

BDIA BOARD OF MANAGEMENT

Meeting Minutes

April 26, 2018

I. Call to order

Chair Dwane Barratt called to order the regular meeting of the BDIA at 7:00 AM on April 26, 2018 at BDIA Office, 267 Front Street, Belleville.

Attendance

Name	J	F	M	A	M	J	J	A	S	O	N	D
Dwane Barratt, Chair	Y	Y	Y	Y								
Paul Dinkel, Vice-Chair	N	Y	Y	Y								
Jamie Troke, Treasurer	Y	Y	Y	Y								
Secretary –Vacant												
Jesus Estevez	Y	Y	N	Y							Resigned in March, 2018	
Edward Kafka	Y	N	Y	N								
Peter Reedyk	Y	Y	N	Y								
Councillor Mitch Panciuk	Y	N	Y	Y								
Jim Sanders	Y	Y	Y	Y								
Hazel Lloyst, Office Manager	Y	Y	Y	Y								

* Guests – Dan Reid, John Spitters

2. Approval of Agenda

Moved by Jim Sanders, seconded by Paul Dinkel

CARRIED

3. Declaration of pecuniary interest and general nature thereof – None

4. Chair's Report – Dwane Barratt called for a minute of silence in memory of the Humboldt victims who lost their lives in the recent tragedy in Saskatchewan as well as those who lost their lives in the tragedy at Yonge & Finch.

5. Deputations – None

6. Approval of Minutes from last Board meeting held March 29, 2018

Moved by Mitch Panciuk and seconded by Jim Sanders that the amended minutes be approved (with a correction to New Business and the inclusion of Jim Sanders in the attendance records from January 2018 to present). CARRIED

7. Business Arising from the Minutes –

- a) Board Minutes for 2016, 2017, and 2018 have now been scanned and placed on the BDIA website.
- b) Noted that the 2018 operational budget approved by City Council did not endorse the proposal to hire a Downtown Development Coordinator for a two year contract period at a cost of \$50,000 annually.

7. Treasurers Report – Jamie Troke

Motion to approve the Financial Statements for March 1 – 31, 2018. Noted that the financial statements are now much easier to read and understand. As well, the confidential Cheque Log is also being provided monthly.

Moved by Jamie Troke, Seconded by Peter Reedyk CARRIED

8. Staff Report – Hazel Lloyst, Office Manager reported that our Loyalist College placement student has been out meeting with our members in reference to them logging onto our Member 365 program and also updating their business information. Hazel has also been meeting with candidates for the Board of Management vacant positions and presented a backgrounder report on those candidates to the Board. Discussions continue re our contract with the Empire Theatre for three movie showings. Ms. Lloyst has had continuing discussions with members of DocFest and the Library for recommendations on suitable movies, times and themes. The current newsletter is expected to be released in the next few days. The Media & Communications Coordinator continues to update and expand the information on our Member 365 as well as daily social media posts, completion of the final draft of the Retail survey and creating an ad layout for our upcoming Watershed Magazine ad. Ms. Lloyst was directed to scan and place the Monthly Financial statements, the Monthly Board Minutes and attachments on the BDIA website.

Motion to appoint Dianne Bartlett, UpFront Gallery & Home Shop; Leone Skinner, GLI Promotions; Tara VanDijk, Manager – Belleville Club; Nicola Robertson, Registered Physiotherapist – Diamond Physiotherapy; Lorne McDougall, Account Executive – McDougall Insurance and David Lytle, Property Manager, Century Village, as Directors on the BDIA Board of Management providing all applicable Nominations forms have been completed and received prior to going forward for Council approval.

Moved by Paul Dinkel, seconded by Peter Reedyk. CARRIED

Motion to appoint Jim Sanders (who has previously served for the required one year on the Board of Management) from Director to Secretary on the BDIA Board of Management.

Moved by Paul Dinkel, seconded by Mitch Panciuk. CARRIED

9. Committee Reports –

- a) Infrastructure – Dwane reported that the sap buckets have now been delivered to the City greenhouses for planting.
- b) Parking Committee – Paul reported that the monthly parking passes have increased in cost, credit cards can now be used for the parking meters and overnight parking is available in the Riverside lot by applying to the Clerk’s office.
- c) Seasonal Lighting – No report.
- d) Banners – No report.
- e) Marketing & Promotion – Chair Peter reported that the Committee met in April and will be putting firm dates to our key events and placing the information in the upcoming Newsletter. The Retail Survey is ready to go and Peter will personally deliver the surveys to the retailers and restaurants. The committee is planning to expand its size with the addition of three new committee members who have expressed an interest in joining the committee. The committee will look at drafting a policy for future Grant applications re amount available annually and terms of reference. Next month’s meeting will focus on brainstorming for the July Summer Street Festival. Initial discussion took place re the proposed Tourist Trolley approved by the City of Belleville.

