



Board of Management of Oshawa Downtown
Business Improvement Area - City of Oshawa
General Meeting
Core 21 - 21 Simcoe St S
August 1st, 2019

Meeting Minutes

PRESENT: A. DESILVA, C. MALACHOWSKI, R. KERR, J. SIGAU, M. HUNTER, I. LABRICCIOSA, A. MACDONALD, A. RYLOTT
REGRETS: M. BOWLES, N. SHAW, S. LUPTON, J. SIGAU

1. WELCOME – CALL TO ORDER AT 8:05 AM
2. OPEN OF GENERAL MEETING AT 8:06 AM
3. PRESENTATION FROM ONTARIO TECHNOLOGY STUDENT GOVERNMENT ASSOCIATION
 - A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE PRESENTATION AS PRESENTED.
 - I. 1ST R. KERR
 - II. 2ND M. HUNTER
 - III. CARRIED
 - B. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA DIRECTS STAFF TO ASSIST WITH THE ONTARIO TECHNOLOGY STUDENT GOVERNMENT DISCOUNT PROGRAM.
 - I. 1ST R. KERR
 - II. 2ND M. HUNTER
 - III. CARRIED
4. ACCEPTANCE OF AGENDA
 - A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE AGENDA.
 - I. 1ST C. MALACHOWSKI
 - II. 2ND R. KERR
 - III. CARRIED
5. DECLARATION OF CONFLICTS
6. APPROVAL OF MINUTES
 - A. MINUTES OF BOARD MEETING OF JUNE 27TH, 2019
 - I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE MEETING MINUTES OF JUNE 27TH, 2019 AS WRITTEN.
 1. 1ST R. KERR
 2. 2ND DESILVA
 3. CARRIED
7. REPORT OF THE CHAIR _____ N. SHAW
8. REPORT OF THE EXECUTIVE DIRECTOR _____ A. MACDONALD
 - A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE REPORT OF THE EXECUTIVE DIRECTOR.

- I. 1ST M. HUNTER
- II. 2ND C. MALACHOWSKI
- III. CARRIED

9. COMMITTEE REPORTS

A. FINANCE AND AUDIT

I. LABRICCIOSA

1. FINANCIAL REPORTS

I. LABRICCIOSA

2. AUDIT APPROVAL (**ACTION**) I. LABRICCIOSA /A. MACDONALD

A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE RECEIPT OF THE 2018 FINANCIAL AUDIT - YEAR ENDING DECEMBER 31ST, 2018.

I. 1ST R. KERR

II. 2ND M. HUNTER

III. CARRIED

B. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS AND APPROVES THE 2018 FINANCIAL AUDIT AS PRESENTED BY THE BOARD TREASURER.

I. 1ST M. HUNTER

II. 2ND A. DESILVA

III. CARRIED

3. CREDIT CARD UPDATE

I. LABRICCIOSA

4. TRADEMARKING (**ACTION**)

A. RYLLOTT

A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES TRADEMARKING THE OSHAWA DOWNTOWN BIA BRAND, EVENTS, AND LOGOS IN 2020.

I. 1ST R. KERR

II. 2ND M. HUNTER

III. CARRIED

B. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA DIRECTS FINANCE AND AUDIT TO RELEASE RESERVE FUNDS TO START TRADEMARKING PROCESS IN 2019.

I. 1ST I. LABRICCIOSA

II. 2ND C. MALACHOWSKI

III. CARRIED

5. CANADA REVENUE AGENCY (**ACTION**)

A. MACDONALD

A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES EXECUTIVE DIRECTOR A. MACDONALD AND TREASURER I. LABRICCIOSA - IN ADDITION TO CURRENT CONTACTS LISTED ON THE DOWNTOWN OSHAWA BIA - AS PRIMARY OFFICERS FOR THE CANADA REVENUE ACCOUNT.

I. 1ST R. KERR

II. 2ND M. HUNTER

III. CARRIED

6. BUDGETING 2020

I. LABRICCIOSA/A. MACDONALD

A. COMMITTEES WILL PUT TOGETHER BUDGETS IN AUGUST, FINANCE AND AUDIT WILL MEET AND PUT FORWARD A BUDGET TO THE BOARD IN THE END OF AUGUST FOR APPROVAL, WHICH WILL BE SENT TO CITY HALL FOR PRESENTATION, SHOWN TO MEMBERSHIP, AND THEN VOTED ON BY COUNCIL.

