



Preston Street | OTTAWA

**PRESTON STREET BIA
BOARD MEETING
Tuesday, February 6, 2018
MINUTES**

Delegation from The Gladstone, Al Connors

Between September and December 2017, the Gladstone hosted 12,540 patrons at 104 performances. Fall of 2018 the Gladstone celebrates its tenth anniversary. They have moved to a rental space model where they are not putting on performances themselves but providing facilities and marketing support to other production companies that rent the space. In order to be eligible for operating funding from grants, they must be operating as an incorporated Not for Profit for three years. They will be eligible for City funding in 2019 and Provincial funding in 2020. They are asking the BIA to fund them for \$10,000 in 2018, then \$5,000 in 2019 and they would no longer need this funding by 2020.

Motion: That the Board approve funding of \$10,000 for the Gladstone for 2018 operating year.

Moved by Steve Moffatt

Seconded by Emily Ienzi

Delio D'Angelo abstained from voting.

The motion was carried with the Executive Director using Brian Murray's proxy.

Attendance: Denis Matte, Cristina Forieri, Steve Moffatt, Delio D'Angelo, Emily Ienzi, Antonella Ceglia, Lori Mellor

Absent: Mario Giannetti, Brian Murray, Amanda Papalia, Catherine McKenney

1. Approval of Minutes:

Moved by: Steve Moffatt

Seconded by: Emily Ienzi

2. Approval of Agenda:

Moved by: Delio D'Angelo

Seconded by: Antonella Ceglia

3. Chairman's Report:

3.1 **Annual General Meeting:** The Annual General Meeting was cancelled owing to low response. 26 people had said they were attending from 17 businesses. Denis advised the Board Members that Robert's Rules stipulate that 30% of the membership must attend, and if not, by default, the AGM automatically is rescheduled to one month later. Since we are an active Board, we can make our own rules on the timeline for rescheduling. If the response is still lower than 30% for the default date, you can hold the AGM anyway.

The Board defined the following process for the AGM this year and in future:

The AGM shall be held the 2nd Tuesday of April unless it falls on a holiday week.

An electronic newsletter will be sent to the Membership as soon as it can be prepared, (mid February) giving notice of the AGM and providing a RSVP NOW link to an app that will track responses.

On March 5th, (6 weeks prior to the AGM) another electronic newsletter will be sent that includes the Annual Report. This newsletter will also have the RSVP NOW link.

A final reminder will be sent by email two days before the RSVP deadline (Wednesday April 4th). This will also have the RSVP NOW link.

MOTION: To adopt the new process for notification of the AGM as outlined above,

Moved by: Steve Moffatt

Seconded by: Delio D'Angelo

Unanimously accepted.

3.2 **Response to enquiry re Board Liability vis a vis DiscoSkate:** The insurance and requirements for DiscoSkate Night were reviewed by the Debbie Hamilton of the City's Insurance department and changes were made to ensure that the BIA and the Board were protected. The Board was also presented the response that assured them that under the Directors and Officers insurance policy they have no personal liability. The Board also reaffirmed that the Preston Street BIA is to be referred to as Sponsor for all future events.

3.3 **DiscoSkate Night update:** There is a lot of social media buzz around this event. We will be featuring well known DJ's. 1000 people have expressed interest in attending on the Facebook event. Although admission is free, we are asking for donations of new socks to be given to the Ottawa Mission.

3.4 **Signal Box Wraps:** Emily and Antonella presented some concepts for the artwork, that the Board was delighted with. They asked for direction on what the budget would be. The BIA is eligible for grants of up to 50% to a maximum of \$5000.

MOTION: That the Board approve a total budget of \$5000 for this project, the BIA's portion to be \$2,500.

Moved by: Steve Moffatt

Seconded by: Delio D'Angelo

Unanimously accepted.

3.5 **Potential Board Candidate: April Miller from EVOO**

The Board will meet with Ms. Miller to learn more about her availability, why she wants to join the Board and what she can contribute.

4. Councillor's Report: The Councillor was unavailable.

5. Financial Report:

6. Other

Carry forward items

1. Bambini flag replacement and L'Italia
2. DiscoSkate Night
3. Queensway Bridge replacement, lighting and electrical plan.
4. Bollard repair (under Queensway)
5. Presdelicious
6. Queensway Mural and Lighting repair and maintenance.
7. Signs on Trillium Pathway: in progress
8. CycleFriendly tourist area designation
9. Tree light replacement- ongoing
10. Albert Archway location and design partnership.
11. Retail Gap Strategy
12. Boundary Expansion
13. Procurement Policy