



**2020 Downtown Port Colborne BIA – Annual General Meeting
Wednesday December 9th, 2020 - 6:30 PM
21 Charlotte Street, Port Colborne**

AGM MINUTES 2020

Attendance: Betty Konc (Chair), Kerrie Haynes (Treasurer), Jesse Boles (Secretary), Donna Kalalief (Councilor), Michelle Benest-Tanner & Rob Carter

Members: Leslie Stafford

Staff: Mary-Lou Ambrose-Little.

Guest: Amber LaPointe (City Clerk), Larry Beverly

Regrets: Norbert Gieger

Absent: Rob Phillips

Welcome

Chair Betty Konc welcome everyone to the meeting.

Call to order

The meeting was called to order at 6:35pm by Chair Betty Konc.

Declaration of pecuniary interest

None.

Approval of agenda

Motion to: "Approve Agenda" Moved by: Jesse Boles; Seconded by: Donna Kalalief. CARRIED

Special Presentation:

None

Approval of minutes

Motion to: "Approve of Minutes of the 2019 Downtown Port Colborne AGM" Moved by: Donna Kalalief; Seconded by: Karrie Haynes. CARRIED

No Errors or Omissions

Business arising

None

2021 Proposed Budget

- **Budget as Attached, Highlights as indicated Below:**

Increase of levy by 5%.

Changed sponsorship up to 4000 from 2000.

Decreased budget on banners and lights to 1500.

Legal Audit Cost Down to 1620.

Total Budget 51,602.

Motion to: "Motion to Accept Budget as Presented" Moved by: Michelle Benest-Tanner; Seconded by: Karrie Haynes. CARRIED

REPORTS

Treasurers Report:

Attached

- Bryan Boles, City of Port Colborne Director of Corporate Services / Treasure is getting us our Levy cheque and invoicing us for the 10,000 for Christmas lights.

Chair Report:

Attached

- Discussion regarding us forming a committee in the new year to review and amend as necessary our terms of reference.
- Request by BIA Member Leslie Stafford to send out terms of reference to membership for review.

New Business:

- Discussion re Banners: Budget is in place for 1500 for banners. Jesse Boles indicated in interest in the Port Colborne Fair Trade Committee being involved in a partnership regarding banners. Jesse to meet with committee and report back to Board with a proposal.
- Discussion regarding street light outages: Donna informs us there is a new system to be able to submit issues with street lights online.

Staff Report:

Attached

Motion to: "Motion to move all report in block" Moved by: Jesse Boles; Seconded by: Donna Kalalief. CARRIED

New Business:

- RE Board Vacancies: Mary-Lou to put out Notice of Board Vacancies and provide a list of those interested to the board at the January Meeting to fill empty seats.
- Betty Konc: Announced her Resignation effective immediately. Betty indicated she would carry on her duties as chair throughout the holidays until the board installed their new chair at the January Meeting. All board members Thank Betty for her service.

Motion to: "Motion to Appoint Grant Thornton as our Auditors for the 2021 Year" Moved by: Karrie Haynes; Seconded by: Jesse Boles. CARRIED

- Karrie and Jesse as Treasurer and Secretary to Meet with Mary-Lou to sign her new contract for the 2021 year.
- Discussion regarding changing times and dates for future board meetings was had and the decision made to defer this discussion to the next meeting once the new board members are installed.

Correspondence

None

Adjournment: Motion to Adjourn made at 7:19pm by Betty Konc, Seconded by Jesse Boles. CARRIED

NEXT MEETINGS

Wednesday January 13th, 2020

In Person or Via Zoom | TBD

6:30 PM Regular Meeting

Downtown BIA Office, 21 Charlotte Street

Attachments:

- Staff Report
- Budget
- Treasures Report