New Business –

Constable Mark Hall, Downtown Patrol Officer – Belleville Police Services reported there has been a greater police presence during key times re known troublemakers frequenting certain areas. Creative International and National programs such as a *Hot Lunch* or *Coffee with Cops* is being initiated in order create discussion and allow police to keep their finger on the pulse of any issues. Mark also reported that the work has been completed on the 360 degree security cameras and will be back in place with the \$1,700 cleaning cost being covered by the City due to the construction taking place in the core. It was noted that the proposed redevelopment of the Footbridge over the Riverfront Trail would likely be delayed as the tender came in significantly over budget.

The monthly Board meeting will be moved to the fourth Wednesday of the month for the balance of the year with the meeting time to remain at 7:00 a.m. The change will no longer conflict with the Chamber of Commerce Breakfast meetings which are held the third Wednesday of the month at 7:00 a.m.

12. Correspondence – None

13. In Camera – Motion to move to In-Camera at 8:09 a.m.

Moved by Dwane Barratt, Seconded by Paul Dinkel CARRIED

13. Next Board Meeting – Wednesday, May 23, 2018

14. Adjournment – Motion to adjourn at 8:27 a.m.

Moved by Peter Reedyk, seconded by Jim Sanders CARRIED

Belleville Downtown Improvement Area Comparative Income Statement

	Actual 01/03/18 to 31/03/18	Actual 01/03/17 to 31/03/17
REVENUE		
REVENUE		
Taxation and User Charges	57,000.00	0.00
Goodbye Graffiti Revenue	1,239.50	0.00
TOTAL REVENUE	58,239.50	0.00
REVENUE DOWNTOWN EVEN...		
Savour the Chill Revenue	0.00	59.00
TOTAL DOWNTOWN EVENTS	0.00	59.00
TOTAL REVENUE	58,239.50	59.00
EXPENSE		
GENERAL MEDIA		
Savour the Chill Expense	0.00	1,846.92
Media - Print	50.54	387.33
TOTAL MEDIA	50.54	2,234.25
MARKETING		
Website Design	58.15	0.00
Downtown Dollars	0.00	25.00
TOTAL MARKETING	58.15	25.00
PROMOTIONS / EVENTS		
Winterfest/Savour the Chill	785.38	0.00
Art Walk	0.00	136.82
Student Art Show	0.00	508.80
Promotions Total	785.38	645.62
TOTAL PROMITIONS	785.38	645.62
PLANNING & INFRASTRUCTU...		
Cardboard Collection	385.28	356.96
Seasonal Decor	803.90	0.00
TOTAL INFRASTRUCTURE	1,189.18	356.96
SPECIAL PROJECTS		
Build Belleville Project	647.20	10,939.16
Miscellaneous Projects	0.00	443.33
Goodbye Graffiti Program	2,232.45	2,232.45
TOTAL SPECIAL PROGRAMS	2,879.65	13,614.94
SALARIES		
Wages & Salaries	7,116.09	-234.70
EI Expense	160.68	0.00
CPP Expense	302.28	0.00
EHT Expense	508.45	0.00
Miscellaneous	122.11	0.00
Salary Totals	8,209.61	-234.70
General Administration		
Accounting & Legal	943.82	454.11
Consulting Fees	0.00	2,180.00
Memberships & Subscriptions	151.62	0.00
AGM & Meeting Expenses	0.00	164.57
Photo Copier Lease & Charges	142.46	142.46
Interest & Bank Charges	3.00	3.87
Office Supplies & Expense	50.87	313.88

**Belleville Downtown Improvement Area
Comparative Income Statement**

	Actual 01/03/18 to 31/03/18	Actual 01/03/17 to 31/03/17
Capitol Equipment	588.17	0.00
Rent	1,104.18	1,104.18
Office Repair & Maint	30.53	114.47
Telephone & Internet	265.21	154.11
Utilities	74.10	101.81
TOTAL ADMINISTRATION	<u>3,353.96</u>	<u>4,733.46</u>
TOTAL EXPENSE	<u>16,526.47</u>	<u>21,375.53</u>
NET INCOME	<u>41,713.03</u>	<u>-21,316.53</u>

