



**Board Of Directors, April 27, 2023
Downtown London Boardroom
8:45 A.M.**

LDBA Board Meeting

Attending: Asaad Naeeli, Bonnie Wludyka, Scott Collyer, Michelle Giroux, Keith Brett,, Michael Pottruff, Steve Pellarin, David Ferreira, Carolyn Conron, Nick Vander Gulik,

Regrets: Michaelanne Hathaway, Kristin Nielsen, Marcello Vecchio

Guest: Andrew McClenaghan

Staff: Barbara Maly, Vicki Smith

1. LDBA Board Call to Order – Steve Pellarin

2. Board Minutes

Motion: “to accept board minutes from February 22, 2023”

Moved: Bonnie Wludyka Seconded: David Ferreira Carried.

3. Financial Statements

Motion: *“A full financial review of the March Bank Reconciliations, cash flow and Income Statement were completed by the Treasure prior to this meeting. As the Treasure, I am satisfied that all is in order. I therefore move the March Statements and Financial Report be approved as presented.”*

Moved: Bonnie Wludyka Seconded: Asaad Naeeli Carried.

4. Audited Financials

- Good work to Vicki on a successful audit
- Only change was changing a payroll entry from an accrual in 2023 to a prepaid expense in 2022.

Motion: to accept the audited 2022 financial statements from KPMG.

MOved: Bonnie Wludyka 2nd: Carolyn Conron Carried

5. Record of Retention Policy

Recommended to have a record of retention by OBIAA. This is just putting in documentation the retention rate that we already have in place.

Motion: to accept the record of retention.

Moved: Scott Collyer 2nd: Michelle Giroux Carried

6. City Bylaw Change

- Working with all the London BIA's to modernize our City bylaws. Worked with OBIAA to confirm best practices. We approved most of these in 2022 when we had our internal bylaws
- The board would be endorsing these changes before the ED's sign the letter to go to City Council.
- We had most changes approved in 2022. Still to be approved are:
 - the BIA board meetings to a minimum of 9 meetings a year.
 - quorum for the AGM.
 - This does not impact us as we are such a large BIA. It is more to help the smaller BIAs. Many BIA's in Ontario state that if they have quorum with the board then that is quorum for the AGM. To be consistent across the board then it would be to change all of the 5 bylaws together.
 - To keep in line with the other BIA's it would make sense to have the City bylaws changed, but have it in our internal bylaws that it needs to be at least 20 members
 - For 8.6, would like it to say 'members present constitute a quorum' instead of 'majority of members present constitute a quorum'.
 - Do not want to change the notice of AGM to the 10 day notice. Would like to keep it at 15 days.
 - Will refer our bylaw to the Governance Committee and be able to have it reported back to the board.

Motion: to approve the endorsement of the changes to the CP2 bylaws as discussed with the changes discussed above.

Moved: Asaad Naeeli 2nd: Michelle Giroux Carried

7. MainStreet Matters

- MSL board approved an extension to Sept 1 for Kathy Navackas' contract. She has declined the extension, but would like to work with MSL in the future on specific projects.
- MSL board continues to work on background committee work, any staff matters that will be needed with be assisted by the BIA staff at this time and will contract as necessary
- Will be able to contract out once a clearer path is determined.
- Looking to meet with the City to determine if there is any funding available to help with economic development.
- Currently have 2 grant requests out that they have not heard about.

8. Quarterly Report

- first quarterly report of 2023



- Also sent out the annual report for review.
- As new projects come up we will monitor and update the metrics being reported.
- Will be focusing soon on selling more downtown gift cards. Will be focused on a campaign to do this.
- Have 2 students coming with Canada Summer Jobs funding. They will focus on the gift card program for part of their time.
- Have the security grant available again this year. It is a reactive grant based on damage that has occurred.
- OBIAA conference was last week. Other BIA's from across the province attended.
- Fanshawe media training program has been completed.
- Kathy McLaughlin has ended her secondment to MSL and is now working with current members focused on retention and expansion.

9. In Camera

No in camera portion

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

Moved: Bonnie Wludyka

Seconded: Steve Pellarin

Carried