

**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.