

ABIA Board Meeting Minutes - October 13th, 2021

Attending:

Kiara Galbraith
Kelvin Galbraith
Miriam Mulkewich
Sonia Pagliuso
Karen Lee
Maria Thornton
Patrick Pedlar

Absent:

Ashley Rebelo

Regrets:

Staff:

Andrea Dodd
Judy Worsley
Tiffany Budler

Guests: Samantha Romlewski, Community Planning Dept.

Andrew Elliston - Business Development - Economic Development
Jenna Puleto - Coordinator of Community Initiatives, City of Burlington
Anita Cassidy - Economic Development
Alison Enns - City of Burlington

Approval of Agenda

Kelvin Galbraith
Miriam Mulkewich
Approved

Approval of September 9th, 2021 Minutes

Miriam Mulkewich
Kelvin Galbraith
Approved

Conflicts of Interest: **None.**

Jenna Puleto: City of Burlington & Aldershot MTSA

- Jenna Puleto presents the MSTA plan for Aldershot.
- Report and presentation in SLACK.
- MTSA Workbook link will be sent in slack, please take the time to fill out.
- Kelvin: Are you looking for any endorsement from the BIA? Jenna: The completion of the workbook would be very helpful along with a written delegation or submission for December. Kelvin will work with Judy to provide.

Andrew Elliston: My Main Street Program

- Presentation and information will be in SLACK.
- Anita: Small business support has been mandated at the Board level. This is an opportunity to help and we are applying for this for Aldershot.

- JW - Economic Development is applying for the grant on our behalf. What is our contribution?
- AE AC - Staff time contribution will be needed. You manage it, we do not. Staff time to execute is the contribution.
- JW - How are the 10 businesses chosen? AE - How ever you see fit. We will be audited based on what criteria we have chosen. Similar to DMS but no limitations on the program.
- **Motion:** To approve the My Main Street Grant process with Economic Development.
- Approved.

Sonia Pagliuso: Chair Report

- Nothing to report at this time.

Treasurer Report: Maria Thornton

- Audit Update: Approval for 2020 are in the process with the city and the auditors
- Finance Committee meeting we discussed outsourcing bookkeeping. We would like to obtain one through our membership
- Maria will be updating 2021 in the meantime and finalizing 2019/2020 taxes as they were not completed.
- Looking at getting info for our outstanding payroll obligations.
- Budgeting Process is ongoing for 2022. Events has been submitted.
- **MT: Motion was requested by the finance committee to the board to pass the financial statements as presented by the auditors for 2020. Carried by email and quorum was met. The Minutes are reflecting the motion has passed for documentation, as the minutes will be forwarded to the auditors to finalize the statements.**
- Budgeting Timelines: Planning on having a finalized budget at the end of 2021. We are trying to get this in for January.
- Could the HR Committee finalize the requirements for 2022 by mid November please.
- Judy can you please send any updates for expansion costs for 2022. JW: I don't expect any extra costs.
- AD: Special events costs have been submitted through slack.
- November 15th is the deadline to gather all these expenses.

Kelvin Galbraith: Ward One Councillor

- Stat meeting was help for 40 to 70 Plains Road, much feedback from residents, still a lot of work to be done there. Thank you for delegating.
- 35 Plains Road enquires have started. This is already approved.
- Pre application meeting for 1074 & 1062 Cooke BLVD. Oct 20th 7pm, BIA does not need to comment on height but on business use.
- Applicants are coming in with residential buildings but we need to lean on them for mixed use building. MTSA work will assist with this.
- Housing strategy meeting has been postponed until December. Samantha will post on Slack when she gets them. The BIA should be at this meeting.

Samantha Romlewski: Special Business Area Coordinator

- Transitioning to the new role of Special Business Area Coordinator
- Temp Patio's Update
- Bylaw will come this month for outdoor patios to extend through the winter season on private property.
- On City land, they will continue until the end of the month.

- Council Meeting on October 19th - Staff will be preparing a communications approach to clearly define what this process will be.
- Kelvin Galbraith - Any updates we would like, please let them know and they will use the city news channel as it relates to Aldershot and the BIA.
- Judy Worsley - Samantha and she have started work on the expansion committee and will send any updates about that too.

Social Media Report: Andrea Dodd

- Full Reports in SLACK
- Tiffany - Would like to remind the Board if anyone is interested in the Tree Lighting sponsorship to reach out to her using the events@aldershotbia.com.

Executive Director Report - Judy Worsley

- Tiffany and Judy walked with Economic Development and the DMS group to encourage more businesses to apply for the next round of grants.
- Dave Fish Market is sold.
- Expansion Committee & MTSA work is coming together and will position us well for the potential expansion.
- Sponsorship - Way to go Tiffany.
- Aldershot Lions Club is having an event Saturday at 11am to 2pm, we will attend for support. They are interested in sponsoring our Tree Lighting.
- The Lions are looking for a place to meet once a month at 7pm. They need heat and Wifi. Is this ok? MT - They would have to sanitize when they come in and leave.
- JW - Is there anything the city has on sharing spaces that we could use? MT - There should be a small fee of \$40.
- The other group that has asked us for space is Repair Cafe Rolling Horse. They want to use our office as a drop off space for small appliances that need to be repaired. Judy will get back to them with a 'not at this time'.

Next Meeting: November 11th, 2021 at 7:30am by Zoom.

Adjourned.