



Board Meeting – August 17th, 2021 – 5:30 pm
Location: In-Person They Integrated, 226 Front St.

MINUTES

1. Call to Order - 5:31pm

1.1 Attendance - T. Spencer, K. Brown, L. Sorrentino, S. Patriquin, S. Kerr, R. Burlington, E. Travis, T. Allsopp, G. Thompson

1.2 Meeting not going to be full extent today because quorum was not met - approval of the two letters (for HPE and Empire Theatre) needed to go through as next City Council meeting is not until September 13.

1.3 Approval of Agenda

Motion: Move the approval of the BIA Board agenda as presented.

Moved: *NAME* Second: *NAME* **UNNEEDED**

2. Disclosure of Pecuniary Interest - UNNEEDED

3. Reading and confirmation of Minutes (15-June-2021)

Motion: Move the approval of the BIA Board minutes as presented.

Moved: *NAME* Second: *NAME* **UNNEEDED**

4. Executive Director Report – L. Sorrentino - not presented due to quorum, update was given on Welcoming Streets about feedback heard from business owners about the role of Welcoming Streets compared to Belleville Police Services and the intent of the program. Reminder was given about the Welcoming Streets 101 webinar on August 25, in which BPS will also be attending. Agency Status form was talked about and then intent of the form.

5. Marketing & Media Officer Report – T. Spencer - not presented due to quorum

**6. Financial Statements (June 2021) & New Contract for Bookkeeping Service – L. McDougall
(FOR INFORMATION ONLY)**

Background: ABBA provided us with (2 weeks) notice they would no longer be in a position to provide bookkeeping services to the BIA effective July 5th, 2021. An RFP was prepared and was circulated via direct contact, social media post and distribution of the RFP. We received one response.

As Welch LLP was the only firm to provide a proposal (reviewed by the Treasurer, Chair and Executive Director) and as further delay was creating a slight liability for the BIA, staff were directed to proceed with the Welch proposal (with a cost implication).



Welch LLP has been unsuccessful obtaining any records from ABBA; therefore they have begun recreating 2021 based on our 2020 financial position (currently under audit with Welch). Revised statements for January – August 2021 will be presented to the board next month.

BOARD MEMBERS IN ATTENDANCE NOW AWARE

7. Request for a Letter of BIA Support for United Way HPE's official kick-off on Market Square

Background: UWHPE's fundraising campaign will be launching the morning of Wednesday, September 15th, from 7:30 am -10 am. The agenda will consist of a segment of short welcoming and keynote speakers followed by a March of Umbrellas and a breakfast BBQ.

When the event is proposed within BIA boundaries, under Bylaw 2006-140 Schedule D, a letter of support from the BIA is required including the approved motion from a BIA Board meeting.

Motion: Move the approval of the Exception Letter in Support of UWHPE'd event on Sept 15th. Allow Kathryn to make a motion to allow Luisa to issue the letters, no motions moved or seconded needed because meeting did not meet quorum. **APPROVED**

7a. Request for a Letter of BIA Support for Empire Theatre's Welcome Home Weekend Burger Revolution Food Truck

Motion: Move the approval of the Exception Letter in Support of Empire Theatre event on Sept 18th and 19th. Allow Kathryn to make a motion to allow Luisa to issue the letters, no motions moved or seconded needed because meeting did not meet quorum. **APPROVED**

8. Associate Memberships – L. Sorrentino - **not presented due to quorum**

9. Committee Reports – Q&A regarding reports submitted - **not presented due to quorum**

- Vision & Strategic Planning – Verbal Update from August 11th meeting. **Not presented due to quorum.**
- Economic Development –
- Knowledge & Information Management –
- Events & Programming –
- Governance (Nothing to update at this time)

10. New Business or Notice of Motions - **not presented due to quorum**

11. Adjournment - **6:14pm**

Moved: *NAME* Second: *NAME* **NOT NEEDED DUE TO QUORUM**