


| Port Credit BIA | | Minutes |
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| | Board Meeting August 25, 2021 6:00pm | Virtual Meeting |
| Board Members | Jake Pedler, Nina Tsougiou, Brenda McGarrell, Ric Cooper, John Pappas, Ann Ivy Male, Lucie Zima, Julia Chatterji, Wassim Al Roz | |
| Regrets | Councillor Stephen Dasko | |
| Staff | Natasha Mackinnon, Dianne Dela Cruz | |
| Minutes by | Natasha Mackinnon | |
| Item # | Item Description | |
| 1 | Call to Order - 6:36pm | |
| 2 | Declaration of any Conflict of Interest | |
| 4 | Additions to and approval of Agenda Moved by Ann Ivy Male, Second by Lucie Zima | |
| 5 | Discussion and/or acceptance of Minutes from the Board Meeting held on Wed, July 28, 2021 <i>Postponed to September, 2021</i> | |
| 6 | Councillor's Report No Report | |
| 7 | Chair's Report – Jake Pedler Jake advised that Quinton accepted another full-time position and that the Board needs to move forward with a decision to have 3 full-time staff in the office. Jake reiterated that there is room in the budget to move a Admin & Marketing Assistant from part-time to full-time. | |
| | <p>Committee Reports</p> <p>Financials – Brenda McGarrell Written Report to be provided next meeting.</p> <p>Other Business - Staffing Written presentation provided. Dianne and Natasha presented an Organizational Structure presentation to the Board that highlight all 12 departments in the office which also included all 2021 in process and completed projects. The proposal included the Operations Manager, Business Development Manager and Admin & Communications Coordinator's responsibilities and duties. It also included a position to hire a part-time Social Media Coordinator. The presentation elaborated the vision for staffing so the Board of Directors can have an overall look at the entire team. A Hiring Committee was adopted to assist staff with Nina Chairing the committee and Lucie, Julia and Wassim as members.</p> <p>John Pappas made a motion to have 3 full-time staff members in the office, 2 managers, 1 full-time and 1 part-time staff member. Seconded by Wassim Al-Roz All in favor</p> | |

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| | <p>Beautification - Jake Pelder Natasha Mackinnon No Report.</p> <p>Marketing - Ann Ivy Male Dianne Dela Cruz No Report.</p> <p>Advocacy - John Pappas No Report.</p> <p>Sponsorship – Jake Pedler Natasha Mackinnon No report.</p> <p>Safety & Security - John Pappas Jake Pedler No Report.</p> <p>Policies – Brenda McGarrell Dianne Dela Cruz No Report</p> |
| 9 | <p>Staff Report Natasha Mackinnon - Dianne Dela Cruz Written Reports provided.</p> |
| 10 | <p>Adjournment Moved by Ric Cooper; Second by: Nina Tsougios</p> |
| Dates | <p>N/A</p>  |