Belleville Downtown Improvement Area Comparative Balance Sheet

	As at 31/03/18	As at 31/03/17
ASSET		
Current Assets		
Petty Cash	202.35	289.68
Chequing Bank Account	171,675.21	206,981.99
GIC Account	2,043.25	174,960.25
Total Cash	173,920.81	382,231.92
Accounts Receivable	1,297.96	2,587.49
Accrued Interest Receivable	1,245.14	1,245.14
Total Receivable	2,543.10	3,832.63
Prepaid Expenses	1,856.54	1,856.54
Total Current Assets	178,320.45	387,921.09
CAPITAL ASSETS		
Computer Equipment	4,499.73	4,499.73
Accum. amort. Computer Equip...	-3,596.93	-3,596.93
Total Computer Equipment	902.80	902.80
Seasonal Decorations	114,329.78	85,187.80
Accum. amort. Seasonal Decor...	-82,139.80	-82,139.80
Total Seasonal Decorations	32,189.98	3,048.00
Streetscape Improvements	92,313.02	92,313.02
Accum. amort. Streetscape Imp...	-56,869.34	-56,869.34
Total Streetscape Improvement	35,443.68	35,443.68
Office Furniture & Fixtures	5,525.09	5,525.09
Accum. Amort. Furnitures & Fixt...	-5,525.09	-5,525.09
Total Office Equipment & Fixtures	0.00	0.00
Total Capital Assets	68,536.46	39,394.48
TOTAL ASSET	246,856.91	427,315.57
LIABILITY		
Current Liabilities		
Accounts Payable	5,536.66	206,537.55
MC BMO-8939	0.00	-75.64
MC BMO-8921	0.00	-134.47
Accrued Liabilities	2,951.50	2,951.50
Due to City of Belleville	3,025.36	3,025.36
Vacation payable	1,008.45	0.00
EI Payable	109.92	0.00
CPP Payable	236.39	0.00
Federal Income Tax Payable	396.12	0.00
Total Receiver General	742.43	0.00
HST Paid on Purchases	-421.20	9,731.75
GST/PST Paid on Purchases	-25,330.59	-13,477.60
HST Owing (Refund)	-25,751.79	-3,745.85
Total Current Liabilities	-12,487.39	208,558.45
TOTAL LIABILITY	-12,487.39	208,558.45
EQUITY		
Owners Equity		
Surplus from Capital Assets	39,395.00	39,395.00
Retained Earnings - Previous Year	59,332.89	73,174.77
Build Belleville Reserve	30,000.00	30,000.00
Security Camera Reserve	19,084.13	54,700.00
Christmas Reserve	27,639.00	0.00
Street Lighting Reserve	50,000.00	50,000.00
Reserve Constingency	10,000.00	10,000.00
Current Earnings	23,893.28	-38,512.65
Total Owners Equity	259,344.30	218,757.12

**Belleville Downtown Improvement Area
Comparative Balance Sheet**

	<u>As at 31/03/18</u>	<u>As at 31/03/17</u>
TOTAL EQUITY	<u>259,344.30</u>	<u>218,757.12</u>
LIABILITIES AND EQUITY	<u>246,856.91</u>	<u>427,315.57</u>

Belleville Downtown Improvement Area Balance Sheet As at 31/03/18

ASSET

Current Assets		
Petty Cash	202.35	
Chequing Bank Account	171,675.21	
GIC Account	2,043.25	
Total Cash		173,920.81
Accounts Receivable	1,297.96	
Accrued Interest Receivable	1,245.14	
Total Receivable		2,543.10
Prepaid Expenses		1,856.54
Total Current Assets		178,320.45

CAPITAL ASSETS		
Computer Equipment	4,499.73	
Accum. amort. Computer Equip...	-3,596.93	
Total Computer Equipment		902.80
Seasonal Decorations	114,329.78	
Accum. amort. Seasonal Decor...	-82,139.80	
Total Seasonal Decorations		32,189.98
Streetscape Improvements	92,313.02	
Accum. amort. Streetscape Imp...	-56,869.34	
Total Streetscape Improvement		35,443.68
Office Furniture & Fixtures	5,525.09	
Accum. Amort. Furnitures & Fixt...	-5,525.09	
Total Office Equipment & Fixtures		0.00
Total Capital Assets		68,536.46

TOTAL ASSET	246,856.91
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LIABILITY

Current Liabilities		
Accounts Payable		5,536.66
Accrued Liabilities		2,951.50
Due to City of Belleville		3,025.36
Vacation payable		1,008.45
EI Payable	109.92	
CPP Payable	236.39	
Federal Income Tax Payable	396.12	
Total Receiver General		742.43
HST Paid on Purchases	-421.20	
GST/PST Paid on Purchases	-25,330.59	
HST Owing (Refund)		-25,751.79
Total Current Liabilities		-12,487.39

TOTAL LIABILITY	-12,487.39
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EQUITY

Owners Equity		
Surplus from Capital Assets		39,395.00
Retained Earnings - Previous Year		59,332.89
Build Belleville Reserve		30,000.00
Security Camera Reserve		19,084.13
Christmas Reserve		27,639.00
Street Lighting Reserve		50,000.00
Reserve Constingency		10,000.00
Current Earnings		23,893.28
Total Owners Equity		259,344.30

TOTAL EQUITY	259,344.30
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**Belleville Downtown Improvement Area
Balance Sheet As at 31/03/18**

LIABILITIES AND EQUITY

246,856.91