



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

AGENDA

1. Call to Order
 - 1.1 Attendance
 - 1.2 Approval of Agenda

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

2. Disclosure of Pecuniary Interest
3. Reading and confirmation of Minutes (15-June-2021)

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

4. Executive Director Report – L. Sorrentino
5. Marketing & Media Officer Report – T. Spencer
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.

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.



8. Associate Memberships – L. Sorrentino

9. Committee Reports – Q&A regarding reports submitted

- Vision & Strategic Planning – Verbal Update from August 11th meeting.
- Economic Development –
- Knowledge & Information Management –
- Events & Programming –
- Governance (Nothing to update at this time)

10. New Business or Notice of Motions

11. Adjournment