**BOARD OF DIRECTORS MEETING AGENDA**

**Thursday June 20, 2024 - 12:00pm-1:15pm**

**TEAMS MEETING**

**Present:** Drew Dobson, Catherine Bourque, Mathieu Mault, Kelly Weiss, Rawlson King, Stephanie Plante, Peter Kucherepa, Cathie Orfalie, Shelly Seward, Anna Belanger

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| **Time** | **Item** | **Owner** |
| 12:00pm-12:01pm | 1. **Call to Order**   **Meeting called to order at 12:02pm**  \*note Morgan Eadie sent regrets and meting was Chaired by Drew Dowbson | Drew Dobson |
| 12:01pm-12:02pm | 1. **Declaration of pecuniary interests**   None declared. | ALL |
| 12:02pm-12:05pm | 1. **Adoption of Minutes:**  * Meeting on May 28 2024   **MOTION:**  **Motion to accept the minutes of the May 28th meeting.**  **Moved by:** Catherine Bourque  **Seconded by:** Mathieu Mault  **CARRIED** | Drew Dobson |
| 12:05pm-12:10pm | 1. **Chair’s Report**    * Drew Dobson introduced guests auditing the meeting as potential board members: Anna Bélanger, Shelly Seward-White, Cathie Orfali    * Chair did not send a report for Drew to share | Drew Dobson |
| 12:10pm-12:15pm | 1. **Treasurer’s Report**    * Five late invoices since last meeting      + 2 invoices dated February, 3 later in spring      + Two of these invoices were sent by contractor late for wrk that was completed in 2023 and therefore will need to be changed in by auditors. Treasurer and ED state that this error was on contractor’s side.      + ED explains there are new processed in place to track invoices, streamline submission process that will prevent this from happening.  * Commitment was made to submit all expenses within 15 days of end of month. ED shares they delayed this month, but will be submitted by end of week. * So far spending is on track. * New treasurer to be confirmed in September, still seeking volunteers. | Drew Dobson |
| 12:15pm-12:25pm | 1. **Committee Reports:**  * **Governance and Operations Committee**    + - Peter Kucherepa reports new templates for bylaws found, incorporated into draft and being reviewed by PK and DD. They will be essentially verbatim to City of Ottawa governance recommendations.     - Discussion regarding review of bylaws by Board and Governance Committee. * **Marketing Committee**    + - Kelly Weiss reports on three initiatives:       * **Newsletter redesign**: First newsletter with new design sent out June; click-through rate doubled.       * **Website redesign**: is ongoing, needs information for merchant hub, Summer Students will help to collect it. Will be reviewed next week, plan is to launch with August Newsletter       * **Shopify store redesign**: is active now * **ED Performance and Compensation Committee**   + - Mathieu Mault reports that revised ED contract has been review and approved by board, and reviewed by ED. ED returned feedback, including questions about in-office work vs remote work, and asked to meet with committee.     - ED clarifies that question is about the goal of increasing in-office hours; whether the intention is to create a public-facing office or to increase staff presence in office as they would have repercussions on budget et current contracts     - MM confirms that committee will discuss and reach a resolution, only raise to board level if necessary | Drew Dobson  Kelly Weiss  Mat Mault |
| 12:25pm-12:30pm | 1. **Executive Director’s Report**    * See attached report.      + ED reports second Merchant Meet and Greet was held with improved attendance, positive interactions and useful discussion with Edinburger, Purrdy Paws, and Dhruvees.      + Continuing issues with Hydro access now better address with a personal contact at Hydro Ottawa, thanks to intercession of Councillor Plante. Resolving access issues will help with holiday lighting, activations, and large-scale events.      + Over $110 000 in grants secured, including grants for lighting at St Charles Sq, holiday activations, comedy workshop/show involving children from Boys & Girls Club Ottawa, and for new murals.      + New mural planned for CSCV building, community consultations begin next week      + Audits proceeding.      + Events launched successfully; Summer Sun, Hub Opening and Friday Family Fun Night successful, Akoustic launch next week.      + Mathieu Mault asked for name of auditor; ED clarified auditor is City-appointed KPMG | Nathalie Carrier |
| 12:30pm-12:45pm | 1. **Councilors Reports:**  * **Rideau-Rockcliffe Councilor’s Report (Ward 13)**   + - Councillor King reports road closures for Oak Hill construction, should not affect Beechwood Traffic     - Tour conducted with Police Services to point out challenges with neighbourhood, reported Beechwood issues regarding break-ins, abandoned and vacant properties. * **Rideau –Vanier Councilor’s Report (Ward 12)**   + - Councillor Plante reports on progress of vacant storefront tax; has put idea to Association of Municipalities of Ontario, awaiting reply. Presentation ready, just waiting for a platform.     - Applied for grant for vacant basketball lot on McArthur, needs letters of support from BIA – ED will provide. DD called for objections; none raised. | Coun. Rawlson King  Coun. Stephanie Plante |
| 12:45pm-12:50pm | 1. **Other Business:**  * ED: City supporting cultural development in Vanier; thanked Councillor Plante.   + - Councillor Plante remarks that in assessment of current status of Ottawa neighbourhoods, Vanier is very vibrant.   + Mathieu Mault asked if ED has any info on development in Vanier     - ED: Finishing Pitch Deck will help promote Vanier to potential developers; consultation ongoing with City re: refurbishment of Beechwood Ave. Minto development nearing completion. Main and Main project has undergone aesthetic changes. Development in Ottawa and nationwide currently slowed down.     - Councillor King confirms ED’s summary, adds that some projects have been approved but will take more time to deploy.     - ED adds that economy makes financing projects more difficult.   + Drew Dobson clarify that City Bylaw prevents anyone who is not a property or business owner in BIA from sitting on BIA boards, and therefore VBIA has been actively recruiting new members to fill spots that may be affected by some members leaving. Adds that Board is officially voted on at AGM in January and ratified by City Council, but that current Board has purview to replace members. He then introduces the following members who are interested in joining the Board.     - Cathie Orfali thanked Board for welcome, introduced self as President of Money Advisors     - Anna Bélanger introduced self as owner of Anna Belanger and Associates,     - Shelly Seward-White runs Tim Hortons in area, has had ongoing relationship with the BIA. | ALL |
| 1:00pm | 1. **Adjournment**   **MOTION:**  **Motion to adjourn meeting.**  **Motioned by:** Catherine Strevens-Bourque  **Seconded by:** Kelly Weiss  **CARRIED** |  |