

BOARD OF DIRECTORS MEETING • MINUTES

Present: Linda Jutzi, Darryl Moore, Erika Holenski, Phong Tran, Chelsea Huber, Cara Watson, Councillor Frank Etherington, Julie Phillips, Kyle Cleaver, Paul Walman, Robert Nyman, Councillor Sarah Marsh, Hilary Abel, Cst. James Mitchell, Meaghan Hawkins, Shirley Madill.

Regrets: Michael Rederer, Mayor Berry Vrbanovic, Cory Bluhm.

Guests: Mistie Brown, City of Kitchener

The meeting began at 8:30 a.m., with Darryl Moore as Chair.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Julie Phillips, seconded by Cara Watson

“That the Board approve the May 23, 2018 meeting agenda with edits as outlined.”

Carried Unanimously

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

APPROVAL OF MINUTES

Moved by Erika Holenski, seconded by Phong Tran

“That the Board approve the April 25, 2018 meeting minutes with edits as outlined.”

Carried Unanimously

Chelsea Huber joined the meeting (8:32 a.m.)

WRPS UPDATE

Cst. James Mitchell provided the Board with an update on the Spring Walk-About that took place on Tuesday May 22nd. WRPS, along with the BIA and Bylaw visited a number of businesses throughout the core. All members they spoke to knew of the Downtown Beat officers - Lee and Rob. Many members also expressed their excitement about the Downtown Kitchener Slack app.

Cst. Mitchell noted that himself and the BIA have slowly been signing people up for the Slack app and anticipate launching to a larger group on/around June 1st. This is a joint effort between WRPS and the BIA, with hopes that members will use the platform for sharing information amongst the Downtown membership.

Action Item: Stefanie Golling to add the following Board Directors to the Slack Channel – Robert Nyman, Chelsea Huber, Cara Watson, and Mistie Brown (guest).

Councillor Sarah Marsh joined the meeting (8:38 a.m.)

Cst. James Mitchell left the meeting (8:42 a.m.)

APPROVAL OF FINANCIALS

Phong Tran advised that there was little spending done during the month of April. Mr. Tran shared that we received slightly less (\$3,000) than anticipated in levy funding from the City of Kitchener; however, did receive a large HST rebate. Otherwise everything else appeared to be normal.

Mr. Tran noted an outstanding invoice from San Francisco Panini. Ms. Jutzi mentioned that we should consider writing this off. The landlord of the building was extremely cooperative and allowed the BIA access to collect the loaned patio furniture.

Action Item: Linda Jutzi to connect with the City of Kitchener regarding the levy funding.

Action Item: Hilary Abel to investigate the Queen Street Project invoice.

Moved by Robert Nyman, seconded by Paul Walman

“That the Board approve the April 2018 Financial Statements.”

Carried Unanimously

GOVERNANCE

Erika Holenski shared with the Board that on June 7, 2016 a Municipal Act came into effect, that puts restrictions on candidates running for election regarding the use of BIA resources. This policy only applies to Municipal election candidates, not Provincial.

Councillor Sarah Marsh noted that she has worked on a similar document with another community group and would be happy to share a draft to help prepare the policy.

Action Item: Councillor Sarah Marsh to share copy of draft policy with the Governance Committee.

Action Item: Erika Holenski to provide updated policy for Board approval at the June 2018 meeting.

CITY OF KITCHENER SUMMER PROGRAMMING

Hilary Abel and Mistie Brown provided the Board with an update on the City of Kitchener’s schedule of Summer Programming:

- Mondays: For-Good Monday’s
- Tuesdays: #OntarioSt Block Party (takes place the first Tuesday of every month)
- Wednesdays: Yoga in the Park (+ now adding Sundays)
- Thursdays: Books and Nooks
- Fridays: Live at Lunch + 2018 Community Pilot – Feminist Fridays

Each year Ec Dev works with a feature artist to develop summer branding materials. This years featured artist is Nicole Beno, OWNIT Magazine contributor.

A copy of the programming schedule was shared with the Board, from the May issue of the Community Edition. Ms. Abel noted that through Shape DTK 2020, community forums, and recent crime reports the City of Kitchener, Economic Development department landed on the outlined programming schedule. Bringing back popular activities, creating opportunities for volunteerism, reshaping negative perceptions, and finding ways to support grass root organizations.

Mistie Brown left the meeting (9:11 a.m.)

DOWNTOWN CLEAN TEAM

Linda Jutzi provided the Board with an update on the expansion of the Downtown Clean Team and indicated that she anticipates the program to come in under budget.

ARTSEEURBAN MURAL PROGRAM

Linda Jutzi provided an update on how the Mural Program Committee intend to launch and promote the ARTSEEURBAN mural. The concept is to market the project and drive traffic to the East-end, as well as create opportunities for events and live music.

Ms. Jutzi explained that the BIA team has been presented with a budget challenge, as the estimate was created without the artwork. Now that the applicant has been chosen, the estimate was modified to reflect the artwork. Ms. Jutzi has requested permission to spend above the allocated \$70,000 budget that was initially approved by the Board.

The *Downtown Improvement* line item was created to fund the ARTSEEURBAN mural project, in addition to way-finding signage. Hilary Abel shared with the Board that the Province will be investing money into municipalities to help mainstream businesses. The City of Kitchener has been allocated \$236,000 for projects that fit within the applicable criteria. This funding will allow a shift in the BIA budget, as the City of Kitchener would now be able to invest in the originally allocated way-finding signage line item.

The City of Kitchener has put together a list of 20 big ideas to be included within this request: hiway signage, interior, gateway, neighbourhood and wayfinding signage. Applications are due by the end of June, with hope of approval by July. Ms. Abel feels confident that this request for funding will be approved.

Moved by Sarah Marsh, seconded by Robert Nyman

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

Carried Unanimously

Moved by Phong Tran, seconded by Councillor Frank Etherington

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

Carried Unanimously

Moved by Darryl Moore, seconded by Councillor Frank Etherington

“That the Board approve to spend \$79,646 + HST (\$90,000) towards the installation of the Eby Street Mural.”

Carried Unanimously

NEW BUSINESS

Planning ahead: Linda Jutzi proposed that the Board cancel the August meeting due to summer Holidays, and previous lack of attendance. Ms. Jutzi also noted that the June meeting will focus on a mandatory governance training session. July’s meeting will strictly be scheduled as an opportunity to brainstorm and develop the 2019 budget. In September the Board will need to finalize the budget, as it is required to be submitted to the City of Kitchener by October 1st.

Linda Jutzi provided the Board with a brief update on Canada Day. Ms. Jutzi also gave a friendly reminder about True North taking place in the following week.

IN-CAMERA

Moved by Darryl Moore, seconded by Paul Walman

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

Carried Unanimously

Moved by Erika Holenski, seconded by Kyle Cleaver

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

Carried Unanimously

ADJOURNMENT

Moved by Chelsea Huber, seconded by Cara Watson

“That the meeting adjourn.”

Carried Unanimously