**17TH MEETING OF THE BOARD OF DIRECTORS OF ‘DOWNTOWN SUDBURY’ BIA**

Tuesday, September 3, 2024

**A REGULAR MEETING OF THE BOARD HELD AT 12:30 P.M. – C-12, Tom Davies Square**

**K. MACISAAC IN THE CHAIR.**

**PRESENT**

F. Cormier, W. Watson, B. Deisinger, D. Guillemette, D. Zulich, E. Danyliw, G. McCausland, N. Labbee, T. Balaz

**REGRETS**

C. Tammi

**ALSO PRESENT**

M. Luoma Advisor

J. MacIntyre Executive Director

K. Crigger Economic Development, City of Greater Sudbury

M. Armstrong Economic Development, City of Greater Sudbury

**1, CALL TO ORDER**

 This meeting was called to order at 12:30 p.m.

1.1 **Directors’ Time Constraints**

None declared.

1.2 **Declarations of Conflict**

 None declared

1.3 **In Camera/Closed Session**

None required

**2. CONSENT AGENDA**

2.1 **Adoption of Minutes**

 **24-43 Guillemette-Deisinger**

 **THAT** THE Board of Directors approves Consent Agenda items 2.1.1 and 2.1.2

 **CARRIED**

2.1.1 ***Board of Directors***

 **24-44 Guillemette-Deisinger**

**THAT** the Board of Directors adopt the minutes of the 16th Meeting of the Board, held Tuesday, July 9th & the Special Meeting of the Board held Thursday, August 1st, 2024.

**CARRIED**

2.1.2 ***Space Activation Committee***

 **24-45 Guillemette-Deisinger**

**THAT** the Board of Directors adopts the minutes of the Space Activation Committee meetings dated July 16th, July 18th, August 15th, 2024.

**CARRIED**

**3. CO-CHAIRS’ REPORT**

3.1 ***Downtown Safety Media Event*** … While this was not held, a media release was issued in its place in which DTS BIA (both the J. MacIntyre and K. MacIsaac) were quoted.

3.2 ***City/BIA Work Group*** … (Aug 23) … J. MacIntyre advised that this meeting went well and provided him the opportunity to discuss his new role as ED and, as such, how to increase and better communications with different staff areas/departments. It was again noted that these meetings have proven very beneficial and positive.

 Directors were advised that the next meeting of the Co-Chairs, E. Archer and M. Armstrong will be held prior to the next Board meeting.

3.3 ***Meeting with Deputy Chief Hiltz*** … scheduled for September 26th

3.4 ***Staff raises*** … further to previous email approval

 **24-46 Watson-Balaz**

 **WHEREAS** Downtown Sudbury BIA currently employs two (2) Interns, funded through NOHFC (Northern Ontario Heritage Fund Corp) – Samantha Blender (Content Creator) and Emma Lapointe (Member Communications);

 **AND WHEREAS** both have exceeded the expectations of the positions, both increasing the exposure of downtown to the general public and strengthening member and partner communications;

 **BE IT THEREFORE RESOLVED THAT** the Board supports a base salary increase to $40,000 for the balance of the contract (ending January 10/25) – from the current base rate of $34,500;

 **AND FURTHER THAT** this increase is not covered through the grant and will be at an additional budget cost of $6,500 (max).

 **CARRIED**

3.5 ***OBIAA Board of Directors nomination***… further to previous email approval

 **24-47 Balaz-Deisinger**

 **WHEREAS** the Board of Directors strongly supports the importance and need for a provincial association to represent the over 400 BIAs in the Province, to continually address the needs and concerns of our core areas;

 **BE IT THEREFORE RESOLVED THAT** the Board of Directors of DTS BIA support Jeff MacIntyre, Executive Director, to be nominated for a position on the OBIAA Board of Directors for a two (2) year term.

 **CARRIED**

Directors were advised that this nomination has been submitted.

3.6 ***Board Vacancy*** … as a result of the resignation of J. MacIntyre and his transition to the position of ED

 Directors were reminded of the options available to fill a Board vacancy, potential candidates (including the new President of the Chamber of Commerce), etc. Following discussion, Directors agreed to extend an invitation to Members should there be anyone interested in joining the Board.

 ***Action*** Establish Nominating Committee – K. MacIsaac, D. Guillemette, T. Balaz, E. Danyliw, ED

Reach out to Chamber President

 Reach out to Members

 ***Timeline*** Recommendation to the October Board meeting

**4. FINANCIAL REPORT**

4.1 ***Update/2025***

 J. MacIntyre led Directors through a discussion/exercise to begin developing the 2025 Program/Budget. This preliminary higher level ‘charting’ will provide the base to develop the details which will then be discussed at a future meeting … staffing, programs, funding opportunities, etc.

 ***Action*** Develop preliminary draft #1 of 2025 Program/Budget

 ***Who*** Executive Director and Executive Committee

 ***Timeline*** for Board presentation and discussion – November Board meeting

**5. EXECUTIVE DIRECTOR’S REPORT**

 TABLED

**6. NEW/OLD BUSINESS/QUESTION PERIOD**

 ***Hockeyville …*** Sunday, September 29

M. Armstrong provided an update, noting that information/details remain to be confirmed.

 Considering game time, various restrictions, etc., Directors discussed opportunities for the BIA to encourage members to be open that day, developing a ‘Hockey Weekend in Downtown’ (to tie in with the Wolves Opener), having a ‘tailgate party’ on Durham St. with a large screen showing the game, 3 on 3 hockey games, etc.

 J. MacIntyre to reach out to various event contacts (Tourism, Elliot Lake, etc.) for more details, including what we may or may not be able to do. An update will be provided to Directors.

**7. NEXT MEETING/IMPORTANT DATES**

 Jazz Festival September 6-8

 IDA Conference September 11-14 (Seattle)

 Yard Sale Saturday, September 21 (Larch St., between Elgin/Durham)

 Harvest Festival Saturday, September 21 (Sudbury Market)

 French Fest Saturday, September 21 (Place des Arts)

 Wolves Opener Friday, September 27

 Hockeyville Sunday, September 29

 **Board Meeting Tuesday, October 1 – 12:30-2:00p.m. … Rm C-13, Tom Davies Square**

**8. ADJOURNMENT**

 There being no further matters to discuss at this time, this meeting adjourned at 2:00 p.m.