



**Downtown Port Colborne BIA - Board Meeting  
Wednesday, January 17, 2022 – 7:30 PM  
92 Charlotte Street, Port Colborne  
Virtual Meeting  
MINUTES**

**Attendance:** Jesse Boles, Taylor Mynlieff, Ed Cleveland, Alicja Kniffen, Larry Beverly, Anna Maria Crognale and Councillor Mark Bagu.

**Staff:** Mary-Lou Ambrose-Little.

**Regrets:** Norbert Gieger, Michelle Benest-Tanner and Councillor Donna Kalailieff.

**Welcome**

Jesse Boles, Chair welcome everyone to the meeting and announced that there is a quorum.

**Call to order**

The meeting called to order at 7:42 PM.

**Declaration of pecuniary interest**

None.

**Approval of the meeting agenda**

Motion: "to approve the agenda. Motion by: Alicja Kniffen; Seconded by: Taylor Mynlieff. Carried

**Approval of October 2021 minutes**

Motion: "to approve the minutes of the 2020 AGM." Motion by Jesse Boles; Seconded by: Mark Bagu. Carried

**Business Arising from the Minutes**

There are openings on several committees that need to be filled, i.e., strategic planning, governance, marketing and events. Mary-Lou will contact everyone to select at least one committee to be a part of. Each committee meets about eight times during the year. The Board will also need to appoint a secretary.

**Reports**

Councillor's Report

Mark welcomed the new members. Congratulated everyone joining the Board. He further commented that the volunteers and staff did a great job with the farmers' market.

Staff and Councillors are reviewing the encroachment/patio guidelines in order to set up the final policy. Once this is set it will be much clearer what is expected. Economic Development Officer is consulting with community partners and is in support of formalizing the policy.

Mark commented that the Main Street Ambassadors is a great idea. He likes what he is hearing about City staff and community partners working on joint projects.

Governance

No report

### Marketing/Event

No report but this group will meet in the next two weeks to set the final schedule for 2022 festivals and events.

### Staff Report

A full report is attached for review. Highlights include successful events despite covid, a successful farmers' market season, this also would include Harvest Festival, Falala Ladies' Night, Christmas Open House and Tugboat Santa. All of these events brought shoppers downtown.

### Treasurers Report

No report.

### 2022 Strategic Plan (Staff)

Staff will be trained in strategic planning offered jointly by OBBIA and OMFRA during the next two months. Board members are invited to participate. The course is at no charge.

Motion: "to accept all reports in the block." Motion by Jesse Boles; Seconded by: Mark Bagu. Carried

### **Correspondence**

Issues have arisen with the sailboat lighting purchased last year from Classic Displays, which are being discussed at the present time, which the City purchased them. Steve Shypowskyj is following up with and will report back with the option offered to resolve the issues. Discussions are continued and further updates will be presented at a future meeting.

### **New business**

~ Letter of Employment will be offered to Sarah English, with a start date of February 1, 2022. Sarah will take on the role of Marketing and Events Coordinator. Sarah will be working 20 hours per week. She will be offered a contract with a 90-day probationary period. Starting wage of \$16 per hour; with successful completion of the probationary period, the wage will be increased to \$18 per hour.

Motion: "to offer the contract as presented to Sarah English with a start date of February 1, 2022." Motion by: Jesse Boles; Seconded by: Taylor Mynlieff. Carried.

~ The letter has been received from Grant Thornton to authorize them to have access to the BIA's TD/Canada Trust accounts for purpose of being the yearly auditor.

~ TD E-Commerce platform was discussed with a setup fee of \$149, a 3-year contract and a \$2.85 charge per transaction which seemed a bit high. The consensus was to consider this at a later date and explore other options.

~ Associate membership applications have been received for BBQ Backyard on King Street and Rick & Kiki's Air B 'n B on Sugarloaf. These are businesses outside of the BIA area that wants to be involved. They have no voting rights but benefit from all BIA programs.

~ Jesse brought forward that there is a need to purchase two new computers for the staff and improve the print/copying equipment in the office. Estimated costs of \$1,000 for computers and \$1,500 for photocopier.

Motion: "to authorize the Chair, Treasurer and Executive Director to purchase computers and photocopier."

Motion by: Ed Cleveland; Seconded by: Larry Beverly. Carried

### **Adjournment**

Motion: "to adjourn." Moved by: Mark Bagu; seconded by: Taylor Mynlieff.

8:47 PM

### **NEXT MEETING**

February 1, 2022 7:00 PM

Tentative Virtual Meeting

**Attachments:** Staff Report, 2022 Budget.