



December 19, 2018  
8:30 a.m. – 10:30 a.m.  
City of Kitchener  
200 King Street West  
Conestoga Room

## BOARD OF DIRECTORS • MEETING MINUTES

**Present:** Linda Jutzi, Darryl Moore, Erika Holenski, Phong Tran, Meaghan Hawkins, Cara Watson, Craig Haney, Dahren Blair, Councillor Debbie Chapman, Julie Phillips, Kyle Cleaver, Michael Rederer, Councillor Sarah Marsh, Cory Bluhm, Cst. James Mitchell.

**Regrets:** Mayor Berry Vrbanovic, Hilary Abel, Shirley Madill.

**Recorder:** Stefanie Golling

The meeting began at 8:40 a.m., with Darryl Moore as Chair.

### APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

*Moved by Phong Tran, seconded by Cara Watson*

“That the Board approve the December 19, 2018 meeting agenda.”

**Carried Unanimously**

No conflict of interest was declared by any member of the Board at this time.

### APPROVAL OF MINUTES

*Moved by Michael Rederer, seconded by Julie Phillips*

“That the Board approve the November 28, 2018 meeting minutes.”

**Carried Unanimously**

### WRPS UPDATE

Cst. James Mitchell provided an update on activity in the Downtown, and an update on the Slack App. Linda Jutzi noted that the BIA intends to setup a training session for members on how to use Slack.

**Action item:** Stefanie Golling to add Councillor Debbie Chapman to Slack.

**Action item:** Linda Jutzi to share date of Slack App training with Board.

**Action item:** Linda Jutzi to draft letter on behalf of Board to WRPS on importance of the Downtown Beat Officers.

**Action item:** Stefanie Golling to bring updated *Who to Call Cards* to January Board Meeting.

Cst. James Mitchell left the meeting (8:49 a.m.)

## **CHRISTKINDL MARKET**

Linda Jutzi provided a brief update on the 2018 Christkindl Market and thanked the Board Directors for helping to staff the tree sales area. Ms. Jutzi explained the importance of selling trees, and how it reaches our strategic priority of creating a caring and collaborative community. This year with the support of the Board and attendees, the BIA was able to donate \$4,300 to St. John's Kitchen (the Working Centre).

The Christkindl Committee, City of Kitchener and BIA will have a follow up meeting to discuss the event in the following weeks. Ms. Jutzi noted that the BIA was responsible for decorating the entire outdoor portion of the market; the City/Christkindl Committee was responsible for managing the indoor portion of the market.

Darryl Moore shared that his staff have seen a substantial increase in traffic and sales since the extended activation along King Street. Councillor Debbie Chapman also noted that it was a great event. Councillor Chapman inquired as to how comments regarding the microphone are being handled. Cory Bluhm explained that the City will respond to comments, and that expectations of performers will be clearly outlined moving forward.

## **DOWNTOWN DOLLAR HOLIDAY PROGRAM**

Linda Jutzi provided an update on the Downtown Dollar Holiday Program. Ms. Jutzi shared that Google has agreed to purchase \$10,000 through the Holiday program, with the intent to distribute the funds in January.

Ms. Jutzi also shared an update on her meeting with Google, and how they are trying to engage with businesses in the Downtown core. The BIA will work with Google staff to create out of office experiences, and opportunities for guest Chefs to serve at their Headquarters.

## **IN-CAMERA**

*Moved by Julie Phillips, seconded by Councillor Sarah Marsh*

"That the Board enter an in-camera session."

**Carried Unanimously**

*Moved by Phong Tran, seconded by Julie Phillips*

"That the Board leave the in-camera session."

**Carried Unanimously**

## **IDA PRESENTATION**

Erika Holenski and Stefanie Golling shared information with the Board on their experience attending the Community Approach to Homelessness tour at the IDA Conference.

Debbie Chapman left the meeting (9:59 a.m.)

**IN-CAMERA**

*Moved by Erika Holenski, seconded by Councillor Sarah Marsh*

“That the Board enter an in-camera session.”

**Carried Unanimously**

Craig Haney left the meeting (10:18 a.m.)

*Moved by Phong Tran, seconded by Erika Holenski*

“That the Board leave the in-camera session.”

**Carried Unanimously**

**OTHER BUSINESS**

**CANADA DAY**

Linda Jutzi shared that her and Cory Bluhm recently met to discuss Canada Day. Mr. Bluhm noted that the City of Kitchener has the funding for event operations but would ask that the BIA Board agree to continue funding the production of fireworks for the next three (3) years.

Mr. Bluhm confirmed that the City of Kitchener has applied for the Heritage Canada grant.

**Action item:** Cory Bluhm to present MOU at January Board meeting.

**ADJOURNMENT**

Moved by Julie Phillips, seconded by Kyle Cleaver

“That the meeting adjourn.”

**Carried Unanimously**