

Downtown Barrie Business Association (BIA)
Board of Management
Special Budget Meeting - Minutes
Tuesday, December 15, 2020
5pm Via Zoom



In attendance:

Mr. Rob Hamilton, Chair
Mr. Jason Ing, Vice Chair
Ms. Michelle Huggins, Secretary Treasurer
Ms. Daniela Fuda
Mr. Colin Hassey
Mr. Paul Lynch
Mr. Chad Ballantyne
Ms. Cait Patrick
Ms. Teresa Woolard

Absent:

Councillor Sergio Morales
Councillor Jim Harris

Staff in Attendance:

Ms. Kelly McKenna, Executive Director
Ms. Stacey Zubczyk, Project Manager

Public Attendance:

3 guests

CALL TO ORDER

- Chair Rob Hamilton called the Downtown Barrie Business Association (BIA) Board of Management Special Budget Meeting on Tuesday, December 15, 2020 to order at 5:15pm.

DOWNTOWN BARRIE (BIA) BOARD OF MANAGEMENT MEETING

Motion to approve agenda:

Moved by: Mr. Daniella Fuda

Seconded by: Mr. Chad Ballantyne

Vote: All in favour **Approved**

Motion to defer the November 17, 2020 meeting minutes:

Moved by: Ms. Michelle Huggins

Seconded by: Mr. Jason Ing

Vote: All in favour **Approved**

OTHER BUSINESS:

- **BOARD MEMBER RESIGNATION:**

12_15_2020 BIA Motion #1:

The Downtown Barrie (BIA) Board of Management moves a motion to accept the resignation letter of Board Member Randy Alywin received by the Executive Director via email on Tuesday December 1st, 2020 at 3:06pm.

Motion moved by: Ms. Daniela Fuda

Seconded by: Mr. Colin Hassey

Vote: All in Favour **Approved**

MOTION TO MOVE IN CAMERA -

12_15_2020 BIA Motion #2:

The Downtown Barrie (BIA) Board of Management moves a motion to move in camera at 5:30pm.

Motion moved by: Mr. Jason Ing

Seconded by: Ms. Daniela Fuda

Vote: All in Favour **Approved**

MOTION TO MOVE OUT OF IN CAMERA -

12_15_2020 BIA Motion #3:

The Downtown Barrie (BIA) Board of Management moves a motion to move out of in camera session at 6:27pm.

Motion moved by: Ms. Daniela Fuda

Seconded by: Mr. Jason Ing

Vote: All in Favour **Approved**

SECRETARY TREASURER'S REPORT -

- **Budget vs Actuals:**

- **Update:**

- Ms. Huggins provided the Board with a high level overview of the '2020 Budget vs Actuals' spent to date.
- Ms. Huggins noted that currently the BIA is sitting with a balance of at about \$82,000.00 in the 2020 budget. However, the BIA will still need to pay out the approximately \$45,300.00 in outstanding invoices.
- Ms. Huggins also noted that the BIA has now collected \$254,400.00 of the Meridian Place Commitments in 2020. She noted that \$95,000.00 more has been collected since a month ago when only \$159,000.00 had been collected from Meridian Place sponsors/donors.
- Ms. Huggins also noted two (2) buildings have been reassessed at a devaluation, which has resulted in almost \$29,000.00 being removed in the 2020 budget.
 - She has asked the City's Finance Department if the BIA can indicate it on next year's budget as a recovery item in order to get that money back.
- Finance Chair Hassey inquired if reassessment has occurred before.
 - Staff noted it has happened in the past, however, only with the value of a property increasing which increased our overall budget.
- Mr. Hassey noted that this is another item for discussion with the City in terms of the Memorandum of Understanding.

COMMITTEE CHAIR REPORTS -

- Events, Clean & Beautiful - Committee Chair Chad Ballantyne
 - Mr. Ballantyne gave an update on the current Noella Festival events and promotions.
- Safety & Messaging - Committee Chair Jason Ing
 - Mr. Ing gave an update on the Community Safety & Wellbeing Plan and the SCS Site Selection Committee.
- Reopening of Businesses - Committee Chair Teresa Woolard

- No updates from Committee Chair this time. However, Ms. Woolard did suggest that now that Simcoe Muskoka has moved into the 'Red Zone,' the Board might want to reconsider her role and possibly the overall function of the committee.
- Governance - Committee Chair Paul Lynch
 - Mr. Lynch updated the Board on communications with Barriston and that the draft constitution should be ready for the Board at the next meeting.
- Finance - Committee Chair Colin Hassey
 - No report from Committee Chair this time.

MINUTES & MOTIONS IN REGARDS TO BUDGET:

○ **OTHER CONSIDERATIONS - SECRETARY TREASURER HONORARIUM:**

▪ **Motion:**

12_15_2020 BIA Motion #:4

The Downtown Barrie (BIA) Board of Management moves a motion to provide Secretary Treasurer Michelle Huggins with an honorarium of \$1,000.00 for her volunteer hours dedicated to the BIA's transition from the City of Barrie to be paid out within the 2020 calendar year.

Pecuniary Interest expressed by: Ms. Michelle Huggins

Motion moved by: Mr. Colin Hassey

Seconded by: Ms. Daniela Fuda

Vote: All in Favour **Approved**

○ **OTHER CONSIDERATIONS - BIA CREDIT CARD**

▪ **Background:**

- Finance Chair Hassey noted that currently Executive Director McKenna is using her own personal credit card to pay for the BIA's expenses.
- Ms. McKenna noted that Meridian Credit Union requires the Board to pass a formal motion before she can proceed with acquiring a credit card on behalf of the BIA.
 - This motion will allow her to draft a letter of direction from the Board to obtain a credit card for the BIA.
 - She noted that the BIA will have to put \$12,000.00 into a savings account in order to have the credit card operational.

▪ **Discussion:**

- Ms. Fuda noted the request makes sense and should make accounting easier and more efficient.
- Secretary Treasurer Huggins noted that currently it is very difficult to reconcile the payments being issued from Ms. McKenna's credit card.
- Mr. Hassey noted that the Finance committee is working on drafting policies and procedures around payments and expenses. He noted that once a credit card is added to the mix it will be even more important to have those checks and balances and a procurement policy in place.
- Ms. Woolard inquired if a \$10,000.00 balance would be a large enough balance and suggested an amended motion to increase the limit to \$20,000.00. She did not receive a seconder to the amendment. Her amendment did not pass.

▪ **Motion:**

● **12_15_2020 BIA Motion #:5**

The Downtown Barrie (BIA) Board of Management moves a motion to approve Executive Director Kelly McKenna's request to move ahead with the appropriate steps required to obtain a Meridian Credit Union VISA; with a limit of ten thousand dollars (\$10,000).

Motion moved by: Ms. Daniela Fuda

Seconded by: Mr. Chad Ballantyne

Vote: All in Favour **Approved**

Adjournment:

Motion to Adjourn at 7:00pm

Motion moved by: Mr. Colin Hassey

Seconded by: Mr. Jason Ing

Vote: All in Favour **Approved**