- B. ECONOMIC DEVELOPMENT/BEAUTIFICATION A. MACDONALD
- I. BANNER COMPETITION A. MACDONALD
1. DURHAM COLLEGE GRAPHIC DESIGN
- A. NO UPDATE**
- II. POLE WRAPS UPDATE (ACTION) A. MACDONALD
- 1. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS FOR PHASE 1 AND 2 TO ALLOW EDUCATIONAL LOGOS ON POLE WRAPS - AND TO OPEN UP ADVERTISING SPACE TO ALL COMPANIES IN FOLLOWING PHASES.**
- A. 1ST R. KERR**
- B. 2ND C. MALACHOWSKI**
- C. CARRIED**
- ~~III. DOWNTOWN VACANT STOREFRONT WINDOWS R. KERR/S. LUPTON~~
- IV. WIN THIS SPACE UPDATE A. MACDONALD
- 1. WELL UNDERWAY, CURRENTLY LOOKING FOR WORKSHOP PRESENTERS.**
- V. WALL MURALS A. MACDONALD/ J. SIGUA
- 1. WALL MURALS WILL BE INSTALLED BY END OF AUGUST BEGINNING OF SEPTEMBER**
- C. GOVERNANCE M. HUNTER
- I. POLICY AND PROCEDURES (ACTION) M. HUNTER
- A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE POLICY AND PROCEDURES DOCUMENT AS PRESENTED, WITH THE UNDERSTANDING THAT IT IS A LIVING DOCUMENT AND DOES NOT NEED BOARD APPROVAL FOR CHANGES OUTSIDE OF THE GOVERNANCE COMMITTEE.**
- I. 1ST M. HUNTER**
- II. 2ND C. MALACHOWSKI**
- III. CARRIED**
- II. CONSTITUTION AND BYLAW UPDATE M. HUNTER
- III. WSIB (ACTION) M. HUNTER
- A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE MONIES FOR WSIB ON ODBIA EMPLOYEES STARTING IMMEDIATELY ONCE APPROVED BY FINANCE AND AUDIT.**
- I. 1ST M. HUNTER**
- II. 2ND A. DESILVA**
- III. CARRIED**
- IV. EMPLOYEE BENEFITS (ACTION) M. HUNTER
- A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE GOVERNANCE COMMITTEE TO EXPLORE THE POSSIBILITY OF EMPLOYEE**

BENEFITS, INCLUDING BUT NOT LIMITED TOO, GROUP PACKAGE PRICES WITH OTHER BIA'S AND/OR TABIAA.

I. 1ST M. HUNTER

II. 2ND C. MALACHOWSKI

III. CARRIED

- D. MARKETING AND COMMUNICATIONS M. BOWLES
- I. ~~TERMINATION OF PRINT MEDIA BUYS~~ M. BOWLES
- II. ~~DIGITAL MAIN STREET UPDATE~~ A. MACDONALD
- III. ~~WEBSITE DESIGN AND RFP (ACTION)~~ M. BOWLES
- IV. ~~REBRANDING UPDATE~~ A. MACDONALD
- E. WELCOMING STREETS UPDATE CINDY
- I. PROPOSAL TO CITY OF OSHAWA
- 1. COMMITTEE HAS STARTED AND WILL TAKE A STRATEGIC STANCE ON SOCIAL ISSUES AS THEY RELATE TO MEMBERSHIP.**
- F. EVENTS (ALL) A. DESILVA
- I. SPONSORSHIP/EVENTS BUDGETS 2019 A. RYLLOTT
- 1. SPONSORSHIP PACKAGE WAS PRESENTED, A. RYLLOTT ASKED BOARD MEMBERS TO ASSIST WITH CONNECTIONS.**
- II. OSHAWA GENERALS HOME OPENER A. RYLLOTT
- 1. BIA IS ASSISTING WITH EVENT - WILL COST NO BIA FUNDS.**
- III. BRIGHT AND MERRY A. RYLLOTT
- 1. BUDGET IS HIRER THAN EXPECTED, BIA IS AIMING TO HAVE 100% COVERED BY SPONSORSHIP**
- IV. ~~WINE FESTIVAL~~
- V. ~~SUMMERFEST RECAP~~
- VI. ~~KARS ON KING~~
- VII. ~~SHOW AND SHINE~~
- VIII. ~~BIKES ON BOND~~
- IX. ~~JURASSIC PARK~~
- X. 2020 VISIONING/BUDGET DATES A. DESILVA/ A. MACDONALD
- 1. DATES WILL BE ANNOUNCED FOR PLANNING SESSIONS**

MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES ALL COMMITTEE REPORTS AS PRESENTED.

1. 1ST I. LABRICCIOSA

2. 2ND R. KERR

3. CARRIED

10. BUSINESS ARISING

- A. INVITATION TO OBIAA TO PRESENT AT CITY COUNCIL A. MACDONALD
1. MINISTRY OF MUNICIPAL AFFAIRS (ACTION)
- A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE FUNDS NECESSARY TO INVITE OBIAA AND MMA REPRESENTATIVES TO COUNCIL IN SEPTEMBER/OCTOBER OF 2019.**
- I. I. LABRICCIOSA**
- II. 2ND M. HUNTER**
- III. CARRIED**

11. NEW BUSINESS

A. ANYCARD.

A. MACDONALD

A. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE EXPENSE TO IMPLEMENT ANYCARD IN 2019 FOR THE HOLIDAY SEASON.

I. 1ST M. HUNTER

II. 2ND R. KERR

III. CARRIED

B. STRATEGIC PLAN

A. MACDONALD

I. COMMUNITY REPORT CARD

1. REPORT CARD WILL BE SENT OUT BY TUESDAY FOLLOWING THE LONG WEEKEND - LAST CHANCE FOR BOARD MEMBERS TO EDIT OR CHANGE ANYTHING.

II. AUGUST/SEPTEMBER BOARD OF MANAGEMENT DATES AND TIMES

1. COMMUNITY STAKEHOLDER DATES AND TIMES

~~12. CITY REPORT~~

~~S. LUPTON~~

13. WHITE SPACE

14. CORRESPONDANCE

15. NEXT MEETING: **Thursday, September 26th, 2019 (August meeting pending, please reserve August 29th, 2019)**

16. ADJOURNMENT

A. MOTION TO ADJOURN: R. KERR

RSVP YOUR ATTENDANCE TO ANGELA AT ANGELA@DOWNTOWNOSHAWA.CA