

**Minutes of the Meeting of the
Board of Management (the “Board”)
of the Welland Downtown Business Improvement Area (the “Corporation”)
of the City of Welland (the “City”)
held on Monday, January 9th, 2012 at 5:30 p.m.,
in Community Room, Welland, Ontario**

Board Members Present: D. Bujold Wright, V. Gallo, D. Fortier, M Alvarez,
S. Yochim, T. DiMarco, D. Thomas, Jennifer Dionne, Steve
Canjar and A. Pylypuk

Board Members Regrets: M. Maier Root

Recording Secretary: J. Bujold

1. **Welcome and Call to order**

The meeting was called to order by the Chair D. Wright. She introduced two new members of the board; Jennifer Dionne who is a chartered accountant from DJB and will be taking the position of our treasurer and Steve Canjar who is the proprietor of Peek Performance Realty. We also have new city auditors which we will be using for our next audit.

2. **Adoption of Agenda**

S. Yochim moved to adopt the agenda. It was seconded by D. Thomas. **The motion was carried.**

3. **Presentation of the 2012 WDBIA BUDGET** (for the 2013 calendar year)

M. Alvarez advised us that the proposed budget was posted immediately following the January Board meeting in the Tribune’s Civic Corner, the BIA’s website, the Tribune’s Date Book column and Bonjour la Communauté column. The postings meet the 30 day notice period to our members and the public at large. The proposed Budget was presented by our Chair as the Committee chair was absent. Any and all questions were answered. Following the question and answer period, the budget was ratified and the motion was moved by T. Pylypuk and seconded by V. Gallo. **The motion was carried.**

Councilor Fortier inquired about the drafting of a formal process for the process of selecting events or organizations in terms of funding. It was agreed that the first step would be to verify if City Staff have a document that sets out criteria for a selection process. Board Member V. Gallo is to inquire if such a document exists and report back to the Board.

4. **Approval of minutes for November**

D. Fortier moved that the minutes of November 7, 2011 be accepted with the change of date on the RPF for the Floral Baskets to January 31st. It was seconded by M. Alvarez. **The motion was carried.**

5. **Approval of minutes for December**

D. Fortier moved that the minutes of December 5, 2011 be accepted with the clarification of the following points; the chair forwarded an e-mail for a request for a CIP. Formal letter should be sent to the planning department. Need to follow up on initial e-mail sent to our 2 councilors and Rose DiFelice. The chair will send formal letter to Rose and copy in the councilors. T. Dimarco was absent in December. It was seconded by M. Alvarez. **The motion was carried.**

6. **Report of the Treasurer**

We received bank reconciliation for both November and December. As of December 31, 2011 we had the following;

Bank balance, December 1, 2011		\$16,083.13	
Cleared deposits, December 2, 2011		\$82,250.00	
Cleared cheques - #464 Oct. 24, 2011	\$ (610.20)		
#463 Nov. 24, 2011	\$ (101.70)		
#469 Nov. 19, 2011	\$ (188.50)		
#472 Dec. 12, 2011	\$ (600.00)		
#471 Dec. 5, 2011	\$ (30.00)		
#474 Dec. 15, 2011	\$ (485.90)	<u>(2,016.30)</u>	
Bank balance, December 31, 2011		\$96,316.83	
Outstanding cheques - #435 May 7, 2011	\$ (67.80)		
#437 Dec. 12, 2011	\$ (1,000.00)		
#475 Dec. 15, 2011	\$ (101.70)	<u>(1,169.50)</u>	
Adjusted bank balance, December 31, 2011		<u>\$95,147.33</u>	

May 7, 2011 cheque was stale dated – reversed entry. The initial Santa Clause Parade cheque was shredded in error. We will be issuing a new one. It was agreed that for clarification amending the 2010 Budget title to 2011. The unspent funds allocated for the 2011 year can be carried over to 2012 expenditures for use at the discretion of the Board. The possibility of a reserve for the future was discussed. A. Pylypuk motioned that the treasurer report be accepted. It was seconded by V. Gallo. **The motion was carried.**

7. **Report from Councilors**

In response to information provided by T. Dimarco in regard to storage facilities and location of a storage unit the following questions arose: confirmation that the BIA can place a storage unit on Federal Rd.; Will there be a cost for placing a storage unit at Federal Rd? What are the hours of operation? Does the Board or Board representative have access to the site without city staff present? Are there liability or WSIB issues to be addressed?

8. **Report of the Chair of the Board**

See report attached. Chair will circulate report so the board can review all committees suggested and they can come back at the February meeting.

9. **Business Arising**

- a) Board vacancies and officer (Treasurer) have been filled.
- b) The first meeting between Niagara College and our Committee for web design is January 16th at 8:30 am at the college.
- c) There are quite a few requirements for the new floral RFP. See attached RFP. The board would like red and yellow colours to be prominent. The RFP deadline is January 31st.
- d) 12 snowflakes were not hung due to the presence of the new banners installed in the city core. There were issues about lighting. It is suggested that Economy Electric, a local entrepreneur, be contacted for the removal of the snowflakes following the Winter Carnival and re-installation on November 15, 2012.

10. **New Business**

- a) We require the fees to be charged for grant writers Beatrice Sharkey or Judy Grant. S. Yochim will bring it forward to the February meeting.
- b) Outstanding work – to be discussed at the February Board meeting.
- c) Implementation of working committees – to be discussed at the February Board meeting. Presenters for next month are George Giovinazzo (Welland Heritage) and Nora Reed (Welland Museum) in regards to the Central Fire Hall. The chair will send out a formal invitation.

9. **Next Meeting**

Our next meeting is Monday February 6th, 2012

10. **Adjournment**

The meeting was adjourned at 7:00 pm. T. DiMarco motions the adjournment and it was seconded by D. Fortier. **The motion was carried.**

D. Bujold Wright, Chair

Recording Secretary: J. Bujold