

BDIA BOARD OF MANAGEMENT

Meeting Minutes

January 15, 2019

I. Call to order

Chair, Dwane Barratt called to order the regular meeting of the BDIA at 5:30 p.m. on January 15, 2019 at the BDIA Office, 267 Front Street, Belleville.

Attendance

Name	J	F	M	A	M	J	J	A	S	O	N	D	
Dwane Barratt, Chair	Y												
Dianne Bartlett	Y												
Kathryn Brown	Y												
Ken Harnden	Y												
Melanie Hilmi	Y												
Sandy Musson	Y												
Lorne McDougall	Y												
Shawn Patriquin	N												
Abraham Ramos-Serratos	Y												
Tara VanDijk	N												
Councillor Ryan Williams	Y												
Hazel Lloyst, General Manager	Y												
Marijo Cuerrier, Media & Communications	Y												

Guests present: Amanda Smith – In Quinte, Stanley Jones, Michael Rush, Steve Hannah, Billy Collingridge, Holly Dewar – Downtown DocFest

2. Approval of Agenda

Moved by Lorne McDougall, seconded by Dianne Bartlett

CARRIED

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

4. Chair's Report – Chair Dwane Barratt welcomed all of the new board. Keeping his comments brief, stating that Downtown Belleville is a great place to live, work and shop. Downtown includes all members with a diverse background and businesses. The board of management works with all members.

5. Deputations – a) Holly Dewar, Chair of Downtown DocFest provided an overview of the event stating that this year, there would be 50 documentaries and five venues. Consistent growth has reached 5.5 thousand attendees with 40% travelling outside the area and 72% having between 1-4 meals during the weekend. No showings between 5:30 – 8:00 p.m. so that participants have an opportunity to dine and discuss films. This event is a cultural highlight if film and live blues with a lot of support from local film makers with 17 local films in total. Loyalist College will be competing to have four films being selected to be shown. The Board was asked to consider sponsoring one of the key films at the sponsorship level of \$2,000.

Motion: Moved by Kathryn Brown, seconded by Lorne McDougall

That the request for \$2,000 sponsorship of DocFest be moved to New Business on the Agenda

CARRIED

6. Approval of November 21, 2018 Board Meeting Minutes

Motion: Moved by Dwane Barratt, seconded by Lorne McDougall

That the Minutes be approved with the amendment that the date of the next meeting be changed to reflect the approved February 15, 2019 meeting date.

CARRIED

7. Business Arising from the Minutes –

Member 365 – Marijo Cuerrier, Media & Communications Coordinator outlined the issues associated with this program and felt that a better option could be found without additional cost other than 15-20 hours of her time to transfer the information over.

Motion: Moved by Lorne McDougall, seconded by Melanie Hilmi

That the Member 365 Contract be terminated once the information can be done in-house.

CARRIED

8. Treasurer's Report – In the absence of an as yet elected Treasurer, Ms. Lloyst outlined the process for each of the monthly, year-to date and previous year comparative financial reports to the Board. It was stressed that one of the most important documents monthly is the Cheque Log which lists all cheques issued each month. It was noted that this is a confidential document and is not to be distributed or to leave the BDIA office as it contains confidential payroll information. The financial statements for both November and December were presented for approval.

Motion: Moved by Lorne McDougall, seconded by Dwane Barratt

That the financial statements for November 2018 and December 2018 be approved as presented.

CARRIED

9. Staff Report – Hazel Lloyst - As attached

Marijo Cuerrier – As attached with the following motions being approved,

Motion: Moved by Lorne McDougall, seconded by Melanie Hilmi

Motion to approve up to \$2,500 for the purchase of a new Mac Computer and the upgrade of the second computer, as previously budgeted.

CARRIED

Motion: Moved by Melanie Hilmi, seconded by Abraham Ramos Serrotos

Motion to approve an advertising expenditure of \$1,650 in Bay of Quinte Discovery Guide and \$490 in the City of Belleville/Chamber of Commerce Visitor Guide.

CARRIED

10. New Business

a) **Motion:** Moved by Kathryn Brown, Seconded by Ryan Williams

In order to meet the requirements of existing City Bylaws 9275, 9290, 10182 and Section 9.4 of 2007-194 during the transition period and until such time as the new Belleville Downtown Improvement Area (BDIA) bylaws are approved by the Board, members and City Council (on or before 31-March-2019), I move a Provisional Executive Committee be elected to manage the ongoing operations of the BDIA.

CARRIED

b) Election Of Provisional Executive

- a. Chair – Kathryn Brown
- b. Vice Chair – Lorne McDougall
- c. Treasurer – Abraham Ramos-Serratos
- d. Secretary – Dianne Bartlett

- c) Bylaw Committee – meeting scheduled for 22-January-2019 with entire Board of Directors to participate.
- d) Savour the Chill Budget – deferred to February Board meeting
- e) Increasing Capacity Ad Hoc Committee – Sandy Musson, Ken Harnden, Lorne McDougall and Abraham Ramos-Serratos volunteered
- f) Branding & Marketing – deferred to March meeting
- g) Approval of Board Committees – deferred to February Board meeting
- h) DocFest Sponsorship Request
Motion: moved by Dwane Barratt, Seconded by Lorne McDougall

The BDIA grant \$2,000 to Docfest as a sponsor of the event. FAILED

11) Next Board Meeting

Motion: Moved by Ken Harnden, Seconded by Lorne McDougall

Next BDIA Board meeting to be held February 12, 2019 at 5:30pm CARRIED

12) Adjournment

Motion: Moved by Ken Harnden