

Port Credit BIA

MINUTES

Board Meeting

Wednesday October 30, 2019

Port Credit Memorial Arena – 6:30pm – Joel Holland

Board Members	Jake Pedler, Brenda McGarrell, Councillor Stephen Dasko, Claudette Hope-Edwards, John Pappas, Lydia Ordoñez-Niles, Ann Ivy Male, Elsinore Blas, Scott Higginson		
Regrets	Nina Tsougios, Elsinore Blas		
Staff	Beatrice Moreira,	Minutes by:	BML
Item #	Item Description		
1.	Call to Order – 6:36pm Jake called meeting to order		
2.	Declaration of Pecuniary Interest None declared		
3.	Approval of Agenda Motion: Claudette Hope-Edwards moved that the Agenda be approved as read Seconded by Ric Cooper Carried		
4.	Approval of September 2019 Board Minutes Motion: John Pappas Moved that the Minutes of the July Board Meeting be approved as read Seconded by Scott Higginson Carried		
5.	Councillor’s Report - Stephen Dasko <ul style="list-style-type: none">• Marina Lands – 70 Mil. proposal approved at Council. City will receive .27 cents on the dollar project includes 3 ½ acres of parkland. Keeping the Port in Port Credit.• Small Arms building parking lot completed, next steps will be cleaning up the frontal space.• New idea to possibly block off parking in front of between Shore and the Cue to have winter patios. Discussion continued about parking also in the East. Suggested it be a pilot project, other discussion arising about taking away parking around the holiday season not so good for business.<ol style="list-style-type: none">1. rather see consistent sidewalks2. 3-hour free parking limit3. Library status – sinking lot• Boundary expansion to include Brightwater – Motion and letter of support from BIA required• MTO bridge across the river at QEW Action: Beatrice to draft letter and send to Board for email Motion and Vote		

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<p>6.</p>	<p>Chair’s Report – Jake Pedler</p> <ul style="list-style-type: none"> • Thank you to Claudette and Beatrice for attending Council Meeting and deputation • January Police meeting with Restaurateurs at the Crooked Cue <p>Action: Beatrice to set up meeting between Police and Restaurants 2nd or 3rd week in January</p> <ul style="list-style-type: none"> • A full police report will be provided at AGM regarding Pay duty program. • Beatrice put together staff job descriptions, hours and responsibilities Jake asked Beatrice to give a bit of future structure for staff, Beatrice reported that she has a great team, that all work well together, they each have a set skills, professionalism and work ethics. Beatrice recommended for future staff structure the following: As website is completed. retain Andrea 1 day a week in office for website maintenance, newsletters and social media at 20 hrs/per week max. For Natasha, it was recommended to change her title more to reflects her skills, she excels in many tasks, such as event and marketing coordinator and she is also a great source of office support she is definitely multi-talented and comes into the office 5 days 30 hrs/per week. In the case of Dough Beatrice stated that he has done an amazing job on the streets, managed and coordinated the Ambassadors and there is a visible difference on our streets, she also added that through the winter season Doug was re-directed to do some handy work, and other tasks as required, Doug has been given a list of tasks that will be needed to be complete at the lighthouse as otherwise the contractor scope of work would be beyond our budget. • Chair will post document on basecamp
<p>7.</p>	<p>Staff Report – Beatrice</p> <ul style="list-style-type: none"> • Beatrice provided weekly report on Basecamp • Halloween event was spectacular – well received great feedback from members • Lighthouse reno begins November 4th • Pod arranged at lighthouse parking lot • Clarke Hall move out November 7 and 8 • Keys and access code have been set up for contractor • Power upgrade to aiming to complete by Mid-November
<p>8.</p>	<p>Committee Reports Beautification: Lydia Ordoñez-Niles</p> <ul style="list-style-type: none"> • Winter Banners finalized, they will be up November 8th • Alectra working on our power • Approval to get WinterIN the Port over the road banners \$1,600 if available Marketing budget • Committee recommends keeping the decorative benches out during the winter • Discussion to investigate cost – New I Love PC sign 2020 • Old ilovePC sign will be re-used perhaps at lighthouse • Ask FRAM about Live-work units emergency lights that can be used for the winter season

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- Usage of solar lights on trees that are not near power (LED) it was decided to give it a try
- Utility Boxes 2020 will be artistic – waiting on a quote from new supplier that works with the City

Action:

- Beatrice to Contact Bentall for possible Christmas tree at Port House site 30ft. – 25ft.
- Set up meeting with Sure Green regarding lights include Ric
- Decorative Lamp Poles – get 3 quotes – quote for re-painting apprx. 50,000
- Get beautification budget from bookkeeper – incorrect
- 12 more benches 2020 – cost and permit required
- 8 extra garbage bins to be maintained and placed as needed by BIA staff – get cost
- Beautification projects 2020-2022 submitted to City for MOU

Policies: Claudette Hope-Edwards

- New Policies Submitted for approval

Motion:

Claudette moved that the Personnel Policy (6:01,2) 2019 be adopted as read.

Seconded by Lydia Ordoñez-Niles

Carried

Motion:

Claudette moved that the Social Media Policy (2012) be replaced by the Social Media Policy 2019 and adopted as read.

Seconded by Ric Cooper

Carried

Motion:

Claudette moved that the Complaints Resolution Policy 2019 and adopted as read.

Seconded by John Pappas

Carried

Scott Higginson would like to join the Policies Committee

ROI: Ann Ivy Male

- Full emailed report provided
- Web site near completion, new detailed parking map implemented, information update
- Review of on-line directory by Bea and Andrea
- Member engagement
- Newsletters great communications tool
- Brainstorming
- Marketing Plan 2020
- New welcome packages – Swag bags
- Break up into Zone to cover more area

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	<ul style="list-style-type: none">• Meetings set with printed publications, as well as with Lamar for bus wraps• Working on digital content• New Member sticker with our new brand• Social Media and other marketing tools• WinterIN the Port Elf on the Shelf contest hashtag #PCELVES• Natasha – Communications, public relations and event planning• Andrea – Newsletters, content writing and blog (BlogITpc)• Suggestion to do a survey at AGM• Great social media following including twitter
9.	Other Business Staff was asked to leave the room In Camera Board Discussion
10.	Adjournment Motion: Claudette Hope-Edwards Moved that the meeting be adjourned at 8:15pm Seconded by John Papas Carried