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| **Board Of Directors, February 18, 2020**  **Via Google Meet**  **8:00A.M.** |

Attending: Andrew McClenaghan , Bonnie Wludyka, Don McCallum, Jim Yanchula, John Fyfe-Millar, Lori Da Silva, Michelle Giroux, Asaad Naeeli, Kapil Lakhotia, Jason Dickson, Arielle Kayabaga, Kathy Navackas, Scott Collyer, Jerry Pribil, David Kirwin,

Regrets: Jodi Simpson, Carmelita Tang, Jordan Detmers, Nick Vander Gulik

Staff: Barbara Maly, Vicki Smith

**MSL Portion Board Meeting**

1. **Call to order** – Don McCallum

**2. Approval Board Minutes Jan 21, 2021**

Motion: “to approve the minutes of Jan 21, 2021”

Moved: Lori Da Silva 2nd: Andrew McClenaghan Carried.

3. **Conflict of interest** – no conflicts declared

4. **Financials for January 31, 2021**

**Motion:** to accept the financials for January 31, 2021.

Moved: Lori Da Silva 2nd: Kathy Navackas Carried.

5. **COVID Grant Report -**

* have awarded $73,159 through 41 endurance grants.
* Believe that we will use all $100,000 budgeted prior to the grant deadline of March 31.
* Would like to put forward a request for approval of a $25,000 increase with another $25,000 to be set aside if required.

Motion: ‘For the Finance Committee to determine where the requested extra $50,000 for the Endurance grant is to come from.’

Moved: Don McCallum 2nd: Andrew McClenaghan Carried

**6. New Business**

* Bylaws are still in the process of being reviewed. Process is going well so far and will bring it forward at a future meeting..
* Have been awarded $10,000 through MSL for a Tourism Adaptation Grant.

7. **In Camera Items**

None.

**8. MSL Adjournment at 8:14 AM**

Motion: to adjourn at 8:14am

Moved: Don McCallum 2nd: Kathy Navackas

**LDBA Portion of the meeting**

Attending: Andrew McClenaghan , Bonnie Wludyka, Don McCallum, Jim Yanchula, John Fyfe-Millar, Lori Da Silva, Michelle Giroux, Asaad Naeeli, Kapil Lakhotia, Jason Dickson, Arielle Kayabaga, Kathy Navackas, Scott Collyer, Jerry Pribil, David Kirwin,

Regrets: Jodi Simpson, Carmelita Tang, Jordan Detmers, Nick Vander Gulik

Staff: Barbara Maly, Vicki Smith

1. **Call to Order** – Andrew McClenaghan

**2. Approval of the Board Minutes January 21, 2021**

Motion: “to approve the minutes of Jan 21, 2021”

Moved: Bonnie Wludyka Seconded: Michelle Giroux Carried.

3. **Financial Statements** – January 31, 2021

Motion: to accept the LDBA financials for January 31, 2021.

Moved: Lori Da Silva Seconded: Andrew McClenaghan Carried.

**4. Election of Executive Members**

* **Chair** - The Chair will be elected from among the members of the Board of Directors. The term of the office will be one year. Should the seated Chair be unable to complete their term of office, the Vice-Chair will assume the duties of the Chair until such time as the Board elects a new Chair who will hold the office until the completion of the term.

Nominations: Andrew McClenaghan -nominated by Arielle Kayabaga and Michelle Giroux Carried

Andrew McClenaghan elected as LDBA Chair

* **Vice-Chair** - The Vice Chair is elected by the members of the Board of Directors and serves for a year term. Should the Vice Chair be unable to complete their term of office the Chair will assume the duties of the Vice Chair until such time as the Board elects a new Vice Chair who will complete the term.

Nominations: Asaad Naeeli - nominated by Andrew McClenaghan and David Kirwin Carried

Asaad Naeeli elected as LDBA Vice-Chair

* **Treasurer** - The Treasurer is elected by the members of the Board of Directors and serves for a year term. Should the Treasurer be unable to complete their term of office an election will be held as soon as possible to elect a replacement that will complete the term.

Nominations: Bonnie Wludyka - nominated by Andrew McClenaghan and Asaad Naeeli Carried

Bonnie Wludyka elected as Treasurer

* **Secretary -** The Secretary is elected by the members of the Board of Directors and serves for a year term. Should the Secretary be unable to complete their term of office an election will be held as soon as possible to elect a replacement that will complete the term.

Nominations: Scott Collyer nominated by John Fyfe Millar and Andrew McClenaghan, Jason Dickson nominated by Bonnie Wludkya and Asaad Naeeli, Michelle Giroux nominated by Lori Da Silva and Arielle Kayabaga.

Scott Collyer elected as Secretary with a vote of 4 to 2 to 2.

**5. ED update**

* The crime stats will be updated to include the numbers from Citi Plaza
* Will do a further breakdown of the downtown dollars received from Covent   
  Garden Market to determine how many different businesses are redeeming them.
* Would like a way to determine a partnership with Covent Garden Market in regards to the downtown dollar program.
* Construction dollars - looking at a way to educate merchants on how to leverage the construction dollars.
* Would like to know the ongoing costs for the marketplace and the long term strategy around the program. Would like a detailed breakout of the analysis of the marketplace use.

6. **Strategic Plan Evaluation Committee**

* Committee met and reviewed top 3 proposals. Commenced the process of looking at a contract.
* The budget for the preferred member is well below the originally approved budget.

Motion: to accept the contract with the preferred member

Moved: Andrew McClenaghan 2nd: Bonnie Wludyka Carried.

**7. Fanshawe Proposal Update**

* Digital marketing campaigns are going forward with approx 30 businesses in the core. The business will have a digital marketing campaign that they can continue to use at the end of this process.

8. **Covid Task Force Grant Request**

Motion: to fund MSL with up to an additional $50,000 for the grant requests.

Moved: Andrew McClenaghan 2nd: Michelle Giroux Carried

* We need to consider the future requirements of COVID and relook at our budget to see if there are any cost savings in other programs.
* Recommend that it is left to staff and the Finance Committee to recommend where the savings should come from.

9. **Committees**

* Finance Committee - requires one extra board member on top of the Executive in order to fill this committee.

Nominations: Jerry Pribil - nominated by John Fyfe-Millar and Andrew McClenaghan Carried.

* Finance Committee consists of Andrew McClenaghan, Bonnie Wludyka, Scott Collyer, Jerry Pribil
* Governance Committee - requires 3 board members

Nominations: Andrew McClenaghan nominated by Andrew McClenaghan and Asaad Naeeli, David Kirwin nominated by John Fyfe-Millar and Andrew McClenaghan, Asaad Naeeli nominated by Asaad Naeeli and Andrew McClenaghan. Carried.

* Governance Committee consists of Andrew McClenaghan, David Kirwin, and Asaad Naeeli

10. **Construction dollars**

* There is approximately $26,000 dollars outstanding from 2020 which the City will not be reimbursing us for.
* Motion: LDBA will incur the expense of any redeemed 2020 construction dollars over and above what the City as funded until March 22, 2021 at a cost not to exceed $26,000.
* Moved: Jerry Pribil 2nd: John Fyfe-Millar Carried

**6. In Camera Item:** none

**10. Motion to adjourn –“adjourn the meeting at 9:31 am”**

Moved: John Fyfe-Millar 2nd: Bonnie Wludyka Carried.