

# Port Credit BIA

**Board Meeting**

**Wednesday April 29, 2020 – 7:00pm**

**Virtual Meeting - Zoom**

**MINUTES**

<b>Board Members</b>	Jake Pedler, Nina Tsougios, Brenda McGarrell, Ric Cooper, Councillor Stephen Dasko, Claudette Hope-Edwards, John Pappas, Lydia Ordoñez-Niles, Ann Ivy Male, Scott Higginson		
<b>Staff</b>	Beatrice Moreira-Laidlow, Natasha MacKinnon	<b>Minutes by:</b>	BML
<b>Item #</b>	<b>Item Description</b>		
1.	<p><b>Jake Called meeting to Order – 7:03pm</b></p> <p>Welcomed everyone</p>		
2.	<p><b>Declaration of Pecuniary Interest - None declared</b></p>		
3.	<p><b>Approval of Agenda</b></p> <p><b>Motion:</b> Lydia Ordoñez-Niles moved that the Agenda be approved as read Seconded by Brenda McGarrell Carried</p>		
4.	<p><b>Approval of the April 6, 2020 Meeting Minutes – Make up March Board Meeting</b></p> <p><b>Motion:</b> Ric Cooper moved that the minutes from the April 6, 2020 Board meeting be approved as read Seconded by Ann Ivy Male Carried</p>		
5.	<p><b>Councillor’s Report – Stephen Dasko</b></p> <ul style="list-style-type: none"> <li>• Heard from members</li> <li>• Information not specific or clear enough</li> <li>• There is lots of confusion on how programs work from Federal Government</li> <li>• Question about essential services such as Pet Grooming is not an essential service</li> <li>• Members are eager and looking forward to COVID19 being over and re-opening the Port with street party, fireworks perhaps and much more.</li> </ul> <p><b>Action:</b> Stephen to get a one pager clarification on programs from Economic Development Stephen to ask about what happens if April rent was already paid in full</p> <ul style="list-style-type: none"> <li>• Economic Development Series May 15<sup>th</sup> 3pm-4pm GM and Chair to attend</li> </ul>		
6.	<p><b>Chair’s Report –</b></p> <ul style="list-style-type: none"> <li>• Lots of work has been done regarding the gift card support the port initiative</li> <li>• Was very difficult to find the right match as many suppliers could not offer what we wanted</li> <li>• Natasha came up with a new concept that made the transition easier</li> <li>• Customer donates 100 the BIA matches it which made it easier to manage</li> <li>• Jake submitted report of cost and logistics \$3,000 yearly cost</li> </ul>		

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	<ul style="list-style-type: none"><li>• Claudette recommended that if we set this up through our existing bank, we may ask them to wave fees as a donation to the Compass</li><li>• Support the Port Website will be worked on first</li><li>• Natasha presented small ad video, needs to change some wording and add the Compass</li><li>• Video will have a look more like our brand such as colours and fonts.</li></ul> <p><b>Action:</b> Jake to negotiate monthly supplier fee</p>
7.	<p><b>Committee Reports</b></p> <p><b>Financials</b></p> <ul style="list-style-type: none"><li>• Brenda McGarrell Provided a written report and letter showing approved amount of HST rebate which still not received.</li><li>• Signed Financials Statements have been sent to City and KPMG</li><li>• Provided up to date Balance Sheet</li><li>• Also asked City if rent referral also applies to BIA – waiting on response</li></ul> <p><b>Beautification</b></p> <ul style="list-style-type: none"><li>• Had Sure Green do a sweep throughout the entire BIA Boundary Bi-weekly</li><li>• Doug is no longer working with us</li><li>• Raised beds and planters started to be planted</li><li>• Utility Boxes moving ahead looking at a completion date of end of May</li><li>• Mural at Helene St. S. artwork on the works</li><li>• 2 Ambassadors ready when needed</li></ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"><li>• Report submitted by Natasha</li><li>• Natasha presented the Gift Card concept and promo idea</li><li>• Met with website designers</li><li>• Continued Social Media Campaigns/Newsletters</li><li>• Attends OBIAA Best practices every Thursdays</li></ul> <p><b>Parking / Safety and Security– John</b></p> <ul style="list-style-type: none"><li>• Quotes for private security received</li><li>• John, Bea and Jake will work out hours prefer some daytime and some nighttime</li></ul> <p><b>Action:</b> Jake Bea and John to join Safe City Mississauga</p> <p><b>Sponsorship</b> – All on hold</p> <p><b>Policies</b> – Claudette Hope-Edwards/Brenda McGarrell nothing to report at this time</p>
8.	<p><b>Staff Report</b> – Submitted</p> <ul style="list-style-type: none"><li>• Bea presented the idea of fixing our website and making it right once and for all and asked the Board to please consider the ask, as this is the right time to do it, we interviewed 3 different suppliers and if the Board approves we can get this done and started asap.</li><li>• Metroland Media Proposal submitted in writing – Decision not to go ahead this time</li></ul>

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	<p><b>Action:</b> Bea to send the entire Board the websites of the suppliers interviewed including some links to other websites they have completed</p>
9.	<p><b>Other Business - Chair's new initiative BOARD MEMBER OF THE MONTH</b></p> <p>March 2020 – For stepping up and managing everything while Bea away at Hospital Natasha MacKinnon AKA T-Mack Staff Member of the Month</p>
10.	<p><b>Adjournment</b></p> <p><b>Motion:</b> Ric Cooper moved that the meeting be adjourned at 8:17pm Seconded by Claudette Hope-Edwards Carried</p>

Dates:

Next regular Board meeting Wednesday May 27, 2020 – 7pm