

Port Credit BIA

MINUTES

Board Meeting

Wednesday January 29, 2020

PCBIA Office Lighthouse – 105 Lakeshore Rd. W. - 6:00pm

Board Members	Jake Pedler, Nina Tsougios, Brenda McGarrell, Councillor Stephen Dasko, Ric Cooper, John Pappas, Lydia Ordoñez-Niles, Ann Ivy Male, Scott Higginson		
Regrets	Ric Cooper, Councillor Stephen Dasko		
Guest	Khadija Hyder, Business Advisor Scotia Bank Port Credit		
Staff	Beatrice Moreira-Laidlow	Minutes by:	BML
Item #	Item Description		
1.	Call to Order – 6:08pm Jake called meeting to order		
2.	Declaration of Pecuniary Interest None declared		
3.	Approval of Agenda Motion: Claudette Hope-Edwards moved that the Agenda be approved as read Seconded by Lydia Ordoñez-Niles Carried		
4.	Approval of November 2019 Board Minutes Motion: Brenda McGarrell Moved that the Minutes of the November Board Meeting be approved as red. Seconded by Nina Tsougios Carried		
5.	Draft Budget 2020 – Discussion Q&A TOPCA requested sponsorship – \$ 1,000 was agreed on from miscellaneous opportunities – no Motion required Motion: Ann Male moved that \$2,000 be taken from miscellaneous opportunities to Sponsor Arts on the Credit. Seconded by Scott Higginson Carried Sponsorship for RibFest will be revisited once the sponsorship committee has met and reviewed application.		

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	<p>Suggestion: perhaps the BIA can sponsor the Kids Zone</p> <p>Action: Beatrice to find out what the cost will be. Questions regarding tree lights - discussion Beatrice to source out a tree lights supplier – year round Explanation on funds for Pay Duty – extending date and time All agreed on changing the budget line from 20,000 to \$15,000 Recommendation to strike a safety committee</p> <p>Actions: Beatrice to call insurance broker regarding legal Send Budget Motion for approval via email.</p> <p>Discussion – Staff</p> <p>Motion: Anne Ivy Male moved that Doug Miller be added to payroll as seasonal streetscape staff from May-October with the option to revise duration if needed. Seconded by Nina Tsougiou Carried</p>
6.	<p>Councillor’s Report - Stephen Dasko None provided</p>
7.	<p>Chair’s Report – Jake Pedler</p> <ul style="list-style-type: none"> • Communication and responses to email are important • Colour coding emails to identify the urgency Red-Response required, Yellow-can wait, Green-FYI • Try to attend events, show your support take pictures post on social media. It was nice to see other event members attend Fire and Ice • Beatrice is setting up meeting with all events to hear a bit of what they have in store for 2020 • Attended PCCF AGM – lots of funding going to Indigenous Art Community for murals etc. • Attended Police & Restaurant meeting – see John Pappas written report. • Lydia suggested we create a events calendar poster for store windows, perhaps a seasonal one Spring-Summer and Fall-Winter
8.	<p>Committee Reports</p> <p>Financials: Brenda Mcgarrell – covered under budget</p> <ul style="list-style-type: none"> • Balance sheet and P&L for end of fiscal year 2019 were not available as we had printer problems, will submit after. <p>Beautification: Committee meeting summary provided</p> <ul style="list-style-type: none"> • Implement a new banner with our branding • Banner change over by Valentine’s Day

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	<ul style="list-style-type: none"> • Suggestion for design – our Port Credit Flag with our hashtags • Will submit a couple of designs before production <p>Marketing: Ann Ivy Male</p> <ul style="list-style-type: none"> • Lamar – Bus wraps Joel Cruz provided a package for a full bus wrap and other opportunities within package • Not doing any print at all, only the Port Credit Business Directory • Still some work to be done on the website • Doing more digital marketing • Marketing Meeting summary to follow via email <p>Parking: John Pappas</p> <ul style="list-style-type: none"> • Provided written report • Attended Parking in lieu meeting at City • Formed parking committee <p>Sponsorship:</p> <ul style="list-style-type: none"> • Committee meeting will be set for application reviews • Committee looking to have a meeting with all festival coordinators by end of February <p>Policies: Claudette Hope-Edwards – nothing to report as this time</p>
9.	<p>Staff Report – Beatrice – written report provided</p>
10.	<p>Other Business</p> <ul style="list-style-type: none"> • Farmers Market – look into training someone to manage the Market • Lydia recommended we start strategic meeting planning as well as budgets in October • Open House – Summer Kick Off – possibly for early June <p>Action: Beatrice to send Strat Plan document</p>
11.	<p>Adjournment</p> <p>Motion: Claudette Hope-Edwards Moved that the meeting be adjourned at 8:13pm Seconded by Brenda McGarrell Carried</p>