



Board Meeting – April 15th – 5:15 pm
Location: BIA office 199 Front Street, Suite 208A

AGENDA

1. Call to Order

1.1 Attendance: Matthew Leonard (online), Kim Fedor, Jennifer Hunter, Alex Bruce, Brooke Miller, Nick Boretski, Lindsay Dransfield, Rakesh Parmar, Councillor Garnet Thompson
Staff: Danielle Hanoman, Yona Harvery, Matilda Aide *Absent: Jessica Purchase, Edie Haslauer

1.2 Approval of Agenda

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

First: Garnet Thompson

Second: Kim Fedor

All in favour: Yes

2. Disclosure of Pecuniary Interest - none

3. Reading and confirmation of Minutes (March 2025)

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

First: Jennifer Hunter

Second: Alex Bruce

All in favour: Yes

4. Remarks from the Chair - Matt Leonard

The Strategic Plan is to be approved this meeting and can serve as our guideline going forward.

- The Drop in center has moved to a temporary location
- Internally: We are now using CRM; growing our socials and events
- Financials still to be done - audit needed. More on this in the meeting.

5. Executive Director Report – Danielle Hanoman

5.1 Motion: Move to receive the report.

First: Lindsay Dransfield

Second: Kim Fedor

All in favour: Yes

-Welcoming Streets Grant done. \$8000 adjustment reflects staff leaving earlier.

-Bridge Street Drop-in Tour with Elisha Maguire- new improved operations and a “bin” system

-Ashley Vader is the new boss and met with Danielle to discuss the calls being received.

-Drop-in needs its own phone line so that Econ Dev and BIA aren't fielding calls.

- BIA created a MOU with CMHA for overnight support for security to patrol the area around the new drop-in. CMHA is to pay BIA. There is a contract until Dec. 31, 2025

-Financials and Audit missed because of Doug the accountant. Next audit for the City is in July.



-CBC media piece on April 9 had a political slant for the Federal election so BIA had to decline.

-Canada Summer Job Grant approval for 3 students.

- Events attended: Home Show - Matilda & Yona; OBIAA - Danielle & Matilda; Next: Teeny Tiny Summit

-Parking Study: It is believed that 10 - 12 spots for overnight parking are approved for a pilot project.

Garnet to get us more information. Also Aggi at the City is a contact.

5.2 Motion: Move to go In-Camera - regarding HR.

First: Alex Bruce

Second: Jennifer Hunter

All in favour: Yes

5.3 Motion: Move to go out of In-Camera.

First: Jennifer Hunter

Second: Brooke Miller

All in favour: Yes

6. Media Dashboard – Matilda Aide & Yona Harvey

Motion: Move to receive the report.

First: Brooke Miller

Second: Jennifer Hunter

All in favour: Yes

In the next presentation, Yona will present Media Coverage and Website Stats.

New Idea: For announcing parking information, take a photo of the truck on the roof at Moira Glass!

Notable: Rock Star Social media had 26k hit; Collaboration on Shatter House with Bay of Quinte 13k

Membership: By changing from Wed to Mon for sending out newsletter: 36% increase in openings

7. Strategic Plan

Motion: Move to approve the Strategic Plan as edited in this meeting.

First: Lindsay Dransfield

Second: Rakesh Parmar

All in favour: Yes

Note: A postcard size summary of the Strat Plan is to be printed.

8. Consent Agenda

a) In Kind sponsorship and \$500 to support the Beautiful Views Festival Downtown on September 13th.

b) To find a new accountant to oversee our books. The Executive Director will look for options with the Treasurer.

Motion: Move to approve the consent agenda.

First: Kim Fedor

Second: Jennifer Hunter

All in favour: Yes



9. Financial update - Audit update and review of financial statements

-AS per Danielle's report, the Audit has been postponed to the next date in July. New CGA needed.

-Rakesh reported on the balance sheets and \$58k equity with Matt having some questions.

Next month: Danielle will run the report for Jan 1 to April 30. i.e. month end for the month before the board meeting, instead of mid-month when not all the amounts are entered.

10. Committees - establish dates and times -

- Vision & Strategic Planning COMPLETED THE PLAN.
- Economic Development NO MEETING
- Membership & Communication FIRST WED OF EACH MONTH. 7 members currently. NEXT: May 7, 9am at Team George Wang. Brainstorm on initiatives that follow the Strat Plan.
- Events & Programming MINI BUT MIGHTY. Savour the Sips are 4 oz for \$2. NEXT: End of May after Sips
OTHER EVENT: pair sidewalk sales with Mighty Yard Sale
- Governance – as needed NO MEETING

Motion: Motion that Committees have been updated

First: Alex Bruce

Second: Brooke Miller

All in favour: Yes

11. New Business

11.1 **Motion:** Motion that Nick Boretski be removed from the Board because Century 21 moved out of Downtown

First: Kim Fedor

Second: Jennifer Hunter

All in favour: Yes

Thanked Nick Boretski for his time working on the board.

2. Lindsay Drainsfield announced that she has her last board meeting in May as she is moving.

3. Discussion on how we replace board members. Danielle has a waiting list currently.

4. Follow up on Wayfinding Signage - an email was sent by Elisha Maguire. It is in process.

5. Connie Carson's guided tour of downtown Update. Danielle reported that the request for a grant for \$10,000 was not successful. Connie wants plaques on buildings not signage with QR codes. Discuss next time.

12. Adjournment

Motion: Motion to Adjourn

First: Alex Bruce

Second: Lindsay Dransfield

All in favour: Yes