



August 23, 2023
8:30 a.m. – 11:00 a.m.
260 King St. W., #300
Kitchener, Ontario

BOARD OF DIRECTORS · MEETING MINUTES

Present: Linda Jutzi, Darryl Moore, Cara Watson, Phong Tran, Martha Wallace, Councillor Debbie Chapman, Jordan Dolson, Julie Phillips, Laird Robertson, Michael Rederer, Darren Becks, and Cst. Lee Elliott.
Guest(s): Steve Roth
Regrets: Jessica Toomer, Mayor Berry Vrbanovic, Councillor Aislinn Clancy, Sarah Pearson, and Cst. James Mitchell.
Recorder: Stefanie Golling

The meeting began with Darryl Moore as Chair. 8:31 a.m.

APPROVAL OF AGENDA/ DECLARATION OF CONFLICTS

Moved by Julie Phillips, seconded by Cara Watson

"That the Board approves the August 23, 2023, agenda."

Carried Unanimously

APPROVAL OF MINUTES

Moved by Phong Tran, seconded by Jordan Dolson

"That the Board approves the June 28, 2023, and July 5, 2023 meeting minutes."

Carried Unanimously

WATERLOO REGIONAL POLICE SERVICES

Cst. Lee Elliott shared that Waterloo Regional Police Services, through the communication and the great relationship with the BIA has decided to dedicate two officers to the downtown. During their visit, Inspector Klingenberg and Linda Jutzi had the opportunity to discuss the importance and value of having dedicated officers.

This service will begin on Wednesday, September 6, 2023, and is expected to continue for one-year. Similar to the past, two dedicated officers will be downtown from approximately 8:00 a.m. to 4:00 p.m. Monday to Friday.

Action item: Cst. Elliott to follow up with the BIA on communication process.

ROUNDTABLE AND UPDATE FROM KITCHENER CENTRE MP MIKE MORRICE

Linda Jutzi shared, that the BIA recently offered members the opportunity to take part in a roundtable discussion with Kitchener Centre MP, Mike Morrice. During this roundtable discussion, Mr. Morrice shared how Kitchener Centre is advocating to extend the CEBA Loan repayment.

Ms. Jutzi noted that Mr. Morrice has been a great advocate for the BIA and downtown.

Q2 FINANCIAL REPORT

Treasurer Phong Tran provided an overview of the Q2 Financial Report.

Moved by Jordan Dolson, seconded by Laird Robertson

"To approve the Q2 Financial Report, as presented by Phong Tran."

Carried Unanimously

TD KITCHENER BLUES FESTIVAL

Linda Jutzi provided an overview of the TD Kitchener Blues Festival, and Gospel Blues Breakfast. The breakfast hosted approximately 2,500, and raised \$3,000 for The Working Centre.

The Board discussed the changes made to the breakfast offerings, and how this sustainable process better supports the membership and staff.

Action item: Linda Jutzi to discuss (with the TD Kitchener Blues Festival) the option of bringing on a partner to assist with the breakfast.

STRATEGIC PRIORITIES

Linda Jutzi shared an update on the proposed priorities from Director, Sarah Pearson who was unable to join the Board Meeting this month. The Board further discussed the proposed modifications.

Moved by Cara Watson, seconded by Jordan Dolson

" To approve the proposed 2024-2027 Strategic Priorities."

Carried Unanimously

PROPOSED 2024 OPERATING BUDGET

Phong Tran presented the proposed 2024 Operating Budget to the Board. Following the presentation, Directors discussed: programs created to support member businesses during the pandemic, live entertainment, an increase to the levy to support programs and operations, reserve funds and GIC's, and preparation for the Annual Town Hall Meeting.

Moved by Laird Robertson, seconded by Phong Tran

"To approve the proposed increase to the budget revenue to \$1,816,000."

Carried Unanimously

Following the proposed budget increase discussion, the Board continued to review expenses under the beautify, activate and connection categories.

Darryl Moore declared a conflict of interest during the Activate section of the budget, due to his involvement with City of Kitchener coordinated festivals and events.

Interim Manager of Special Events, Steve Roth joined the conversation and shared observations, successes, and opportunities for the future.

Linda Jutzi shared the importance of collaboration, protecting the identity of the Downtown Kitchener BIA to show value back to the membership, and the importance of having one voice at the Annual Town Hall Meeting.

Moved by Phong Tran, seconded by Laird Robertson

"To approve the proposed 2024 Operating Budget."

Carried Unanimously

ADJOURNMENT

Moved by Phong Tran, seconded by Julie Phillips

"That the meeting adjourn."

Carried Unanimously