1.0 DBIA Special Session of the Board - 2025 Budget Meeting

DBIA Special Session of the Board - Auditor Presentation
Monday, June 10, 2024.
Teams Meeting
5:00 to 5:45 pm

Agenda

Expected attendees: *Brad Collyer, Tiffany Arcari, Madeleine Hurrell, Sacha Lai-Svirk, Laura Montague, Neil Hannam, Nigel Lister, Michael Cherney, Joe Rees,*
Guest: Joanna Parks, Baker Tilly
Absent: *Alex Bierk, Paul Hurley, Mark Million,* Hillary Flood, Amanda McBain
Staff in attendance: Nour Mazloum
Recorder: S. Lai-Svirk

Item #	*Time Allotted*	*Subject*	*Attachment*	*Lead*	*Action*
1.0	5:02	Approval of the Agenda		B. Collyer	*Moved by: N.Lister* *Seconded by: M. Hurrell*
2.0		Declaration of Pecuniary Interest		B. Collyer	
3.0		Auditor presentation (Joanna Park from Bakker Tilley) and approval of the *MOTION: To approve the December 31, 2023 financial statements as presented.* *Moved by: B. Collyer* *Seconded by:M. Cherney*		B. Collyer J. Park	
4.0		*MOTION: remove Terry Guiel from bank accounts and add Nour Mazloum provide; Cancel T. Guiel's credit card and to provide credit cards for each employee.* *Moved by: B. Collyer* *Seconded by: S. Lai-Svirk* *MOTION: To accept Mark Million's resignation from the Board* *Moved by: L. Montague* *Seconded by: J. Rees*		S. Lai-Svirk	
5.0		Event Support Applications & Security Camera Grant No motion, no vote due to an insufficient submission, open to reconsider a resubmission. DBIA staff to provide guidance.	S. Lai-Svirk declaring conflict of interest for event applications.	B. Collyer	

		Motion: to approve a one time courtesy offer $25 gift cards total $100 for the PTBO Singers to give away as, auction, to promote their event. Moved by: L. Montague Seconded by: M. Cherney Insufficient information. Staff can approve this up to $500.			
6.0	6:05	Adjournment		B. Collyer	*Moved by: L. Monatgue*

4.0 Board Director Resignation

TO: DBIA Board of Management
FROM: M. Million
DATE: May 31, 2024
SUBJECT: Resignation

PURPOSE:
To inform the Board of Management on M. Million's decision to resign.

RECOMMENDATION:
Motion to accept M. Million's resignation.

Letter of Resignation:

I'm terribly sorry for the late response here. I've really had to take time to reflect my position within the DBIA and the downtown. I know its been too long to get here, but, I'm really torn personally.

Before the decision was made to close our business, I was really struggling professionally with my worth as it relates to my position on the Board. I'm not in the downtown everyday, so how can I advocate what's best for our DBIA constituents?

I simply can't get past the previous sentence. As such, I regretfully resign my position on the Board of the DBIA. I'm sad to have to leave, I simply can't see a way that I can educationally advocate for our members when at a distance.

All the very best moving forward.

Mark Million

5.0 Event Support Applications

TO: DBIA Board of Management
FROM: H. Flood
DATE: May 31, 2024
SUBJECT: Event Support

PURPOSE:
To inform the Board of Management on the Event Support Applications from Ribfest and Big Band

RECOMMENDATION:

Motion to approve the applications from Ribfest and Big Band.

BACKGROUND INFORMATION:
See attached applications.

A) Shelby from S.O.S also just submitted an application for event support. She is looking for financial support for radio ads to promote the Second Saturday sidewalk sale and in-kind support for a road closure. She does not have a total value assigned for radio ads but will circle back to use once she hears back from her radio rep.

Update:
Second Saturday Sidewalk Sale

- Estimate for ads: 3 times a month, 4-5 days leading up, cost to write and voice, two stations will be approx $4500-5000.
- I met with Al and Joy and they are on board to get some events happening asap.

B) Ptbo Singers budget

Here are the detailed expenses for the Yuletide Concert:

Venabrass (band)	$1,800
Timpani (musician)	$200
Venue Rental	$1,530
Poster print	$100
Program print	$1,450
Stage crew	$400
TOTAL	$5,480

Note: The PTBO Singers cover most of the labour via volunteering

C) We also had a DBIA member named Hadi apply for our security camera grant. This is a matched fund program which can provide up to $750 for security camera purchases, upgrades and installation. This applicant will be seeking the max amount as their project is more than our allotted matched budget.

6.0 DBIA Special Session of the Board - 2025 Budget Meeting MINUTES

DBIA Special Session of the Board - 2025 Budget Meeting
Wednesday, May 22, 2024.
Teams Meeting
5:00 to 6:00 pm

Agenda

Expected attendees: *Brad Collyer (FINANCE CHAIR), Tiffany Arcari, Madeleine Hurrell, Sacha Lai-Svirk, Laura Montague, Paul Hurley, Joe Rees, and Neil Hannam*

Absent: *Alex Bierk, Nigel Lister, Mark Million, Michael Cherney,*

Staff in attendance: Hillary Flood, Amanda McBain
Recorder: S. Lai-Svirk

Item #	*Time Allotted*	*Subject*	*Attachment*	*Lead*	*Action*
1.0	5:06	Approval of the Agenda		B. Collyer	*Moved by: L. Montague Seconded by: N. Hannam*
2.0		Declaration of Pecuniary Interest /		B. Collyer	*None*
3.0		Event Support Applications *MOTION: To approve Event Support Applications* *4K in-kind support for Ribfest* *Moved by: B. Collyer* *Seconded by: J. Rees* *MOTION: To approve Event Support Applications* *2.5K support for Big Band plus $250 for park rental in-kind* *Moved by: B. Collyer* *Seconded by: M. Hurrell*		H.Flood	
4.0		Review and Approval of 2025 Budget: 1. To include Streetscape/generative discussion *MOTION: To approve the DBIA's 2025 Budget,* *Moved by: B. Collyer* *Seconded by: J. Rees*		B. Collyer	
5.0	6:18	Adjournment		B. Collyer	*Moved by: T. Acari*