

Downtown BIA Board of Directors | MINUTES

Meeting date | time 01 | 13 | 2016 | 5:00 PM | Meeting location 4342 Queen Street, Niagara Falls

Meeting called by Board of Directors
Type of meeting Monthly Board Meeting
Facilitator Chris Dabrowski-Vice Chairman
Note taker Nemanja Kuntos, GM
Timekeeper Nemanja Kuntos, GM

Attendees

Phil Ritchie-Chairman | Julio Batres-Gavidia - Treasure | Lisa Thomas | Ron Charbonneau | Tony Barranca | Amanda MacKenzie |

Absentees

Mayor Jim Diodati | Sarah Fenn | Sal DiPietro | Chris Dabrowski |

Guests:

AGENDA TOPICS

Time allotted | 5Min | Agenda topic **Welcome** | Presenter GM

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]

Time allotted | 5Min | Agenda topic **Approval of Last Meeting Minutes** | Presenter GM

Discussion: Please review the December 9th minutes. Sarah Fenn's name appears on both attended and Absentees. Please also add Amanda McKenzie to the absentee list.

Motion: Approve the minutes from the December 9th meeting with above changes.

Motioned by Amanda MacKenzie 2nd Lisa Thomas, carried

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]

Time allotted | 20min | Agenda topic **Correspondence / Announcements** | Presenter GM

Discussion: Councilor Carolynn Ioannoni has stepped down from the board effective immediately. Our auditor has requested that all board members fill out a fraud risk form, the form is in your meeting packages. Lauren Angle our board legal advisor is writing up the agreement for COD & HNDI, she should have it ready next week for HNDI review.

Conclusion:

Action items	Person responsible	Deadline
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Action items	Person responsible	Deadline
Fraud Forms need to be completed by all board members	GM	1/18/2016 12:00 AM

Time allotted | 20Min | Agenda topic **Policy Committee** | Presenter Lisa Thomas

Discussion: A full presentation was made by Lisa Thomas to the board giving the results of the survey monkey that was executed by the policy committee. The results offer many suggestions on how to improve our image in the community. We will go through the survey in more detail at our pre budget meeting at the end of January.

Action items	Person responsible	Deadline
Send email to confirm a pre budget meeting	GM	1/14/2016 9:00 AM

Time allotted | 10 Min | Agenda topic **Beautification Committee** | Presenters Julio Batres-Gavidia

Discussion: We will be putting together a budget for the board to discuss at the pre meeting budget. Due to time constraints we have award the contract for flower to the same company as last year. We have asked the flower company to also give us a price for having something put into the urns during the winter season. Other things we are working on:

1. Looking into if the city can put out more garbage receptacles in the middle of the blocks.
2. Looking into cost of doing more up lighting on buildings (legacy piece potentially)
3. Getting a cost estimate on more tree lighting
4. Removing Canada Flags between November 1 and April 1
5. Daredevil Alley enhancement, proper signage
6. Cigarette butts containers near the coffee shops and bars
7. Street Banners: replace banners that have faded with new ones
8. Bicycle Friendly initiative

Action items	Person responsible	Deadline
Have a budget request for pre budget meeting ready	GM	1/27/2016 12:00 AM

Time allotted | 10 Min | Agenda topic **Marketing Committee** | Presenters Lisa Thomas

Discussion: Lisa Thomas is our new marketing committee chair moving forward. We will be meeting next week to discuss our budget request for 2016. We will be using suggestions for the survey to formulate our budget.

Action items	Person responsible	Deadline
Have a committee meeting before per budget meeting	Lisa Thomas	01/20/2016

Time allotted | 10 Min | Agenda topic **COD** | Presenters Ron Charbonneau

Discussion: We had a board election for COD and we elected Ron Charbonneau as Chair, Darren Quinn as Vice-Chair, and Julio Batres- Gavidia Treasure. The board was kept small so that the board will function more effectively.

Motion: Approve the new COD board of directions for a one- year term.

Motioned by Tony Barranca 2nd by Amanda MacKenzie, carried

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | 5 Min | Agenda topic **Financial Statement** | Presenters *Julio Batres-Gavidia*

Discussion:

Motion: Approve financial statement as presented

Motioned by Tony Barranca 2nd by Ron Charbonneau, carried

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | 5 Min | Agenda topic **New Business** | Presenters *GM*

Action items	Person responsible	Deadline
[Topic]		

Time allotted | 2 Min | Agenda topic **New Business & Adjournment** | Presenters *GM*

Discussion: Next board meeting is on February 10, 2016

Motion: To adjourn the meeting

Motioned by Amanada MacKenzie 2nd by Lisa Thomas, carried

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]

Resource persons: Nemanja Kuntos

Special notes:

Chairman approval: