

Board of Directors Meeting - Sparks Street BIA
Monday, December 19, 2022
3:00pm – 4:00pmpm
ZOOM Call/ In Person@ 100 Sparks, Suite 200

- Kevin McHale
- Marissa Lord
- Stefania Capovilla
- Lindsay Appotive
- Daniel Hayston
- Peter Chase
- Maria Rasouli

Declarations of pecuniary interest including those arising from prior meetings – *none*

1. Adoption of the Agenda – *Peter, seconded Lindsay*

2. Adoption of the Minutes of the Last Meeting - SSBIA – *Stefania, seconded Lindsay*

3. Opening Remarks – Kevin

- *Kevin welcomed the newly elected BIA Board (minus Andreas who is travelling at this time)*
- *Kevin went over the documents supplied to the BIA Board members ahead of the meeting (Roles, Code of Conduct, SSBIA Procedures, Conflict of Interest, Confidentiality Policy; Governance) noting four of the six members as being new to the board*
- *Kevin described the four roles that need to be filled and their expectations: Chair, Vice Chair, Treasurer, and the Representative on the Mall Authority Board, before the new BIA Board establishes their roles and briefly reviewed the Mall Authority Board and its management of Sparks Street*
- *Kevin noted that before Andreas left to travel that he mentioned he was not interested in a position per-se as a first timer on the board*
- *A discussion about the board positions between the members took place*

4. Roles

- a. Selection of Chair – *Lindsay*
- b. Selection of Vice-Chair – *Stefania*
- c. Selection of Treasurer – *Peter Chase*
- d. Selection of SSMA (Sparks Street Mall Authority) representative – *Daniel Hayston*

MOTION: Moved by all, seconded by all

CARRIED

5. Review of Governance

- a. Motion to approve Conflict of Interest Policy
 - b. Motion to approve Confidentiality Policy
 - c. Motion to approve Code of Conduct agreement
- *Kevin reviewed the above documents of governance with the BIA Board members before putting forth the motion to approve said documents and explained the councillor's position on the board as a non-voting member*

Motion to approve Conflict of Interest Policy; Confidentiality Policy; Code of Conduct Agreement.

MOTION: Moved Peter, seconded Stefania

CARRIED

6. 2023 Look Ahead

- *Kevin reviewed the 2023 look ahead with the planned events, approved 2023 budget, Mall Authority grants from 2022 continuing into 2023, the approved expansion of the BIA from current 3 blocks into downtown west and south not currently represented by any BIA that could benefit from it*
- ***ACTION:*** *Kevin to send the 2023 approved BIA budget and narrative to the board members*
- *Kevin gave a background on past meeting schedules and asked the new board how they prefer the 2023 meeting schedules to look for the BIA going forward*
- ***Stefania:*** *Mondays work best for me*
- ***Lindsay:*** *Mondays work for me too*
- ***Maria:*** *Once a month?*
- ***Kevin:*** *Less than – generally the schedule will be January, February, March, April, sometimes May, often June is just a social, July – August we don't, we come back in September, October (that's budget time) – about 10 meetings*
- ***Peter:*** *Mondays at 3 p.m. are fine, but not the first Monday of the month*
- ***Kevin:*** *Mondays is good, ties in well, Mall Authority's meetings are often on a Tuesday. Second Monday of the month at 3 p.m. I'll book an hour and a half*
- ***Lindsay:*** *Will there be one in January?*
- ***Kevin:*** *Yes, a budget review meeting in January with an in-camera session to discuss staff and compensations and a combined board meeting with MA in February*

7. Other Business –

- **Maria:** *Is there room for the board to review events in terms of block allocation, map of event, and have conversations about balancing out the spread of events?*
- *A discussion about the patios on Sparks Street took place as well as standardized patio infrastructure and signage plans – Mall Authority topics that Kevin updated the BIA board on: MA intention to get fencing and planters, but patio owners furnish and beautify it; MA just rents it to the business and MA stores it (long-term don't want to keep having it drilled into the interlock). MA want to go to a design company with desired elements and build it into the rent of the patio spaces; have MA responsible for it with a contract with Lafleur who can install in May and remove in October. Maintains a look and a standard while still allowing personalization/identity via awnings, furnishings, etc.*
- **Kevin:** *Separation between BIA and MA with best intentions overall of the street itself; two hats*
- **Stefania:** *After visiting other big cities and seeing their Christmas looks – have you ever had a standard for window décor or displays?*
- **Kevin:** *It has been attempted, financial funds have been offered to people to do proper windows and it has been a resounding crickets*
- **Dan:** *Businesses were offered?*
- **Kevin:** *Yes*
- **Stefania:** *Would it be in our budget to do business windows?*
- **Kevin:** *No, I cannot specifically spend money in like that – it would have to be an all or nothing: every member signing up on the street for it or nobody because we can't take BIA resources and applying it to a select few*
- **Lindsay:** *That's too bad*
- **Stefania:** *I meant for everyone*
- **Kevin:** *Issue we run into, because we don't own the real estate, at least half of them will say no, so there will be no cohesion – we offered a couple years ago a Christmas tree or lit garland and a number of people said 'no, I wouldn't put that in my window' even if we're giving them free*
- *A discussion took place regarding beautifying businesses and buildings on Sparks in a unified way*

Next meeting January 23rd, 2023

Adjournment – Lindsay, seconded Stefania