

ABIA Board Meeting Minutes - May 12th 2022

Attending:

Kiara Galbraith
Miriam Mulkewich
Sonia Pagliuso
Kelvin Galbraith

City of Burlington

Samantha Romlewski
Jessica Wilding

Absent:

None.

Regrets:

Alen Teska
Karen lee

Staff:

Andrea Dodd
Judy Worsley
Tiffany Budler

Guests:

Ferene Navarra - Economic Development / My Main Street
Leslie Bullock RE/MAX

Approval of May Agenda

Kiara Galbreath
Miriam Mulkewich
Approved

Approved of April Minutes

Miriam Mulkewich
Kiara Galbreath
Approved

Conflicts of Interest: **None.**

Leslie Bullock will be joining our board. The BOARD will make this motion by email and have it passed electronically.

This motion was passed unanimously by the Board by email, on May 12th, 2022.

Kiara Galbreath: Interim Treasurer

See Full Report in Slack.

- Bank account reports are in Slack.
- We have paid the levy clawback for the COB and the Deloitte invoice.

- Audit is ongoing and should be finished by the end of May.
- Sonia is now Master Admin Authority on Quickbooks .
- Online payments are now set up with our bank.
- Financial policies and procedures have been created for the BIA, the COB requires this from the BIA.
- We have good understanding how we can move forward with this.
- We will be inviting a special auditor to work with us to make the draft of the final procedures suitable for the COB.
- Finance Protocols & Policy are posted on Slack. Please read. These are draft documents and will evolve.

There will be 2 motions for the BOARD which will come electronically regarding the financial policies and procedures.

Update May 17th, 2022: We had two Board motions that needed approval from this meeting. The motions were approved by email.

Motion: to accept the draft finance policy and finance procedures as draft documents for the ABIA finances.

Motion: To welcome the City of Burlington Special Auditor to work with the finance committee and the ED in establishing policies and procedures for the ABIA.

Approved by the following board members: Sonia Pagliuso, Miriam Mulkewich, Allen Teska, Dr Karen Lee, Leslie Bullock, Kiara Galbreath

Kelvin Galbraith: Ward One Councillor

- Ward One meeting last night in person / hybrid model.
- Some online and some present, there will be another one in June.
- June 6th Plains Road construction will begin and will continue until December 1st.
- Residents and business owners have been notified about access etc
- There will be lot of night work while this project is underway.
- Waterdown Road - Lane restrictions will be this summer due to water-main work.
- Two main arteries will be disrupted.
- Local parks are under construction also - Hidden Valley is getting underground infrastructure. We can hold events here when it is done!
- Maplehurst park will be open soon along with CityView Park
- LaSalle Marina - Unable to open at this time due to insurance issues. The city has some strategies to move forward and hopefully it will this season.
- The main issue right now is that the boat launch is also closed.
- 29 story on Waterdown was recently refused by COB as it was out of line with the MTSA. This file will come back with a more comprehensive plan.
- ADI phase 2 is coming soon and will be the largest development in Aldershot history. No stat meeting on this yet for the public but it will be coming soon.

Samantha Romlewski: Special Business Area Coordinator

- MTSA work update
- Recommend preferred precinct plans has been endorsed in principle from council.
- There is some shifting in the timelines and further updates will come on what will be brought forward in June.

- Sam will update on timelines and any engagement opportunities to the board that they can take part in.

Ferene Navarra - My Main Street

- My Main Street Ambassador delivering the excel-orator program
- Her work will help to revitalize the business community.
- Working with the aldershot businesses to help address their challenges,
- DMS \$2500 will be open again next month. If you have received the grant (except for last year) can apply again.
- Please reach out to Ferene if you need any help.

Social Media Report - Andrea Dodd

See Full Report in Slack

- Andrea will communicate with Leslie and get her set up on Slack.

Special Events & Membership Report - Tiffany Budler

See Full Report in Slack

- Networking event Tuesday, May 31st Please Join Us!
- Markets - Challenges are in the report and there are many but we are going ahead.
- Members signing up and backing out is a problem.
- Food and Ice Cream is ongoing and we are looking at an outside source.
- Volunteer opportunities are available! Please reach out if you can help.
- Storage unit at LaSalle was emptied yesterday. We may want to look at adding some extra shelving in the office.
- Cannabis - How are we going to deal with these organizations. Would like some BOARD support on this and how we will support our members.
- Bike Lane resurfacing - Street lights do not have power, we didn't get in on that conversation soon enough.
- Signs will go up on the street to show that business are open. We may want to show more support to the west end business community.

Executive Director Report - Judy Worsley

- Audit committee with the Mayor. She had great praise for the BIA.
- Social Media and Special events were mentioned as very well done.
- MMS - Ferene and I meet on a weekly basis and Ferene has some great data on that.
- Walkabout on King Road - New Development with light manufacturing was looked at. Good conversations and Ferene captured a lot of information.
- MMS - We have a grant for \$4000 going towards the market.
- Expansion Committee - COB Financial staff is trying to crunch numbers on what the levy would cost for the new members. We are now in Step 4 and working towards a public meeting in June.
- The COB may not have the capacity for this in June so Sam is looking at next steps to bring in landowners and business tenant in the expansion areas.
- By next week Sam and Judy will update the critical path. The COB is in the driver seat now.
- We will stay a part of the process and bring it back to the board.
- Strategic Plan - Judy has a draft that is ready for Slack. She is looking for 2 people to work with her on this. She will post on Slack that she is looking for volunteers.
- ACHR awards - Who is our business award winner? Aldershot Audiology!
- Judy will sort this with the ACHR committee.
- This event is on May 25th and tickets are available. Rick Craven is being awarded. Who can attend this event as a presenter? Kiara will attend this event.

Adjourned 9:04am.

Next Meeting: June 9th 2022 by Zoom 7:30am.