payment.

Motion:

BE IT RESOLVED

“That the WDBIA proceed with paying the overage fees submitted by the former bookkeeper”

Proposed by: G. BOWES

Seconded by: H. TREDDENICK

DEFEATED

AMENDED MOTION:

BE IT REOLVED

“That the WDBIA wait to proceed with paying the overage fees of the previous bookkeeper until the auditor’s invoice is received.”

Proposed by: G. BOWES

Seconded by: D. Alexander

Carried

BEAUTIFICATION COMMITTEE

L. ROBICHAUD

- Baskets and platters are filling in nicely and are receiving positive feedback
- Planters at market – still seem to be empty – are they city planters?
- Oak Centre reopened today –
Item for action: Alexis to proceed with hiring a member for the BIA street crew initiative

MARKETING AND EVENTS

K. JONES

- Grad lighting -well received except mishap on Thursday evening.....potential to reschedule for August

9. COMMITTEE MOTIONS

N/A

10. NEW BUSINESS – N/A

11. BUSINESS ARISING N/A

12. WHITE SPACE:

- Holly: microgrants – will look into further and prepare a report for the Fall

Arts Policy: will speak with arts & culture committee upon their return to regular meetings.

- Discussion surrounding the potential involvement of the WDBIA with the WZW in Fall of 2020.

13. CORRESPONDENCE: NIL

14. ADJOURNMENT

“Be It RESOLVED that the July 6th meeting be adjourned”

Proposed by: J. CHIOCCO

Seconded by: B. FOKKENS

Carried.

The meeting adjourned at 9:01pm

15. NEXT MEETING: Monday, August 10th 2020

Please RSVP your attendance to Alexis Higginbotham info@downtownwelland.ca