



February 22, 2023
8:30 a.m. – 10:30 a.m.
260 King St. W., #300

BOARD OF DIRECTORS - MEETING MINUTES

Present: Linda Jutzi, Darryl Moore, Cara Watson, Phong Tran, Councillor Debbie Chapman, Martha Wallace, Darren Becks, Julie Phillips, Laird Robertson, Sarah Pearson and Jordan Dolson.

Regrets: Jessica Toomer, Councillor Aislinn Clancy, Michael Rederer, Cst. Lee Elliott, and Mayor Berry Vrbanovic.

Recorder: Stefanie Golling

The meeting began with Darryl Moore as Chair.

APPROVAL OF AGENDA/ DECLARATION OF CONFLICTS

Moved by Julie Phillips, seconded by Cara Watson

"That the Board approves January 25, 2023, agenda with amendments."

Carried Unanimously

APPROVAL OF MINUTES

Moved by Laird Robertson, seconded by Martha Wallace

"That the Board approves the January 25, 2023, meeting minutes."

Carried Unanimously

Moved by Councillor Debbie Chapman, seconded by Cara Watson

"That the Board approves the February 7, 2023, meeting minutes with amendments."

Carried Unanimously

WATERLOO REGIONAL POLICE SERVICES

Cst. Lee Elliott was unable to attend today's meeting; however, moving forward, there will be two people from Waterloo Regional Police Services sharing the role on the Board.

Linda Jutzi shared that Cst. James Mitchell reached out with some plans for information sharing with the platoons that cover the downtown. There are approximately 20 officers who will provide good coverage to the area.

FINANCIAL REPORT

Treasurer Phong Tran updated the Board on the 2022 Q4 Financial Statements, including highlights within the income and balance sheets.

Linda Jutzi noted that the General Admin line item appears to be an overspend; however, this is due to the office move taking place in December 2022 rather than January 2023. Directors can expect to see an underspend in Q1 of 2023.

Ms. Jutzi also confirmed that the Pilot Organic Waste Diversion Program did not return this year as we were unable to bring all partners to the table.

Moved by Jordan Dolson, seconded by Sarah Pearson

"That the Board approve the 2022 Q4 Financials as presented by Phong Tran."

Carried Unanimously

Action item: Linda Jutzi is to send a report from the past Pilot Organic Waste Diversion Program to the new Directors.

BIA BOARD OF DIRECTOR POSITIONS

In accordance with the organizational bylaw, and governance requirements, the Board discussed the process for electing the following Board positions: Chair, Vice-Chair, Treasurer and Secretary.

Moved by Julie Phillips, seconded by Laird Robertson

"That the Board approve Darryl Moore as Board Chair; Cara Watson, Vice-Chair; Phong Tran, Treasurer; and Martha Wallace, Secretary."

Carried Unanimously

BIA BOARD OF DIRECTOR COMMITTEES

The Board discussed the role and vacancies of the Finance Committee, Governance Committee and Marketing Committee. Linda Jutzi shared that after the strategic priority consultation process, the Board will discuss the findings and determine if a new committee needs to be struck.

Action item: Board Directors to express interest in a committee they wish to join by March 20, 2023.

BIA STAFF WORKFLOW

Linda Jutzi provided Directors with a high-level document outlining the BIA staff workflow. This document was provided to give new Directors an understanding of the projects the BIA works on year-round.

Directors shared their experiences at the Baltimore and Vancouver International Downtown Association (IDA) Conferences. Highlights included:

- Baltimore: under bridge street party, lots of information and positivity – Director(s) left feeling energized to do things in Kitchener.
- Vancouver: technology used to solve parking concerns, relationships between municipalities and BIA's, and opportunities to make the experience their own.

Action item: Linda Jutzi is to share an electronic copy of the BIA staff workflow.

STRATEGIC PRIORITIES: CONSULTATION PROCESS

Linda Jutzi shared the plan for the strategic priority consultation process. Ms. Jutzi highlighted that the data collected would govern the BIA over the next few years and that having Downtown Economic Development at the table would be important. The sessions will be led by a consultant and will engage with small groups (maximum of 20) to allow people to speak freely and openly.

Directors discussed ways to ensure attendance at the sessions and the inclusion of the other City of Kitchener-led committees, such as the Downtown Action Advisory Committee, Neighbourhood Associations and the Downtown Visioning Committee.

Moved by Sarah Pearson, seconded by Martha Wallace

"To approve a spend of up to \$30,000 for a consultant to conduct the Building DTK 2024."

Carried Unanimously

SURPLUS FUND

Linda Jutzi reported on the current cash flow due to the Federal grant funding awarded for executed programs during the pandemic.

Directors discussed possible ways to use the surplus fund. Ideas included:

- Lighting.
- Parking subsidies.
- Holding until the completion of the new strategic priorities.
- Enhanced live entertainment between large festivals.
- Additional staffing to support entertainment, arts, and culture.
- Continue to expand on the DTK Art Walk.

Ms. Jutzi shared that the Finance Committee is currently doing a review of the finances.

Action item: Linda Jutzi to propose a short-term solution for the cash flow at the March 2023 Board Meeting.

NEXT MEETING

At the next meeting, the Board will participate in a stakeholder session with the Region of Waterloo for the former Charles Street Terminal.

ADJOURNMENT

Moved by Laird Robertson, seconded by Martha Wallace

"That the meeting adjourn."

Carried Unanimously