

ABIA Board Meeting Minutes – September 14th, 2023 - 7:30am Zoom

**Attending:**

Sonia Pagliuso  
Kiara Galbraith  
Allen Teska  
Kelvin Galbraith  
Miriam Mulkewich  
Leslie Bullock  
Jimmy Bedi  
Jacqui Cronin  
Heidi Moniz

**Absent:**

Lorna Hainsworth-Popper  
Karen Lee

**Regrets:**

None

**Staff:**

Andrea Dodd

**Guests:**

None

Approval of September Agenda  
Allen Teska / Miriam Mulkewich  
Approved

Approval of August Minutes  
Leslie Bullock / Heidi Moniz  
Approved

Conflicts of Interest: None.

**Sonia Pagliuso - Board Chair**

OBIAA Board Governance Training was completed August 29<sup>th</sup>, 2023. Thank you for participating.

**Motion:** *To appoint Deloitte as our ABIA auditor. All in favor, Approved.*

**Meeting Minutes:** These should be completed by someone else other than the ED. Can someone please take on the role of secretary for the ABIA. AT will check into this and possibly take on this role. He will advise soon.

## **Councillor Report - Kelvin Galbraith**

Emery 1020 application is in the pre application stage. The BIA spoke at this meeting. Two 11 story and 2 18 story buildings replacing the now vacant lot.

Plans to connect Emery to Masonry Court. Mix of rentals and condos with almost 4000 sq feet of retail space. We should see a formal application within a few months and he will keep the ABIA advised. Plains Road Construction is 98% complete! A bit of paving to complete, drainage to fix and clean up.

Waterdown Road, tender is closed. This construction will start in the Spring, widened to a 4-lane pad with 3 lines painted. The bus service will be improved. Expect a public meeting in November.

Transit is making improvements to Route 1, this route goes along Plains and into Hamilton and is the most popular route.

Event this Saturday – Food for Feedback - Saturday at 12 noon Central Park with the City of Burlington.

## **Kiara Galbreath: Interim Treasurer**

ABIA Finance Report Aug 10 2023

1) HST charges for 2022 repayment to CRA sent by cheque since the HST number for ABIA is unregistered. \$2369.20

2) Purchases over \$1000. For ABIA for June - July 2023

Computer \$1060.20

Foli planters \$1525.50

Website update \$2260.00

3) Bank account statement

June 2023

Credits 23 354.95 Debits 15 347.74

July 2023

Credits 21 500 Debit 19 710

Visa statement

June 2023 2861.69

July 2023 784.02

4) HST public service body rebate for 2022 has been denied by CRA as of the July 4 2023 CRA notice. I have sent an additional HST form to support the rebate and we are awaiting that decision. Update, the CRA HST status now shows that it is currently being processed as of August 6 2023.

5) The request for municipal status for the BIA has been received by the CRA office that deals with the regulation of public service bodies and that is awaiting their decision. They may request further supporting documents.

6) The Quick Books Pro accounting program has a number of errors that will need to be addressed before Quick Books can be sent to the auditor at the end of the year. This has been brought to the attention of the Finance Committee and the Bookkeeper.

7) The ROE for Tiffany Budler is being processed at Service Canada. The BIA was not registered with Service Canada. The BIA is now registered with Service Canada and will be able to issue ROEs in the future.

**Update:** CRA – public service body rebate has been approved and we have received the cheques. Can this be incorporated into our budget?

The Finance Committee meeting will be set through Slack. Our annual audits are stored with the accountants, not the ABIA.

Question MM: Should we be changing to QB's online? SP will ask and investigate it, this may be a good switch and we continue to better the financial programs and procedures.

**Executive Director Lead Report: Andrea Dodd**

Full Report on Slack

Highlights & Questions

New Hire: Job description has been created in conjunction with HR. Go ahead and prep to hire this position

Budget Considerations: Spreadsheet has been prepped in advance of a Finance Committee meeting to work through the budget for 2024.

Member Survey: A new survey will be created and go out in the New Year.

Tree Lighting: We have hired an events person to plan and execute this event. Potential problem with some of the poles that traditionally hold our snowflakes. This is being looked at today and the ED will advise the result.

Adjourned:

Next Meeting: October 12th – **7:30am IN PERSON ABIA Office.**