



**Downtown
Kitchener
Business
Improvement
Area**

April 23, 2025
8:30 a.m. – 10:30 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, Laird Robertson, Sarah Pearson, Aura Hertzog, Jessica Toomer, Julie Phillips, and Councillor Stephanie Stretch.

Regrets: Michael Rederer, Cst. Lee Elliott, Mayor Berry Vrbanovic, and Cory Bluhm.

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 the April 23, 2025, agenda."

Carried Unanimously

APPROVAL OF MINUTES

Moved by Jordan Dolson, seconded by Councillor Debbie Chapman

"That the Board approves the March 26, 2025, minutes."

Carried Unanimously

Q1 FINANCIAL REPORT

Phong Tran shared an update on the Q1 Financial Report.

Moved by Laird Robertson, seconded by Jessica Toomer

"To approve the Q1 Financial Report, as presented by Phong Tran."

Carried Unanimously

DIRECTOR UPDATE

Cara Watson has accepted a new role at Libro Credit Union. Given that there would now be two representatives from Libro Credit Union, Linda Jutzi consulted with legal counsel to ensure compliance with the Municipal Act and the Board's composition.

Ms. Watson expressed her desire to continue serving her term as Vice-Chair, particularly emphasizing her commitment to advocating for the evening business community.

During the meeting, the Board also discussed participation in the marketing committee, the Director appointment process, the governance matrix, and the significance of maintaining consistency, balance, and transparency.

BITE BY BITE

Linda Jutzi provided an update on BITE BY BITE. Directors further discussed cost considerations, potential future locations, the balance between quantity and quality offerings, and enhancing the overall guest experience.

Ms. Jutzi also noted that the team will readdress the DTK Travellers Tour in 2026.

MEMBER SAFETY MEETING

On May 27, 2025, the BIA will host a Member Safety Meeting with representatives of the Core 8, along with invitations extended to other government officials. This meeting aims to address the members' initial requests for assistance made during the January meeting.

Directors further discussed funding challenges, a work-in-progress Public Value Proposition Statement and workflow plan, and the addition of a contract role focusing on supporting businesses and conducting an impact analysis.

SUMMER MEETING SCHEDULE

Linda Jutzi reviewed the summer meeting schedule and proposed a date change for the June Board Meeting.

Moved by Phong Tran, seconded by Jessica Toomer

"To change the date of the June 25, 2025, Board Meeting to June 18, 2025."

Carried Unanimously

Action item: Stefanie Golling to send out an adjusted calendar invite.

ADJOURNMENT

Moved by Julie Phillips, seconded by Laird Robertson

"That the meeting adjourns."

Carried Unanimously