

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, Michael Rederer, Robert Nyman, Councillor Sarah Marsh, Mayor Berry Vrbanovic, Cory Bluhm, Hilary Abel, James Mitchell, Meaghan Hawkins, Shirley Madill.

Regrets: Paul Walman

Guests: Matthew Betik

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

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by _____, seconded by _____

“That the Board approve the April 25, 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 Kyle Cleaver, seconded by Phong Tran

“That the Board approve the March 28, 2018 meeting minutes with edits as outlined.”

Carried Unanimously

Cory Bluhm joined the meeting (8:31 a.m.)

Sarah Marsh joined the meeting (8:33 a.m.)

APPROVAL OF KPMG AUDIT

Matthew Betik provided an overview of the 2017 annual audited financial statements for the DTKBIA. He provided clarification regarding difference on the amortization line, and the assessment write-offs that would be found throughout the audit.

Matthew noted the audit was conducted in late January, and that KPMG received full cooperation from Linda, Diane and the team.

Darryl thanked Matthew Betik for his time.

Moved by Phong Tran, seconded by Robert Nyman

“That the Board approve the financial audit.”

Carried Unanimously

Matthew Betik left the meeting (8:43 a.m.)

APPROVAL OF FINANCIALS

Phong Tran advised there was little spending done and therefore not much to report. Telephone expenses were budgeted less than required, otherwise everything else appeared dead-on. Linda Jutzi confirmed this expense would be adjusted to reflect properly in the 2019 budget.

Moved by Chelsea Huber, seconded by Darryl Moore

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

Carried Unanimously

WRPS UPDATE

Cst. James Mitchell reminded the Board about the upcoming Mental Health & Addiction session taking place on May 1st at the Kitchener Public Library. Linda Jutzi verified that members received communication about this session through constant contact, hand delivered flyers, and personal invites.

As the weather gets warmer, Cst. Mitchell anticipates seeing more calls for service. The hours of the Downtown Beat officers have now changed to cover Monday – Friday from 7:00am to 7:00pm. Cara Watson questioned if we would ever extend hours of the Beat officers to cover late night hours. Cst. Mitchell noted that some of the issues Cara mentioned would be considered reoccurring, and the Downtown Slack App could be used.

James Mitchell left the meeting (8:58 a.m.)

BUSINESS ATTRACTION PROGRAM UPDATE

Linda Jutzi explained that the team is working hard to launch the program, and it looks like they are going to meet the May 1st launch date. Ms. Jutzi explained that the target audience for this program is businesses new to downtown, or an existing business within the core. This magazine style publication will be shared with building owners, banks, and real estate agents.

The Business Attraction Grant is anticipated to launch at the same time and allows new and existing business applicants to apply for up-to \$3,000 in funding. All grants received will be reviewed by a committee compiled of staff, board directors, and members. Successful applicants of the program are eligible for hydro deposit reimbursements. Kitchener-Wilmot Hydro has confirmed these details can go in print.

Ms. Jutzi confirmed program suggestions made by the Board have been captured and will be shared with the staff for updating.

CANADA DAY 2018 UPDATE

Moved by Sarah Marsh, seconded by Erika Holenski

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

Carried Unanimously

Mayor Berry Vrbancovic joined the meeting (9:21 a.m.)

Moved by Darryl Moore, seconded by Phong Tran

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

Carried Unanimously

TRUE NORTH UPDATE

Cory Bluhm provided the Board with an update on the True North Conference.

Hilary Abel shared programming details for Wednesday night of the Conference.

Darryl Moore inquired on how many tickets have been sold to the conference – Ms. Abel noted the organizers are aiming to sell 2,000 tickets this year and are currently sitting at approximately 1,500.

The BIA received a grant submission from Communitech for the True North DTK programming portion on Wednesday May 30th. Ms. Jutzi confirmed the grant was approved for a total of \$12,000. \$5,000 in activation at Downtown restaurants, \$3,000 cash to be provided to the City of Kitchener for programming expenses, \$1,000 for social media promotion, and approximately \$3,000 for staffing if needed.

Councillor Frank Etherington questioned what the City of Kitchener is putting into the True North Conference – Cory Bluhm confirmed an approximate investment of \$45,000. Mr. Bluhm noted other cities such as Waterloo and Cambridge are contributing \$30,000 each.

Phong Tran wondered if other BIA’s were contributing a similar investment to ours; Mr. Bluhm noted that is the goal for next year.

If members have programming taking place during True North DTK, Mr. Bluhm encourages them to reach out, as it is a chance for businesses to plug into the event.

NEW BUSINESS

No new business brought forward at this time.

Chelsea Huber left the meeting (9:42 a.m.)

In-Camera

Moved by _____, seconded by _____

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

Carried Unanimously

Moved by _____, seconded by _____

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

Carried Unanimously

ADJOURNMENT

Moved by _____, seconded by _____

“That the meeting adjourn.”

Carried Unanimously